
PaNDa: Learner How to Guide

Contents

Contents	2
Pan-Northern Database of Assets	3
Overview of Learner Screens	3
Login	3
Menu	4
My Messages	4
Main Menu	5
How to View Schedules.....	7
Attached Materials	8
How to View Rotation Housing	9
Reservation Details	10
How to View when Keys were sent	11
Roommates.....	11
Index.....	12

Pan-Northern Database of Assets

The Pan-Northern Database (PaNDa), is a database system developed for NOSM University. PaNDa consolidates and streamlines the processes 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.

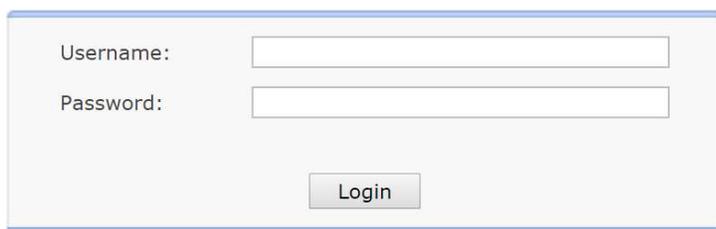
NOTE: The purpose of this Guide is to discuss only those features available to all Learners (NOSM and Visiting, as well as all programs). There are additional resources for resident leave of absences, and elective applications. These sections will not be discussed here.

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 Community Relations 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 PaNDa, navigate to the NOSM University homepage and head into *myNOSM* at the top right of the page. From here you will find a link to PaNDa. Alternatively, PaNDa can be accessed via <https://panda.nosm.ca/>.



The screenshot shows a login form with two input fields: 'Username:' and 'Password:'. Below the fields is a 'Login' button. The form is enclosed in a light blue border.

To access PaNDa enter your provided username and password. If you have forgotten your credentials please contact the TIMS Helpdesk. They can be reached via email at helpdesk@nosm.ca. If you receive an authentication error or experience any other technical difficulties contact PaNDa@nosm.ca. **Please note that your username EXCLUDES @nosm.ca**

Menu

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

The menu contains links to many different areas depending on your access. The menu can be found in any section of PaNDa and can be used to quickly navigate between these sections. Logging into PaNDa should automatically load your homepage as *Main Menu*.

NOTES:

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.

My Messages

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, housing changes 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 your convenience.

My Messages

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

Status

Sent	Subject	Type	Status
2022-05-25 03:26	PaNDa - Housing Reservation - 1-625 Rose Avenue, North Bay from Nov 21, 2021 to Dec 04, 2021	Housing Change	Read
2022-05-25 03:25	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 read, unread or archived messages. To view the contents of the message click on the desired message line and the message will open.

Message Details

Recipient	Learner, Olivia
Recipient Email	
Sent Date	2022-05-25 03:26
Subject	PaNDA - Housing Reservation - 1-625 Rose Avenue, North Bay from Nov 21, 2021 to Dec 04, 2021
Body	Olivia Learner, A change to a housing reservation has been made for 1-625 Rose Avenue, North Bay from Nov 21, 2021 to Dec 04, 2021. You can review all of your housing reservations from the My Schedule page, Housing tab of PaNDA at Enter PaNDA
Type	Housing Change
Read Date	2022-06-29 02:08
Archived Date	
Status	Read
Email Relay Status	Sent
Email CC	

Other Recipients

Addressee Name	Addressee Type	Addressee Email

[Close Message](#)

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.

Main Menu

Learner Main Menu

My Messages

Leave Requests

Learner

My Schedule

Main Menu

Select Program Year

Learner, Olivia

Your academic years at NOSM are shown below. The blue arrow indicates the year currently in progress. Click on one of the years to access your rotation schedule, academic history, input your rotation preferences and update your personal information.

Program / Year	Academic Year
PGY2 - Family Medicine (Thunder Bay)	2022-2023
PGY1 - Family Medicine (Thunder Bay)	2021-2022
UGY4	2020-2021

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

Learner Menu 2022-2023

Learner, Olivia
PGY2 - Family Medicine (Thunder Bay)

Select from one of the functional areas below.

 **Leave Requests**
Submit leave requests, check status of requests and review annual leave allowance

 **Administrative Information**
View schedule year information

 **Schedule / Housing**
View schedule of clinical and academic curriculum, and view housing information

 **Preferences**
Enter preferred times, locations, electives and housing requirements for the upcoming schedule year

 **Messages (5 unread)**
Access all notifications regarding outstanding requests and curriculum changes

 **Elective Applications**
Submit and review elective applications

Depending on your specific program requirements, you might not have access to all menu options shown above.

NOTE: Only NOSM University learners will see the Elective Applications item on the menu. The PaNDa: Learner Electives Applications Handbook is a separate document specific to NOSM University Learners and stored on Document Central.

Through the menu you will be able to view your personal information (Administrative Data), see your schedule and housing information (Schedule), review your elective application preferences (Preferences), read your system generated messages (Messages) and

review/submit Elective Applications (Elective Applications). Click on the appropriate menu option to go directly to that page in PaNDa.

