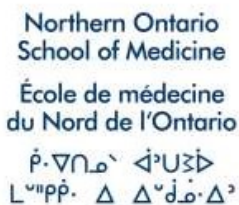


Formation et recherche novatrices pour l'amélioration de la santé dans le Nord.



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nosm.ca

Pan-Northern Database of Assets

The Pan-Northern Database of Assets (PaNDa), is a database system developed for the Northern Ontario School of Medicine. PaNDa consolidates and streamlines the data, process and information involved with Clinical Rotations, On-Line Applications to the Northern Ontario Electives Program and Rehabilitation Studies Programs, Clinical Facilitator Availability, Learner Leaves and Housing.

Overview of Learner Screens

To access the Learner Screens in PaNda you must be classified in the system as a NOSM Learner. This would include Dietetic Learners, Rehabilitation Learners, Physician Assistants, Residents, Students, Visiting Residents and Visiting Students. Once you log in to PaNda you will go automatically to the Learner Screens. Individuals who are not classified as NOSM Learners, such as Scheduling Coordinators, Program Coordinators, and Housing Staff have access to the information found in the Learner Screens through the scheduling, housing and evaluation screens in the main PaNda menus.

Login

To log into the PaNDa database navigate to the NOSM home page (www.nosm.ca) and then click on the 'myNosm' link on the top right hand of the screen. Under the 'Learners' section on the top of the screen you will see the PaNDa link. Clicking the link will redirect the user to the PaNDa login page. Alternatively PaNDa can be accessed via www.PaNDa.nosm.ca.

[Help](#)

PaNDa

Pan-Northern Database

Northern Ontario
School of Medicine



Login

Username:

Password:

Login

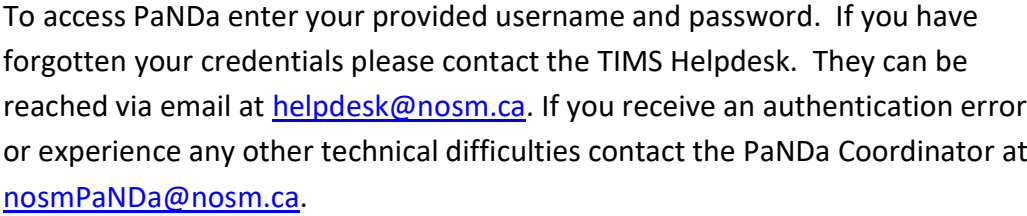
Login, v4.0.170404

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- My Messages
- Leave Requests
- Learner
 - My Schedule
 - Main Menu

There are seven areas to make note of in the portal: the *Menu*, *My Messages*, *Learner Leave Requests*, *Learner Leave Request Form*, *My Schedule* and *Main Menu*. The *Menu* (sidebar on the left) contains four links, they are: *My Messages*, *Leave Requests*, *My Schedule* and *Main Menu*.

The *Menu* can be found in any section of the portal and can be used to quickly navigate between these four sections. The *Main Menu* will be displayed upon login.

NOTE: Only NOSM Postgraduate learners will see the Leave Requests item on the menu. The Leave Requests Learners guide is a separate document specific to Postgraduate Learners and stored on document central. For the purpose of this Guide only those features available to all Learners will be discussed.

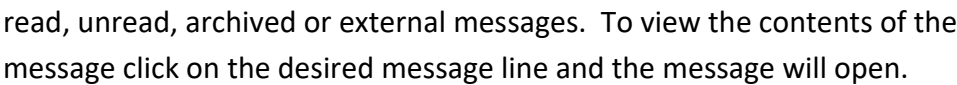
Whenever a change is made within PaNDA affecting the learner, a message is generated in the *My Messages* section with the appropriate information. This allows learners to stay informed, particularly in regards to the status of leave requests and NOSM elective applications. These messages can contain information on many different topics. To view these messages select *My Messages* from the *Menu*. These messages are also forwarded to your provided email address for convenience.

Displays all notifications that have been sent to you and that meet the criteria specified.

