
PaNDa: Postgraduate Learner Electives Applications Handbook

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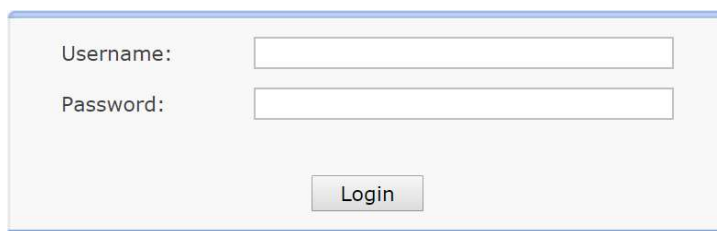
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Pan-Northern Database

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.

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/>.



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.

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*.

Main Menu

To navigate to the *Elective Applications* section of PaNDa, select the appropriate program year from the list of options in the *Main Menu*. This will load the *Learner Menu* for the selected year.

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

Learner Menu


Similar to the *Menu*, the *Learner Menu* contains links to many different sections of PaNDa depending on the program. The *Elective Applications* section is listed in this table.


Learner Menu 2021-2022


Learner, Olivia


PGY1 - 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 (9 unread)
Access all notifications regarding outstanding requests and curriculum changes
- 

Elective Applications
Submit and review elective applications

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Elective Applications

The *Elective Applications* section manages all current and previous elective applications. This includes submitting new applications, editing existing applications and reviewing submissions.

My Applications

Below is a list of all applications that you have submitted for this schedule year. To submit a new application, click on the Add button. To resume a partially completed application, select it in the list.

Application Type	Submitted	Status	1st Choice Preferences			
			From	To	Community	Elective Discipline
Postgraduate Elective Application	2022-05-25 15:22	Accepted	2021-11-22	2021-12-05	North Bay	Internal Medicine - Intensive Care
Postgraduate Elective Application	2022-05-25 15:12	Reviewing	2022-03-07	2022-04-03	Thunder Bay	Hospitalist
Postgraduate Elective Application	2022-05-26 11:21	Reviewing	2022-02-07	2022-03-06	Atikokan	Family Medicine
Postgraduate Elective Application		Cancelled	2022-05-16	2022-06-12	North Bay	Anesthesia



For scheduling questions regarding your elective application, please contact your program coordinator.

When is the deadline to apply?



A completed elective application must be entered no less than eight weeks prior to the anticipated elective start date.

Elective Application Form


To submit a new elective application select on the green plus sign labelled *Submit New Application* to the bottom left of the *My Applications* table. This will open a new *Elective Application Form*.

NOSM Postgraduate Elective Application form.

Application Type	Postgraduate Elective Application	Schedule Year	2021-2022
Learner	Learner, Olivia	Gender	Female
Email	olearner@nosm.ca	Phone	111111111
Program Year	PGY1 - Family Medicine (Thunder Bay)		
Status of Application	Partially Completed	Date Submitted	
Rotation Type	Elective Rotation		
Is this application for an elective placement outside of NOSM?	<input type="checkbox"/>		
Elective Rotation	(Select one)		
Special Requests			
Learning Objectives			

Preferences
Please list elective choices in order of preference below. Every effort will be given to place applicants in their preferred discipline and community. You must provide at least one preference in order to submit your application.

	Elective Discipline	Start Date	End Date	Community	Preferred Preceptor (optional)	Order
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In order to submit an application, the *Elective Rotation* and *Learning Objectives* section must be completed in the top portion of the form, and at least one *Preference* must be completed in the bottom portion. Please note that you can choose up to four preferences per application. To select an *Elective Rotation* item and provide *Learning Objectives*, click on the green pencil to open the edit screen.

NOSM Postgraduate Elective Application form.

Application Type	Postgraduate Elective Application	Schedule Year	2021-2022
Learner	Learner, Olivia	Gender	Female
Email	olearner@nosm.ca	Phone	111111111
Program Year	PGY1 - Family Medicine (Thunder Bay)		
Status of Application	Partially Completed	Date Submitted	
Rotation Type	Elective Rotation		
Is this application for an elective placement outside of NOSM?	<input type="checkbox"/>		
Elective Rotation	(Select one)		
Special Requests	(Elective) (Elective) (Elective) (Elective)		
Learning Objectives			

Once completed, select the checkmark to save any changes. Alternatively the undo button will cancel any changes.

Is this application for an elective placement outside of NOSM University?

For residents who wish to apply for an elective outside of NOSM University’s catchment area, they may submit an application directly to their program coordinator for tracking only. It is the full responsibility of the resident to self-arrange their experiences outside of NOSM University.

Elective Rotation Options

Electives are scheduled per academic block. By default electives are four weeks in length, however they can be split into two, two week electives. Where multiple electives are being applied for in a single block, one application should be submitted for each separate elective. Applications which contain multiple separate electives will be automatically declined.

One Elective Block

To apply for a four week elective, choose an available “Elective” option from the *Elective Rotation* drop down and complete the remaining sections of the form.