How to View Schedules

To view your schedule click on Schedule/Housing from the Learner Menu or My Schedule for the links on the left hand side of the screen.

Please note that by using the My Schedule link you will be brought to the current academic schedule year. To view previous schedules please go to the desired schedule year then choose Schedule/Housing.

My Schedule 2022-2023

Learner, Olivia
PGY2 - Family Medicine (Thunder Bay)

Rotations / Curricula | Housing | Leaves | Calendar

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).

ID	Type	Scheduled Curriculum	Status	Community	Preceptor (Lead)	Start Date	End Date	Materials
1	Clinical	Family Medicine	Confirmed	Thunder Bay	Faculty, Sally	2022-07-04	2022-08-28	
2	Clinical	Emergency Medicine	Requested	Bracebridge		2022-08-29	2022-09-25	
3	Clinical	Elective: Emergency Medicine	Requested	North Bay		2022-10-24	2022-11-20	
4	Clinical	Internal Medicine: Hospitalist	Confirmed	Sault Ste. Marie	Faculty,35, Tom (DEMO)	2023-02-13	2023-03-12	
5	Clinical	Internal Medicine - Teaching Service - MCTU	Pending Change	Thunder Bay	Faculty, Sally	2023-02-13	2023-03-12	

The following information is given on the Schedule screen:

- ID column refers to the chronological order of the schedule item at the time of viewing.
- Type column indicates what type of event has been schedule. Clinical events are rotations or placements, Non-Clinical are for non-clinical placements, Academic events are for lectures, tutorials etc
- Schedule Curriculum will give a brief description of the event.
- Status refers to the current status of the placement request: Confirmed, Requested, Pending Change.
- Community the placement event is taking place.
- Preceptor will indicate the lead preceptor for the placement. Please note that only Confirmed and Pending Change placements will show the lead preceptor. Requested placements will be blank until confirmed.

- Start Date and End Date columns show the dates of the event.
- Materials column will hold specific materials that have been created for the event. These materials could be documents or website links. Clicking on the paper icon will open the Materials screen.

My Schedule 2022-2023

Learner, Olivia
 PGY2 - 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, 2021 - August 31, 2021 and your Year 2 ran from September 1, 2022 – August 31, 2023 you would not be able to see all of the rotations assigned to you during the date range June 1, 2021 – November 30, 2022. 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.



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/Housing from the main menu or My Schedule for the links on the left hand side of the screen.

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

Rotations / Curricula **Housing** Leaves Calendar

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 roommate information. Please contact a housing administrator (housing@nosm.ca) for housing-related inquiries or visit the [NOSM Housing Page](#) for more information.

ID	Rotation(s)	Check-In	Check-Out	Address	Bedroom(s)	Housing Details
	1 Family Medicine	2022-06-30	2022-08-27	540 Oliver Rd, #109 Suncrest Villa Thunder Bay ONTARIO P7B 5E1	Bdrm #1	  
	2 Emergency Medicine	2022-08-29	2022-09-25	RESERVED - TBA - Check 28 days prior to placement		
	3 Elective: Internal Medicine - Intensive Care	2022-10-23	2022-11-19	RESERVED - TBA - Check 28 days prior to placement		  

The following information is provided 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.
- Address column gives the physical address of unit assigned to you. Please note that if you are more than 28 days prior to the housing reservation, a note stating “RESERVED – TBA- Check 28 days prior to placement” will be displayed. The Unit address will not be displayed until closer to the check in date.
- 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.
- Housing Details column contains additional housing information. Click on the icons to open the document details.

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** Leaves Calendar

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	3 Elective: Internal Medicine - Intensive Care	2022-10-23	2022-11-19	RESERVED - TBA - Check 28 days prior to placement		  

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.

Reservation Detail

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

Unit Information **Key Transfers** Roommates

Occupant / Learner	Learner, Olivia	Community	Thunder Bay
Address	540 Oliver Rd, #109 Suncrest Villa Thunder Bay ONTARIO P7B 5E1	Arrival Date	2022-06-30
Bedroom(s) Allocated	Bdrm #1	Departure Date	2022-08-27
Parking Space(s) Allocated	Spot #1 - 109	Unit Type	Apartment
Phone	807-346-4038	Unit Type Qualifier	
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** Roommates

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	2022-06-20	

Here you will see which set of keys have been sent to you. 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** **Roommates**

You will be sharing housing with these fellow learners.

Learner	Gender	Program	Year	University	First Night	Last Night
Learner, Ama	Female	Undergraduate Medical Education Phase 3 - Year 4	UGY4		2022-07-03	2022-07-30

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

If you have any questions regarding your housing reservation please contact housing directly at housing@nosm.ca

If you have any access/technical issues please contact panda@nosm.ca for assistance.

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.

 **Back** 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.

 **◀◀ 1 2 3 ▶▶** 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.