Status	(All)
--------	-------

Sent	Subject	Type	Status
2019-06-26 11:36	PaNDA - Housing Reservation - 1-625 Rose Avenue, North Bay from Jul 29, 2018 to Aug 25, 2018	Housing Change	Read
2019-06-26 11:36	PaNDA - Housing Reservation - 102-1525 Paris Street, Sudbury from Jun 30, 2018 to Jul 28, 2018	Housing Change	Unread
2019-05-09 10:14	PaNda - Application Accepted	Internal Application Approved - Learner	Unread
2019-05-08 10:45	PaNda - Application Accepted	Internal Application Approved - Learner	Unread

Read messages will appear in white, while unread messages appear in yellow. To sort messages, click on the status dropdown box at the top of the page. By default, all messages are displayed. However, a user can choose to view only



If you do not navigate out of the message, click on “Close Message” to the bottom left hand side of the page. This will return the learner to *My Messages*. Alternatively, selecting a link from the *Menu* will redirect the user to the selected destination.

Welcome **Learner, Sam** | [Logout](#) | [Help](#)


[Learner](#) | [Main Menu](#)

[My Messages](#)
[Leave Requests](#)
[Learner](#)
[My Schedule](#)
[Main Menu](#)

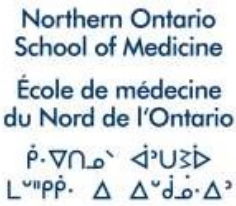
Select Program Year

Learner, Sam








The list below shows the status of each of your academic years. The blue arrow indicates the year currently in progress.

Current	Program / Year	Current Status	Academic Year
	UGY3 - East	Appointment Accepted	2016-2017
	UGY4 - East	Appointment Accepted	2017-2018
	PGY1 - Family Medicine (Rural)	Appointment Accepted	2018-2019

To view your information, click on the Program Year to access the main menu. You can also access the main menu through the link on the left hand side of the screen. Please note that your current year will be indicated by the blue arrow. However, you can access any schedule year in your menu.



Learner, Sam
PGY1 - Family Medicine (Thunder Bay)

-  **Registration Data (Partially Completed)**
Update and review immunization, immigration, CPSO/CMPA, emergency contacts and authorization grants
-  **Administrative Information**
View schedule years and banking information
-  **Schedule / Housing**
View schedule of clinical and academic curriculum. View housing information.
-  **Preferences**
Enter preferred times, locations, electives and housing requirements for upcoming schedule year.
-  **Messages (14 unread)**
Access all notifications regarding outstanding requests and curriculum changes
-  **Elective Applications**
Submit and review elective applications
-  **Assessments / Evaluations (0 due)**
Submit and review assessments and evaluations

NOTE: Only NOSM learners will see the Elective Applications item on the menu. The PaNDa: Learner Electives Applications Handbook is a separate document specific to NOSM Learners and stored on Document Central. For the purpose of this Guide only those features available to all Learners will be discussed.

Through the menu you will be able to view your personal information (Registration Data), see your schedule and housing information (Schedule), **(Preferences not currently used)**, read your system generated messages

My Schedule 2019-2020

Learner, Sam

PGY1 - Family Medicine (Thunder Bay)

Schedule year refers to the academic year. You cannot overlap the date range to cover more than one academic year. For example if your academic Year 1 ran from September 1, 2018 - August 31, 2019 and your Year 2 ran from September 1, 2019 – August 31, 2020 you would not be able to see all of the rotations assigned to you during the date range June 1, 2019 – November 30, 2020. Since this date range crosses the academic year start you would only be able to see the scheduled events that are scheduled in the academic year listed in the Schedule Year box.

Attached Materials

When you click on the paper icon from your schedule you will go to the materials page.

Associated Materials

My Messages

Leave Requests

Learner

My Schedule

Main Menu

Associated Materials

The resources below complement the curriculum selected.

