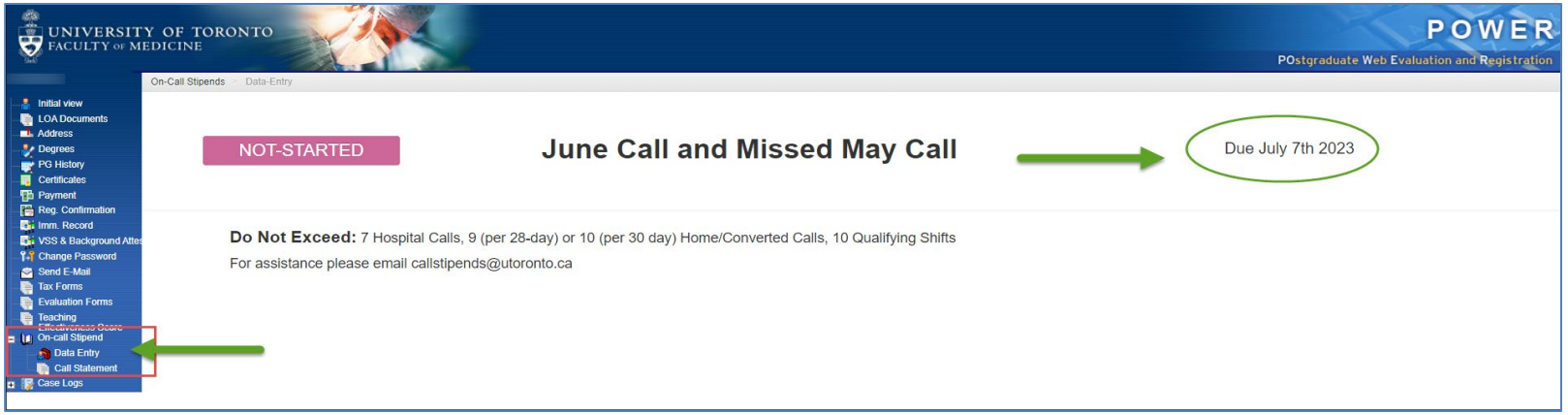
Postgraduate Medical Education
UNIVERSITY OF TORONTO

## Instructions to Residents to input On-Call data to the POWER system

**1**. Access your POWER account.

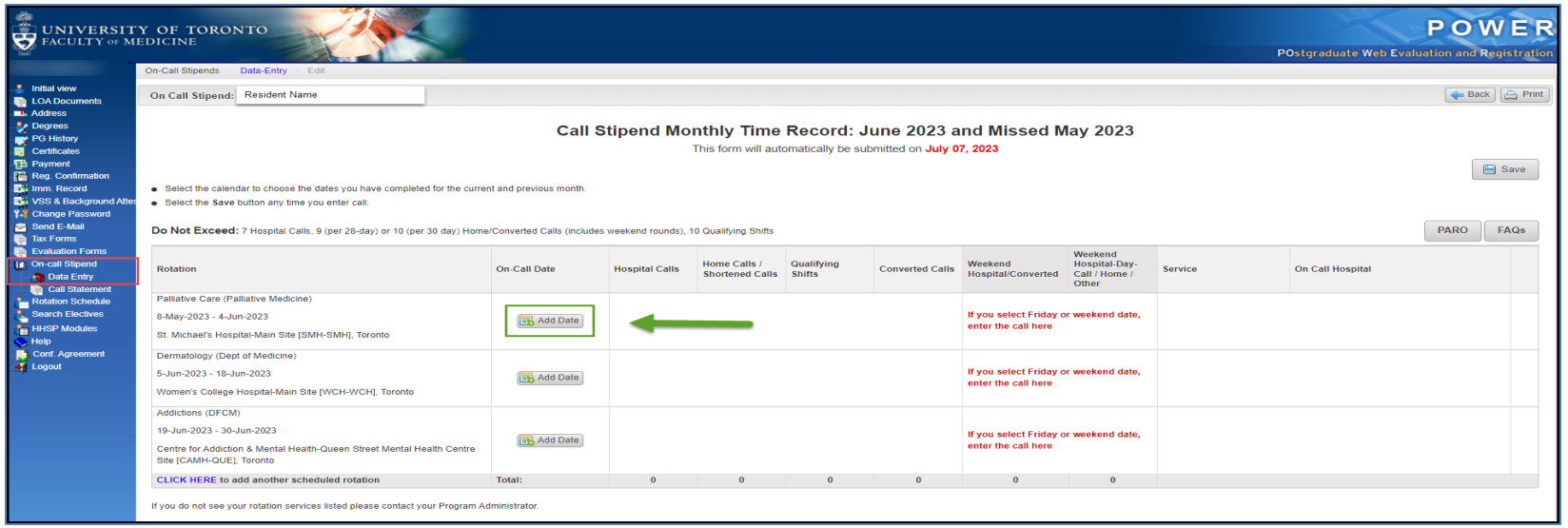
**2**. Select **On-Call Stipend** from the blue menu on left and select **Data Entry**.