Two Elective Block

To apply for two, two week electives, two separate application forms will need to be completed. Choose an available “Elective” option from the *Elective Rotation* drop down and complete the remaining sections of the form.

This application will be for a two week period.

The second application can be completed using the same process as above. Choose an available “Elective” option from the *Elective Rotation* drop down and complete the remaining sections of the form. This second application will also be for a two week period.

Multi-Elective Block

To apply for multiple electives over the course of a block, three separate application forms will need to be completed. Choose an available “Elective” option from the *Elective Rotation* drop down and complete the remaining sections of the form.

This application will be for a two week period.

The second and third applications can be completed using the same process as above. Choose an available “Elective” option from the *Elective Rotation* drop down and complete the remaining sections of the form. This second and thirds applications will be for a one week period per application. This will complete the full block of four weeks total over the three applications (1- two week, 2 – 1 week placements).

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Preferences

Preferences make up the bulk of the *Elective Application Form*. This is where up to four disciplines, communities, and date ranges are specified for the elective application. Each preference is ranked from one to four


The Community Relations Coordinator will attempt to secure a rotation as close to these preferences as possible based on the order assigned by the learner. To add a *Preference*, select the green plus in the bottom portion of the form.


NOSM Postgraduate Elective Application form.

Application Type	Postgraduate Elective Application	Schedule Year	2021-2022
Learner	Learner, Olivia	Gender	Female
Email	olearner@nosm.ca	Phone	111111111
Program Year	PGY1 - Family Medicine (Thunder Bay)		
Status of Application	Partially Completed	Date Submitted	
Rotation Type	Elective Rotation		
Is this application for an elective placement outside of NOSM?	<input type="checkbox"/>		
Elective Rotation	(Elective)		
Special Requests	Enter any special requests in this section		
Learning Objectives	Enter your learning objectives for the requested placement here!		

Submit Application Cancel


Preferences
Please list elective choices in order of preference below. Every effort will be given to place applicants in their preferred discipline and community. You must provide at least one preference in order to submit your application.

	Elective Discipline	Start Date	End Date	Community	Preferred Preceptor (optional)	Order
						



There are nine sections to complete when adding a preference. These sections are: *Elective Discipline*, *Start Date*, *End Date*, *Community*, *Preferred Preceptor (optional)*, *Order*, *Will you require housing?*, *Mode of Transportation*, and *Additional details*. Both *Preferred Preceptor* and *Additional details* are optional. **Please note** that while you may indicate a preferred preceptor, this does **not guarantee** that you will be scheduled with that specific preceptor.

Preferences
Please list elective choices in order of preference below. Every effort will be given to place applicants in their preferred discipline and community. You must provide at least one preference in order to submit your application.

	Elective Discipline	Start Date	End Date	Community	Preferred Preceptor (optional)	Order
		19	19	(Any)	(Any)	
	Will you require housing?	Mode of Transportation				
	<input type="radio"/> Yes <input type="radio"/> No					
	Additional details					

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The *Community* drop-down will populate based on the selected *Elective Discipline* to better define where certain disciplines are offered.


Preferences
Please list elective choices in order of preference below. Every effort will be given to place applicants in their preferred discipline and community. You must provide at least one preference in order to submit your application.

Elective Discipline	Start Date	End Date	Community	Preferred Preceptor (optional)	Order
Emergency Medicine	2022-02-14	2022-03-13	North Bay	Emergency Medicine - NBRHC	1
Will you require housing? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Mode of Transportation: Car (available during rotation)					
Additional details					
Emergency Medicine	2022-02-14	2022-03-13	Sudbury	(Any)	2
Will you require housing? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Mode of Transportation: Car (available during rotation)					
Additional details					
Emergency Medicine	2022-02-14	2022-03-13	Atikokan	(Any)	3
Will you require housing? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Mode of Transportation: Car (available during rotation)					
Additional details					
Family Medicine	2022-02-14	2022-03-13	North Bay	(Any)	4
Will you require housing? <input checked="" type="radio"/> Yes <input type="radio"/> No					
Mode of Transportation: Car (available during rotation)					
Additional details: I would really prefer Emergency Medicine but will take Family medicine if nothing else is available					

The elective discipline, community, and preferred preceptor lists are limited based on what is available for scheduling in PaNDa. It is possible that a community and discipline combination is not available as an elective.

PaNDa will prevent the addition of preferences where the start or end date overlap with existing scheduled rotations. If an error is preventing you from saving a preference based on the dates, check your schedule for overlap.

You can use the green pencil to update your preferences should you wish to add/change details. You may also delete a preference option by clicking on the recycling bin at the end of the desired preference. Please note you can only preform these actions prior to submitting your application.

Once preferences have been added and saved, the application may be submitted using *Submit Application* button.  The application will record the date the application was submitted, lock the application from further editing, and update the application status to *Reviewing*.

NOTES: To successfully submit an application please ensure the following:

1. Ensure that you have completed the preference order and that there are no duplicate preferences numbers.
2. Ensure that your start and end dates are consistent in the application. If they differ, the application will be auto declined.

Will you require housing?

NOSM University housing and travel funding will only be available where the elective rotation(s) are a minimum of four consecutive weeks within the same community.