Back

Title	Type	Resource	Comments / Instructions	Updated
Observed encounter form	Document	Observed Encounters >		2011-07-26
Goals and objectives	Document	Goals and Obj Rural Fai		2011-07-26

The material page displays information on the type of materials that have been attached to the scheduled event. By clicking on the link in the Resource column you will open the materials.

How to View Rotation Housing

To view your housing information click on Schedule from the main menu or My Schedule for the links on the left hand side of the screen.



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Rotations / Curricula **Housing**

The list below shows all of the learner rotations that have been assigned to you for the designated academic year. It also shows any academic curriculum events and learner leave requests. If you have any questions regarding these assignments please contact the Program Coordinator for the program rotation (contact information available at www.nosm.ca).

[Subscribe to this Calendar](#) - Compatible calendar client required

Type	Schedule Item Description	Start Date	End Date	Materials	Assess/Eval
Clinical	Family Medicine; Faculty, Sally; Sudbury; Confirmed	2018-07-01	2018-07-29		
Clinical	Pediatrics - General; Twining, Hala SqdevFromM5; Pediatrics - NBRHC; Abara, Sebastian; Willans, Daryle SqdevFromM5; Berkeley, Louisa SqdevFromM5, North Bay; Confirmed	2018-07-30	2018-08-26		
Clinical	Emergency Medicine; Robinson, Cherylin SqdevFromM5; Emergency Medicine - HRSRH; Fawcett, James SqdevFromM5; Macintyre, Navdeep SqdevFromM5, Sudbury; Confirmed	2018-08-27	2018-09-23		
Clinical	Family Medicine; Faculty, Tom; Sudbury; Pending Change	2018-08-27	2018-09-23		
Clinical	4wk Elective (2wk min) Selection 01: Family Medicine; Sudbury; Requested	2019-03-11	2019-03-24		
Clinical	Optional 2wk Elective Selection 01: Hospitalist; Sudbury; Requested	2019-03-25	2019-04-07		

Click on the Housing tab at the top of the schedule.

Rotations / Curricula **Housing**

Click on the Select button to the left of a row to see further details regarding the housing reservation, as well as to view key transfers and complete a unit inventory checklist. Please contact a housing administrator (housing@normed.ca) for housing-related inquiries or www.nosm.ca for more information.

Rotation(s)	Check-In	Check-Out	Address	Bedroom(s)	Parking Space(s)	Phone	Restri	Housing Details	Assess/Eva
Family Medicine	2018-06-30	2018-07-28	102-1525 Paris Street Sudbury ONTARIO P3E 5K2	Bdrm #1		705-470-3055			
Pediatrics - General	2018-07-29	2018-08-25	1-625 Rose Avenue North Bay ONTARIO P1B 6V9	Bdrm #1		705-478-5998			

The following information is given on the Schedule screen:

- Rotation Name column indicates which rotation housing is being reserved for.
- Start Date indicates your check in date and time which you are able to begin staying in the reserved housing unit.
- End Date indicates your check out date and time.
- Full Name column gives the name of unit assigned to you and the street address of the unit.
- Bedroom(s) column indicates which bedroom of the unit has been assigned to you. Before housing is booked a default value of 'All' is displayed here. If you have been booked for individual housing you will see which bedroom you have been assigned. If you have been booked for Family Housing you will notice that all bedrooms will be assigned to you.
- Parking Space(s) column indicates if a specific parking spot has been assigned. Currently we do not have assigned parking through PaNDa. Please read the materials attached to your reservation for details about parking availability.
- Phone column displays the phone number for the accommodations.

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- Restrictions column indicates any restrictions for the unit, such as Adults only.
- Resources column contains 2 types of information:
 - Maps - by clicking on the icon a new window will open displaying a map to the accommodations.
 - Documents - By clicking on the icon a new window will open to display housing procedures and protocols and documentation about the unit. Each document has a separate icon to access it.
- Assess / Eval column is currently not in use. Evaluation forms are now generated through Elentra/One45 (dependant on learner program) and not in PaNda.