**3.** The screen below reflects the current on call month and input deadline. The call is for June (with the option to add missed May call only) and the deadline is July 7th. Click on the link or anywhere in the top area to start.



**4**. On this screen, your rotations which span the current month appear on the left side, listing rotation name, hospital site, and start and end date as currently recorded in the POWER system.

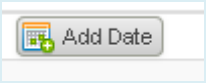
This will include longitudinal rotations such as those which run for 6 months or the entire academic year.

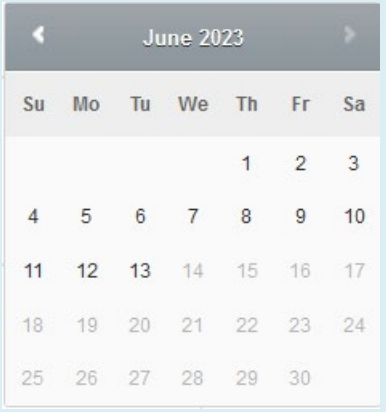


**5.** Click on the **ADD DATE** icon in the previous screen to input call date. Repeat this step for each day of the current month and the previous month, if you missed claiming them. In the example on the previous page, call dates for June and missed May dates can be recorded, but nothing from April or earlier will be accessible.

**6**. To input your call:

- click on the **ADD DATE** icon
- a calendar will appear
- click on the date of your completed call



**7.** The radio buttons for call will appear, as well as the "default" location and service in the last two columns on the right.

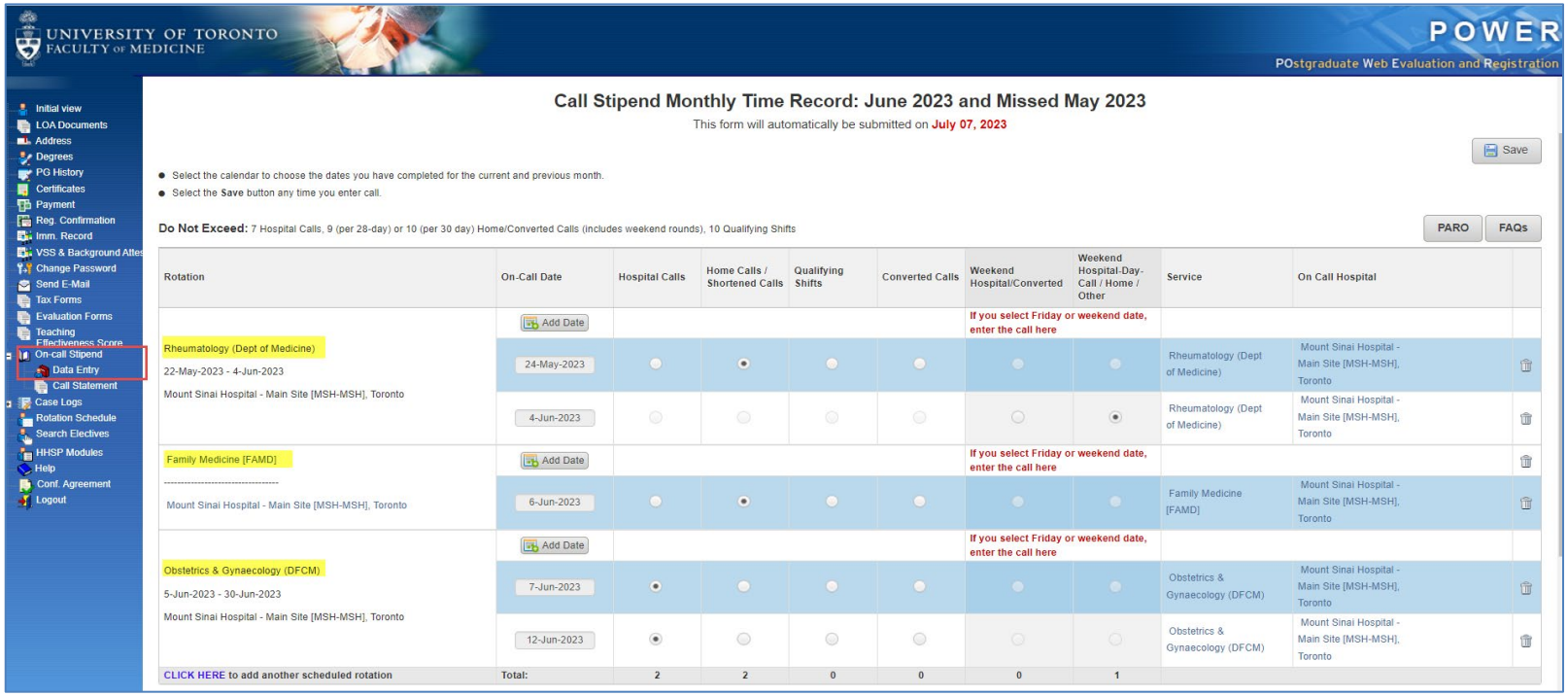
**8.** Select the type of call by clicking on the correct radio button:

