# PGME Orientation – Clinical Scheduling Quick Tips

Changing a Rotation

1. The process must be **complete 12 weeks before** the beginning of the change (this includes program approval for the change, release from the preceptor, and completed form submitted).
2. The **Clinical Rotation Change Protocol** and required **Change Request Forms** can be found by visiting: www.nosm.ca/postgrad/ → click on *Policies and Forms*.
3. Submit your change forms to your program coordinator.
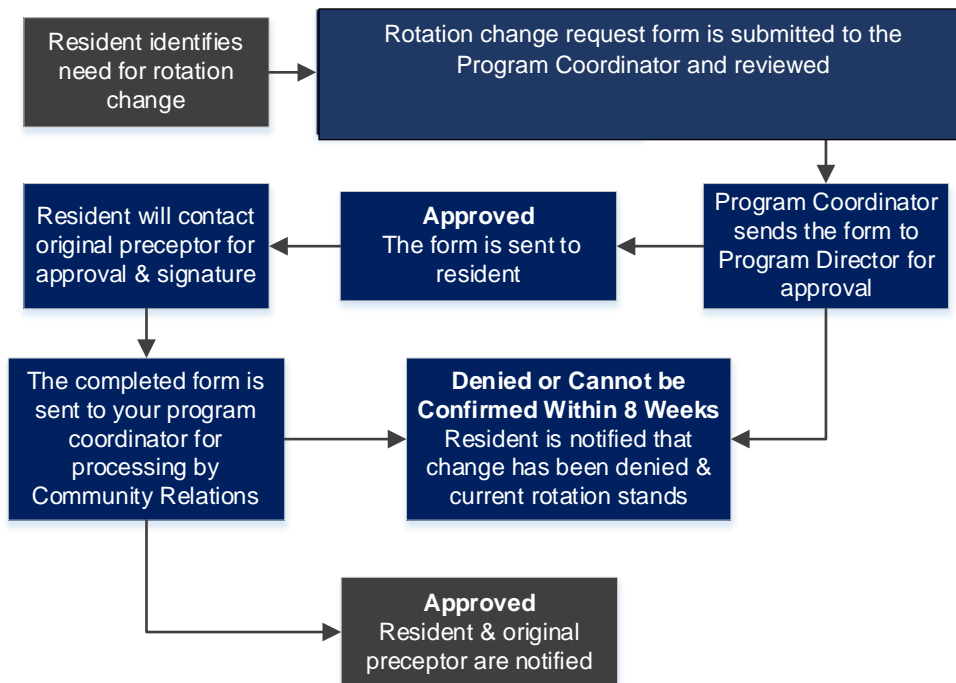
Pan-Northern Database

The Pan-Northern Database (PaNDa), is a database system developed for NOSM to consolidate and streamlines the process and information involved with clinical rotations, online applications to the Northern Ontario Electives Program and Rehabilitation Studies Programs, clinical facilitator availability, resident leave of absences, and housing.

Accessing PaNDa

To access PaNDa go to: www.panda.nosm.ca and login with your NOSM credentials.

- If you experience issues with PaNDa, contact: nosmpanda@nosm.ca.
- If you experience issues with your login credentials, contact: helpdesk@nosm.ca.

Viewing Your Schedule in PaNDa

1. Click *My Schedule* on the menu, located under *Learner.*
2. There are two tabs available in *My Schedule*: *Rotations / Curricula* & *Housing.*
3. The *Rotations / Curricula* tab contains all of your scheduled rotations including the discipline, start date, end date, preceptor or service, and any associated materials.
4. The *Housing* tab contains all necessary housing related information should it be required for a rotation.

The full **PaNDa How-to Guide for Learners** can be found by visiting: https://www.nosm.ca/pge-office/registration-basics/ → click on Pan Northern Database (PaNDa) - Clinical Schedule System under 'The Basics' header.

Requesting a Leave of Absence in PaNDa

1. Click *Leave Requests* on the menu.
2. Click *Add a new request* ➕.
3. Complete the *Learner Leave Request Form*, selecting the request type, start date, end date, appropriate schedule year, and any applicable comments.
4. Click *Save this item* ✅ to submit the leave request for review and approval.
5. An automated email from nosmpanda@nosm.ca will inform you when your leave has been approved or denied.
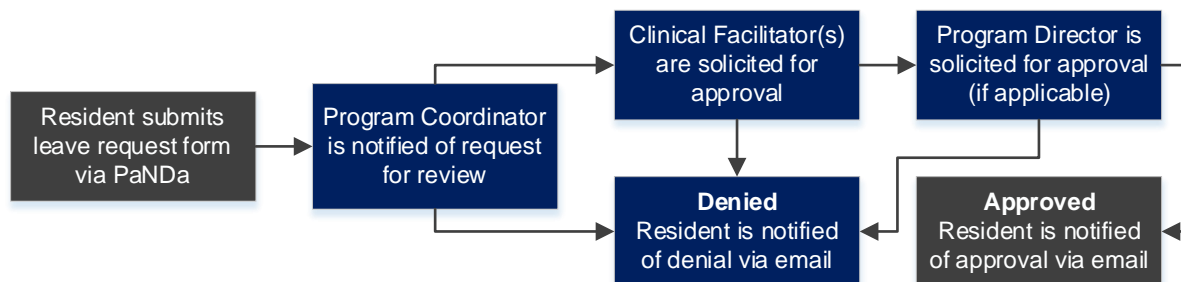
Applying for an Elective in PaNDa

1. Click *Elective Applications* in the Learner Menu of your current program year.
2. Click *Submit New Application* ➕ Submit New Application.
3. Complete the top section of the form selecting an available elective rotation, adding learning objectives, and special requests (optional).

4. Add up to four elective rotation preferences ➕, selecting a discipline, dates, community, preferred preceptor (optional), preference order, and if housing is required.
▪ NOSM housing and travel funding is available where elective rotations are a minimum of four consecutive weeks within the same community.
5. Once your preferences are saved and you are ready to apply for an elective, click *Submit Application* ▶ Submit Application .