



Resident Help File

FAQs

1. What is one45?

one45 is a simple but powerful web-based tool helping to deliver first class healthcare education in complex graduate and undergraduate environments. one45 is used extensively throughout PGME for managing rotations, schedules, and evaluations of residents and faculty.

2. How do I connect to one45?

Enter <http://one45.usask.ca> into your favorite internet browser. Bookmark it for quick and easy access!

3. How do I get my username and password?

A username and password will be assigned to your Program Administrator. Usually it will be your UofS NSID and password.

4. Forgot your username or password?

The "*forgot my password*" link is available on the [sign in](#) page, so your username and password can always be retrieved using just your email.

5. Where do I go if I have problems?

Contact your Program Administrator with any problems. You can find more training resources at <http://medicine.usask.ca/itu/one45/support>.

Resident eDossiers

Your eDossier (or electronic dossier) is an electronic folder of important information about you and your experiences as a resident. It is the interface through which you access the one45 system (e.g., to complete evaluations, to view your schedule, to check your marks, to download handouts and notes). By storing all your information in one place, the eDossier streamlines the administrative process and reduces the risk of transmission errors.

Most of the information in your eDossier can only be edited by administrators.

Your eDossier consists of a number of subfolders:



Some programs do not use all of the following subfolders in their eDossiers.

To Do

The To Do subfolder consists of the list of tasks that you have to complete. It is the subfolder that appears when you log into the system. The most common tasks that you will perform here are attending and rotation evaluations and reviewing evaluations of yourself.

When an administrator sends you an evaluation form to complete or distribute, the form automatically appears as a new task in your To Do list (usually, you also receive a sendout email with each new task). To complete a task, click on its title and follow the instructions. Once you've finished a task it is removed from your To Do subfolder.



Target	Activity	Program	Dates	Form	Contact
self-evaluation	Behavior/Development	Postgrad demo	Nov 1 - 30/06	Portfolio - Behavior Development (BD)	Bugs Bunty

Evaluator	Activity	Program	Dates	Form	Contact
Summary	Subspecialty Inpatient	Postgrad demo	Aug 1 - 31/06	Evaluation of Resident	Bugs Bunty

Personal Info

The Personal Info subfolder contains your contact information, a headshot photo of you (if your administrator has added one to the system) and your current PGY level. It is very important that this information is kept up to date. To change any of your contact information, please contact your administrator.

This subfolder is also where you can change your username and password. To do this, click the "change username/password" link. A new page appears where you can update this information.

one45 SOFTWARE INC. | LOG OUT | **Tristian Baxter** Resident (PGY1)

To Dos

- Personal Info
- Contact List
- Handouts & Links
- Pt/Procedure Logs
- Marks
- Evaluations
- Schedules
- My Calendar
- Rotations
- Duty Hours
- Vacation/Leave
- Academic Sessions
- Track Attendance

Personal Info

 **Tristian Baxter**
 middlename: **Baxter** current level: **PGY1**
 signature

 **brian@one45.com** > change username/password

 pager

 **604.742.0029**

 cell

101-225 E 19th Ave
Vancouver
BC
V5V 1J3

Contact List

The Contact List contains email addresses for all the residents in your program.

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To Dos 42

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Pediatrics

Name	Email
Baxter, Tristian PGY1	ed@one45.com
Bender, Irvin PGY2	ed@one45.com
Bernard, Ciera PGY3	ed@one45.com
Bradford, Zoey PGY3	ed@one45.com
Buckley, Zakary PGY1	ed@one45.com
Chapman, Alivia PGY2	ed@one45.com
Chavez, Clifton PGY2	ed@one45.com
Craig, Drew PGY2	ed@one45.com
Cummings, Mckenna PGY2	ed@one45.com
Drake, Danna PGY3	ed@one45.com
Emerson, Chance PGY2	ed@one45.com

Handouts & Links

The Handouts & Links subfolder contains links to the handouts and notes associated with your program, sites and specific rotations that you are scheduled for. A few examples of learning objects are rotation objectives, reading lists, maps, websites and journal articles. You can click on the links to download personal copies or to visit specific websites (this option is also available in the Schedule subfolder).