- **In-Hospital**
- **Home Call** (also for Shortened Hospital, Back-Up, or Buddy Call)
- **Qualifying Shift** (only Emerg-type overnight shifts)
- **Converted Call**
- **Weekend Hospital/Converted** (either hospital or converted call)
- **Weekend Hosp Day/Home/Other** (combined categories of Sat/Sunday day call, Qualifying Shifts for ER, Sat/Sunday Rounding and Weekend Clinics)

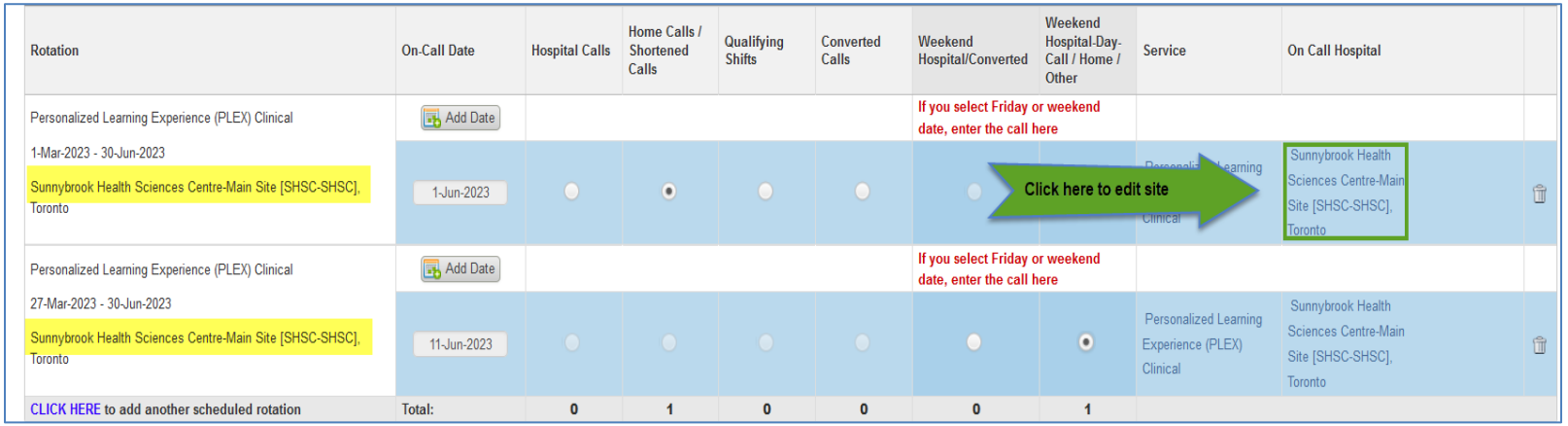
**9.** Click on **SAVE** after input – button at top right. Check your entries.

**10**. In the following example, the resident was on a Rheumatology rotation, then a Family Medicine rotation, followed by an OB/GYN rotation, all at Mount Sinai. Total for the month is 2 Weeknight Hospital Calls, 2 Weeknight Home Calls and 1 Weekend Hospital Day/Home/Other Call.