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Elective Application Status

You will be able to review all of your applications and their statuses on your “My Applications” Page.

My Applications

Below is a list of all applications that you have submitted for this schedule year. To submit a new application, click on the Add button. To resume a partially completed application, select it in the list.

Application Type	Submitted	Status	1st Choice Preferences			
			From	To	Community	Elective Discipline
Postgraduate Elective Application	2022-05-25 15:22	Accepted	2021-11-22	2021-12-05	North Bay	Internal Medicine - Intensive Care
Postgraduate Elective Application	2022-05-25 15:12	Reviewing	2022-03-07	2022-04-03	Thunder Bay	Hospitalist
Postgraduate Elective Application	2022-05-26 11:21	Reviewing	2022-02-07	2022-03-06	Atikokan	Family Medicine
Postgraduate Elective Application		Cancelled	2022-05-16	2022-06-12	North Bay	Anesthesia
Postgraduate Elective Application	2022-06-16 12:28	Reviewing	2022-02-14	2022-03-13	North Bay	Emergency Medicine

[Submit New Application](#)

To review a specific application, click anywhere on the desired application line. This will open up the *Elective Application Form*.

Once an application has been submitted, an *Approvals* table may be found at the bottom of the application to track its progress.

Approvals

Approver	Status	Date Updated	Initiated/Updated By	Comment
Program Coordinator	Pending Approval	2022-06-16	Learner, Olivia	
Coordinator:34, Sally (DEMO)	Tentative	2022-06-16	Learner, Olivia	

The status will remain as *Reviewing* until your program coordinator approves or denies the application. Once approved, the applications status will be updated to *Submitted*, and the community relations coordinator will vet the details of the application. Once approved, the application will be accepted and an email notification will be sent to you.

Once an application is accepted, the community relations coordinator will attempt to secure a placement based on your application preferences in order. Any attempts at scheduling will appear in the *My Schedule* section of PaNDa.

Statuses

There are six states that an application can be in: *Partially Completed*, *Reviewing*, *Submitted*, *Accepted*, *Rejected*, and *Cancelled*.

- **Partially Completed:** The original state of a new application. The application will remain in this state until it is either submitted or cancelled.
- **Reviewing:** A submitted application will be updated to this state until the application is verified by your program coordinator. The application will remain in this state until it is either approved or denied by the coordinator.
- **Submitted:** Once an application has been reviewed by your program coordinator, it will be submitted to the community relations coordinator for further review. The

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- *Accepted*: Once the community relations coordinator and your program coordinator have approved the elective application it will be updated to *Accepted*. At this point the community relations coordinator will attempt to schedule an elective rotation based on the order of preferences. **An accepted application does not equate to a confirmed rotation.** Please refer to Confirmed Rotations for further details.
- *Rejected*: If your program coordinator or the community relations coordinator discover anything out of place with the application they may deny the application and provide an explanation. A new application will need to be submitted to correct the issues that warranted the denial.
- *Cancelled*: An application may be withdrawn by the learner at any point **before** the application has been accepted or rejected. Clicking the *Cancel* button in the *Elective Application Form* will change the application status to *Cancelled*. If an application needs to be withdrawn after it has been accepted, contact your program coordinator or the community relations coordinator to cancel the application. An application in this state may require a formal cancellation or withdrawal with the scheduled preceptor.


An application may only be edited while it is in the *Partially Completed* state. Changes to submitted applications have to be made by your program coordinator or the community relations coordinator at your request, or by cancelling the application and submitting a new one.

Confirmed Rotations


Once an application has been accepted, the community relations coordinator will make every effort to secure a rotation in order of your preferences. Once a rotation has been confirmed, the community relations coordinator will contact you via email outlining the details.

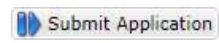
Acceptance of the elective rotation by the preceptor is subject to availability and may result in a declined rotation request. The community relations coordinator will exhaust all applicable options before attempting to secure your next ordered preference. In the event none of your preferences equate to a confirmed rotation, the community relations coordinator will contact you via email to provide alternate preferences. This will require submission of a new application.

Index


 The pencil icon is available anywhere information can be edited. Be sure to click on the checkmark to save any edited records.


 The submit new application icon will create a blank elective application form.


 The addition icon will create blank preferences. Be sure to click on the checkmark to save any additional records.


 The submit application icon will begin the approval process. Submitting an application will lock the form from editing.


 The cancel icon will withdraw an application.

 The checkmark icon will save any changes. This icon is available after selecting the edit pencil. In order to save any changes in PaNDa, this icon **must** be selected.

 The undo icon will cancel any changes made. This icon is available wherever the checkmark icon appears.

 The calendar icon allows for easy selection of dates for the Start Date and End Date record fields.

 The back icon returns users to the previous page.

 The navigator appears at the bottom of any page where there are multiple 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.

Additional Resources

For a brief walkthrough of elective applications in PaNDa, please refer to the [PaNDa: Learner Elective Applications Quick Reference Guide](#).

If you have any technical difficulties, please contact panda@nosm.ca directly for assistance.