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Peds Clerkship site objects (3)

Postgrad demo program objects (13)

- Conference Attendance Policy (54Kb; doc)
- Healthcare Management 101 (23Kb; doc)
- Journal Club (27Kb; doc)
- Pediatric Competency Based Curriculum (113Kb; doc)
- Pediatric Residency Objectives (20Kb; doc)
- Performance Improvement Committee (25Kb;)
- PGY-1 Competency Assessment Summary (82Kb; doc)
- PGY-2 Competency Assessment Summary (77Kb; doc)
- PGY-3 Competency Assessment Summary (76Kb; doc)
- Practice Improvement Project (57Kb; doc)
- Procedure requirement Policy Aug 06, (48Kb; doc)
- Reading Group (22Kb; doc)
- Scholarly Activity 06 (39Kb; doc)

Patient/Procedure Logs

The Patient/Procedure Logs is where you can keep a record of the patients you have seen and the procedures you have performed on them. You can also view a summary of your log entries and perform a search to find a particular patient or procedure.

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Procedure Competency Log
[summarize totals and apply for competencies](#)

Procedure summary for **Baxter, Tristian**
 As of **Dec 07, 2006**

Procedure name	Competent to perform independently	Qualified to teach/supervise
Access Central Line	Apply Now	
Administration of respiratory tract medications (nebulizer, MDI)	Apply Now	
Arterial Puncture	Apply Now	
Audiometry interpretation	Apply Now	
Bag and mask ventilation	Apply Now	
Bladder Cath	Apply Now	
Bladder Tap	Apply Now	
Blood Pressure	Apply Now	

Marks

The Marks subfolder is where you can view the results of your examinations and your overall average for the year.

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Postgrad demo 2006 - 2007

Course Grades

Systemic Anatomy	82
Evidence-Based Medicine I	75
Medical Terminology	89
Ethics and Professional Practice Issues	87
Genetics	72
Principles of Human Physiology	90
History and Physical Assessment	80
Principles of Pharmacology	76
Clinical Medicine I	90

Evaluations

The Evaluations subfolder is an archive of the evaluations you have completed (By Me) as well as the evaluations of your performance (Of Me). The archive includes the evaluations that have been requested but that have not yet been completed.

You can view the results of your performance evaluations. However, many of these results will not be released to you until you've completed the corresponding evaluations (i.e., of your attending and of the rotation itself). If the name of an evaluator is underlined, you can click on it to view the results.

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Evaluations

	from	to	evaluator (print)	done	confirmed viewed by me
Behavior/Development (Postgrad demo)	Nov 1	Nov 30	2006	Dr. Gilliam ph	
CMC General Inpatient - PGY1 (Postgrad demo)	Sep 1	Sep 30		Dr. Hull s	
Subspecialty Inpatient (Postgrad demo)	Aug 1	Aug 31		Dr. Hull s	Oct 2/06
Pulmonology PGY1 (Postgrad demo)	Jul 1	Jul 31		Dr. Wilson h	Aug 10/06 Aug 14/06
				Dr. Hull s	Aug 12/06 Aug 14/06

Schedules

My Calendar

The My Calendar subfolder allows you to view your courses and academic sessions (daily events). When you click on this tab you will be able to select a specific timeframe to view the events by selecting day, week, or month on the top right hand corner. Once you have made your selection you will be able to see the events scheduled for the timeframe in the calendar below. To view the specifics of an event you must click on the event name and a box will open which displays the information such as the topic, date, speaker, and location of the item. On the top left hand corner of the page you can choose to print the calendar or export it to another calendar system that you regularly use such as GroupWise or Outlook.