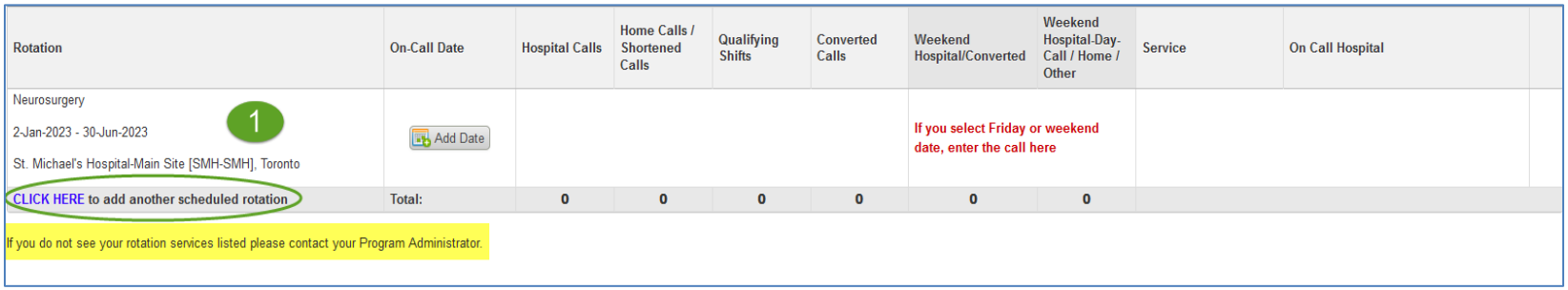
*Call done between Friday evening and Sunday gets input in Weekend Hospital/Converted or Weekend Hosp Day/Home/Other.

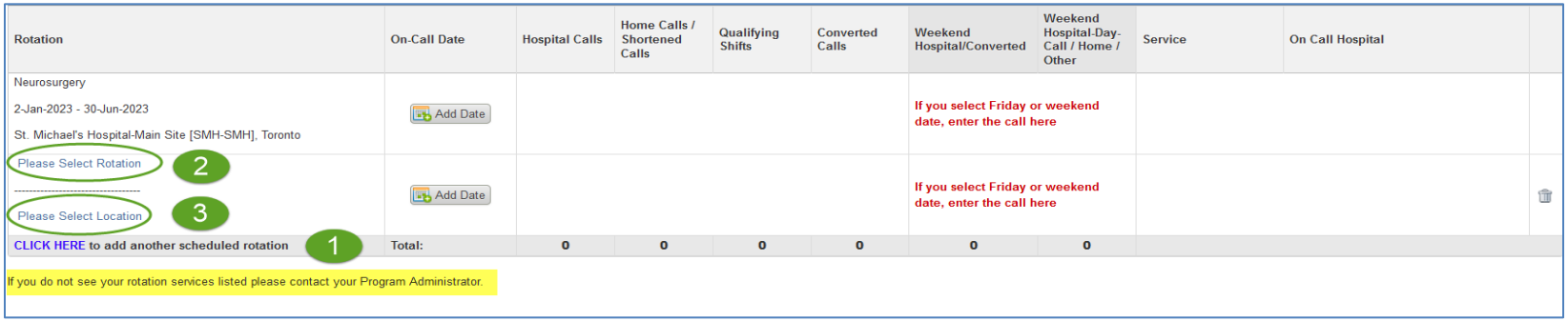


**11.** The default call site is the rotation site on left in yellow. To change the record to reflect the **actual** site of the call, hover your cursor over the On Call Hospital on right. Key in the first three letters of the On Call Hospital to locate the correct site. In the PLEX rotation below, all calls were done at Sunnybrook and no edit was necessary.

