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/](http://www.nosm.ca/postgrad/) → click on **Policies and Forms**.

3. Submit your change forms to your program coordinator.

   ![Diagram of rotation change process]

   - Resident identifies need for rotation change
   - Rotation change request form is submitted to the Program Coordinator and reviewed
   - Resident will contact original preceptor for approval & signature
   - Approved
   - The form is sent to resident
   - Program Coordinator sends the form to Program Director for approval
   - Denied or Cannot be Confirmed Within 8 Weeks
   - Resident is notified that change has been denied & current rotation stands
   - Approved
   - Resident & original preceptor are notified

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.
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.