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My Calendar

Schedule Filter: Postgrad demo Academic Sessions

December 2006 | today | day | week | month

Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1
3	4	5	6	7	8
10	11			15	16

Event Details (8:00am - 9:00am):
 • Title: Pediatric Case Conference
 Topic: General Peds Topic
 Location: CMC Conference Room BT 1810
 Presenter(s): Carlton Jones

Rotations

The Rotations subfolder consists of your rotation schedule and your academic session schedule. Your rotations are listed in chronological order. If you have leave time scheduled during a rotation it appears under the Vacation/Leave column. Similarly, handouts (e.g., rotation objectives, reading lists) associated with specific rotations appear under the Handouts column. You can view or download them by clicking on their titles.

one45 SOFTWARE, INC. LOG OUT		Tristian Baxter Resident (PGY1)					
Rotation Schedule: Tristian Baxter print page excel export							
rotation	from	to	program	#blks	#wks	handouts	vac/leave
✓ Pulmonology PGY1 (Dr. Wilson)	Jul 1/06	Jul 31/06	Postgrad demo	2	4	Pulmonology Goals and Objectives (116Kb:doc) Pediatric Pulmonology Schedule - PGY 1 (25Kb:ppt) Pediatric Pulmonology Overview PGY 1 (36Kb:doc) Procedures commonly encountered (24Kb:doc)	
✓ Subspecialty Inpatient	Aug 1/06	Aug 31/06	Postgrad demo	2	4	Subspecialty Inpatient Goals and Objectives (107Kb:doc) Subspecialty Inpatient Rotation Overview (39Kb:doc) Peds Clerkship Goals and Objectives (899Kb:pdf) Subspecialty Inpatient Rotation Sc Rotation Schedule (31Kb:ppt) Procedures commonly encountered (24Kb:doc)	
✓ CMC General Inpatient - PGY1	Sep 1/06	Sep 30/06	Postgrad demo	2	4	Procedures commonly encountered (19Kb:doc) 4CMC Goals and Objectives (86Kb:doc) Peds Clerkship Goals & Objectives (899Kb:pdf)	
✓ Hematology/Oncology (Dr. Hodges)	Oct 1/06	Oct 31/06	Postgrad demo	2	4	Hematology/Oncology Goals & Objectives (76Kb:doc) Procedures commonly encountered (24Kb:doc) Peds Clerkship Goals and Objectives (899Kb:pdf)	
✓ Behavior/Development (Dr. Gilliam)	Nov 1/06	Nov 30/06	Postgrad demo	2	4	Behavior Development Goals and Objectives (88Kb:doc) Procedures commonly encountered (24Kb:doc)	
● Subspecialty Inpatient	Dec 1/06	Dec 31/06	Postgrad demo	2	4	Subspecialty Inpatient Goals and Objectives (107Kb:doc) Subspecialty Inpatient Rotation Overview (39Kb:doc) Peds Clerkship Goals and Objectives (899Kb:pdf) Subspecialty Inpatient Rotation Sc Rotation Schedule (31Kb:ppt) Procedures commonly encountered (24Kb:doc)	

Duty Hours

The Duty Hours subfolder allows you to track the shifts you work each day.

To record your shifts for a specific day first click on that day in the calendar view at the top of the screen. The bottom of the screen will switch to the view for that week, based on a Monday to Sunday timeframe.

To enter the shift times, click on the dropdown list for the specific day and choose the type of shift you worked. After this selection is made add in the start and end times of the shift in military time. You can also add in a note, which will be viewable by your program administrator.

To add more shifts in a particular day, click on the (+) sign beside the date. This will open another set of shift times for you to enter. Once you have finished entering in all of your shifts you must save the information by clicking "confirm hours" on the lower right hand side of the page.

Colored dots will appear in the calendar at the top of the page to indicate that the data entry was successful.

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DUTY HOURS

To Dos 43

- Personal Info
- Contact List
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- Pf/Procedure Logs
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- Schedules
- My Calendar
- Rotations
- Duty Hours**
- Vacation/Leave
- Academic Sessions
- Track Attendance