Reservation Details

To view more detailed information about your reservation, click on the box icon in front of the housing information line to open the Reservation Details screen.

Rotations / Curricula **Housing**

Click on the Select button to the left of a row to see further details regarding the housing reservation, as well as to view key transfers and complete a unit inventory checklist. Please contact a housing administrator (housing@normed.ca) for housing-related inquiries or www.nosm.ca for more information.

Rotation(s)	Check-In	Check-Out	Address	Bedroom(s)	Parking Space(s)	Phone	Restri	Housing Details	Assess/Eva
 Family Medicine	2018-06-30	2018-07-28	102-1525 Paris Street Sudbury ONTARIO P3E 5K2	Bdrm #1		705-470-3055		  	
 Pediatrics - General	2018-07-29	2018-08-25	1-625 Rose Avenue North Bay ONTARIO P1B 6V9	Bdrm #1		705-478-5998		  	

From here you can see the address and phone number for the unit, the date you arrive (the first night you can stay in the unit) and the departure date (the last night you can stay in the unit). At the bottom of the screen there is a comments field. If there are specific details that the Housing staff need you to be aware of they will be documented here.



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Reservation Detail

The three tabs on this page allow you to view all information related to an individual reservation.

[Back](#)

Unit Information Key Transfers Inventory Counts Roommates Housekeeping

Occupant / Learner	Learner, Sam	Community	Sudbury
Address	102-1525 Paris Street Sudbury ONTARIO P3E 5K2	Arrival Date	2018-06-30
Bedroom(s) Allocated	Bdrm #1	Departure Date	2018-07-28
Parking Space(s) Allocated	27	Unit Type	Apartment
Phone	705-470-3055	Unit Type Qualifier	351047
Link to Unit Information		Reservation Instructions	
		Restrictions	

Additional comments and information regarding unit and/or reservation. Please read carefully.

How to View when Keys were sent

To view the information about your key transfers, click on the Key Transfer Tab on the Reservation Details screen.

Unit Information Key Transfers Inventory Counts Roommates Housekeeping

This tab shows the status of all keys for the unit, with the most recent transfer appearing at the top of the list. The learner is responsible for ensuring that all keys provided are returned promptly at the end of their rotation.

Key / Type	To / From	Transfer Date	Comment
01 (Master Key Set)	Lent To Learner	2019-06-10	Sent to Learner home address

Here you will see which set of keys have been sent to you and when they were sent. Housing staff will include a comment regarding how the keys were transferred to you in the Comments column. Once your keys have been received by the Housing staff they will add a second line to indicate when the keys were returned.

Roommates

To optimize housing units, roommates will be assigned where applicable. To view roommate assignments, click on the Roommates tab.

Unit Information Key Transfers Inventory Counts Roommates Housekeeping

You will be sharing housing with these fellow learners.

Learner	Gender	Program	Year	University	First Night	Last Night
Learner, Bart	Male	Elective Undergraduate Medical Education	UGY4		2018-07-01	2018-07-12










Here you will see the name of your assigned roommate, their gender, program, training level, arrival date and departure date.

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Index

-  The pencil icon is available anywhere information can be edited. Be sure to click on the checkmark to save any edited records.
-  The addition icon generates an empty leave request form. Be sure to click on the checkmark to save any additional records.
-  The checkmark icon will save any changes. This icon is available after selecting to add or edit leaves. In order to save any changes in PaNDa, this icon **must** be selected.
-  The undo icon will cancel any changes made. It will also exit the leave without altering the current state of the leave. This icon is available wherever the checkmark icon appears.
-  The calendar icon allows for easy selection of dates for Date of Birth, Start Date and End Date record fields.
-   The back icon returns users to the previous page. This can either be returning to the *Learner Leave Requests* page from the *Learner Leave Request Form*, or returning to the *My Messages* screen from within a message.
-   The navigator appears at the bottom of any page where there are more than 14 records. This can be used to navigate from one page to the next, from the beginning to the end, or any specific page in between.