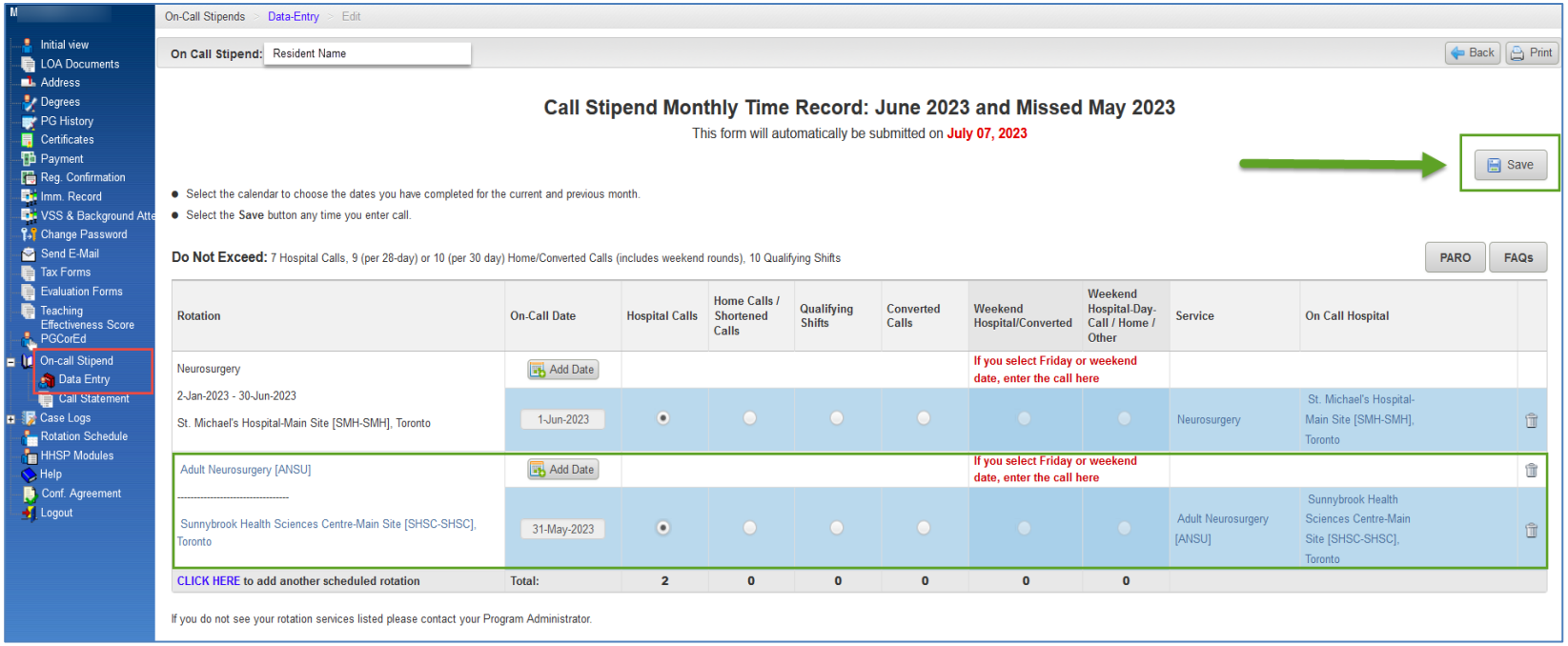


**12. If you do not see your rotation listed in the left column, contact your residency program administrator**. This is important as your ITERs are tied to your rotations in the POWER evaluation system. In the interim, add the missing rotation yourself by using '*click here to add another scheduled rotation*' and keying in the rotation (or closest match) and the location. No need to delete this later.



**13.** Once the rotation is added, click on the radio buttons to record your call and **SAVE.** The time period for the newly added rotation is the calendar month but the previous month can be added, nothing earlier. These rotations are not added to the POWER evaluation system and will only appear in your Call Stipend record.