October 2006						November 2006						December 2006						January 2007																					
Tue	Wed	Thu	Fri	Sat	7	Sun	Mon	Tue	Wed	Thu	Fri	Sat	4	Sun	Mon	Tue	Wed	Thu	Fri	Sat	2	Sun	Mon	Tue	Wed	Thu	Fri	Sat	6	Sun	21								
3	4	5	6	7		29	30	31	1	2	3	4		26	27	28	29	30	1	2		31	1	2	3	4	5	6		31	1	2	3	4	5	6			
10	11	12	13	14		5	6	7	8	9	10	11		3	4	5	6	7	8	9		7	8	9	10	11	12	13											
17	18	19	20	21		12	13	14	15	16	17	18		10	11	12	13	14	15	16		14	15	16	17	18	19	20		1									
24	25	26	27	28		19	20	21	22	23	24	25		17	18	19	20	21	22	23		21	22	23	24	25	26	27		18									
31	1	2	3	4		26	27	28	29	30	1	2		24	25	26	27	28	29	30		28	29	30	31	1	2	3		25									
														31	1	2	3	4	5	6										22									

HOURS FOR THE WEEK OF DECEMBER 4 - 10

Please confirm your duty hours for this week in 24-hour time format.
 First choose the type of experience you worked in.
 Adjust the start time or end time as needed. You can add a comment if you wish.

experience	# hours	- comment -
Mon Dec 4 (+) <input type="text" value="Off"/>	0	<input type="text" value="- comment -"/>
Tue Dec 5 (+) <input type="text" value="Off"/>	0	<input type="text" value="- comment -"/>
Wed Dec 6 (+) <input type="text" value="Off"/>	0	<input type="text" value="- comment -"/>
Thu Dec 7 (+) <input type="text" value="Off"/>	0	<input type="text" value="- comment -"/>
Total Hours:	0	<input type="button" value="Confirm Hours"/>

Vacation/Leave

The Vacation/Leave subfolder shows a summary of your scheduled leave time. Leave time is categorized by the reason for the leave (i.e., vacation, conference, interview, sick). The last category (other) is reserved for special circumstances (e.g., bereavement). To schedule leave time, you must contact your program administrator.

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MY VACATION/LEAVE HISTORY (ALL YEARS)

Breakdown By Vacation Type [social export](#) [print page](#) (with notes column)

No Breakdown

type	from	to	days app'd	days used	wkdays app'd	wkdays used	note
Conference							
conference	Jan 01/07	Jan 01/07	1	0	1	0	AAMC
			1	0	1	0	
Vacation							
vacation	Oct 01/06	Dec 08/06	69	68	50	49	
			69	68	50	49	

Academic Sessions

Track Attendance

The Track Attendance subfolder allows you to enter your attendance for academic half day sessions, journal clubs and grand rounds that have occurred in the past. The schedule sorts the academic sessions by calendar months. A coloured dot appears on the day an event is scheduled. If you click on the dot, the event name, topic, presenter and location are listed and you are able to access any handouts associated with the event. Beneath the details you are able to mark your attendance.

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TRACK ATTENDANCE

Year: **This Year**

July 2006							August 2006							September 2006							October 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	31	1	2	1	2	3	4	5	6	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	
23	24	25	26	27	28	29	27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	
30	31	1	2	3	4	5																					

EVENTS FOR JULY 19, 2006

8:00 am - 8:30 am

- Postgrad demo Academic Sessions
 - topic: Pancreatitis
 - location: CMC Conference Room BT 1810
 - name: Morning Report

Attendance: present absent

How do I send a form to my evaluator?

To send a form for your evaluator to complete:

1. Log into one45.
2. At the top of your "Todos" page, click on **choose a new form to send to someone to evaluate you**. (please note that you might not have this option at the top of your page, it means that it is not set up for your program).

one45 SOFTWARE INC. | help | log out | **Luis Avilina**

To Dos 2 [expand all](#) [collapse all](#)

Personal Info

Contact List

Handouts & Links

Pt/Procedure Logs

Choose a new form to complete

Choose a new form to send to someone to evaluate you

3. In the first menu, select the appropriate form. Be careful! You can find several types of forms to choose from in the drop down and it is very important that you choose the right one. Read the full title to make sure it is the form you want to complete (Name of the rotation :: Name of the form).

4. Select the form and the evaluator.

Using form:

Have: evaluate me
[choose another](#)

Date(s): to

5. Choose the date or date span of the rotation and submit.
6. A confirmation screen will open with the options you have selected. Click Submit to confirm.
7. Your evaluator will receive the form to complete on you.