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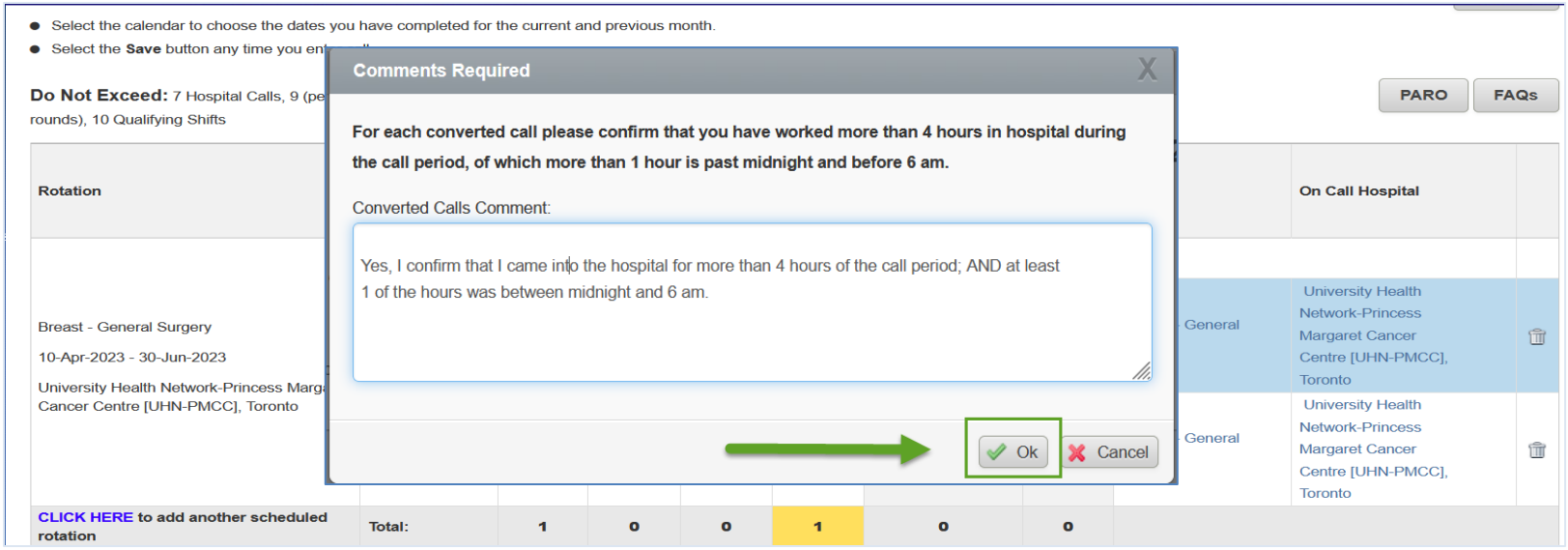
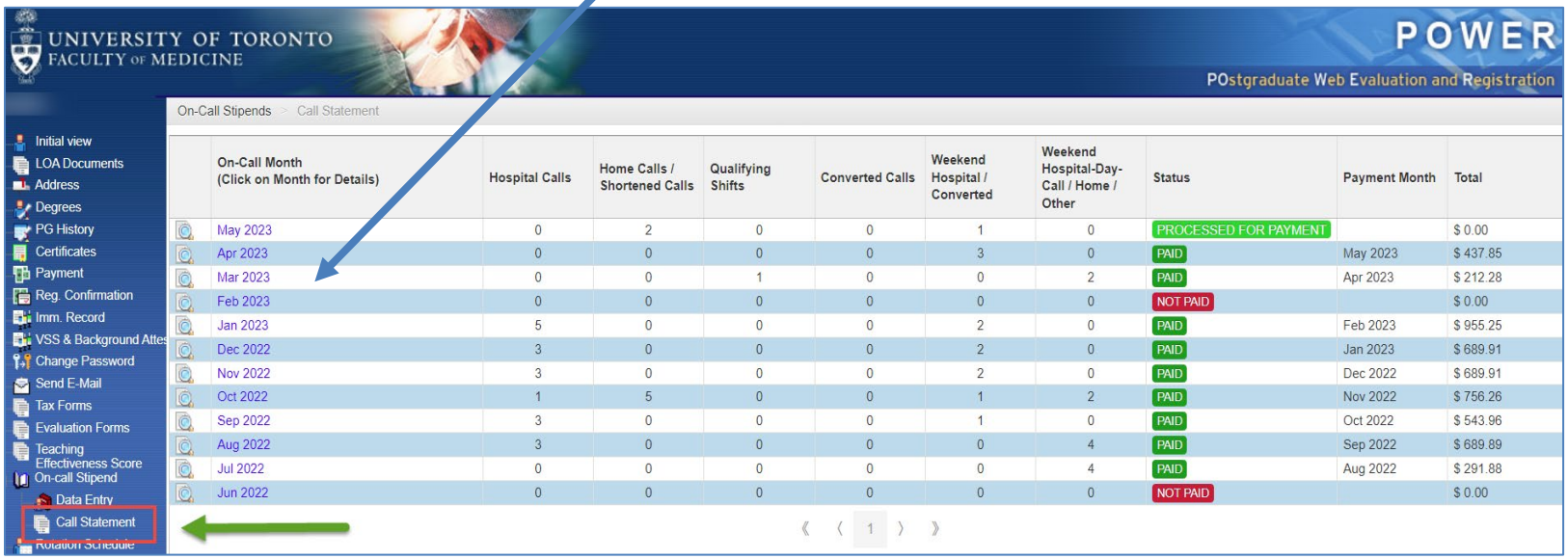
**14. When you have completed your input, click on SAVE.** You will be able to edit and save entries at any time before the deadline. Your call will be automatically **SUBMITTED** on the 7th of the month *following* call. After the 7th, you will **not** be able to edit or add on-call hours. If you have submitted a Converted call, a comments box will pop-up where you must confirm conditions and click OK. Payment for any calls exceeding maximums is not guaranteed.



**15a.** After submission, you can access your **Call Statement**, which reports a one-line summary of your total call for the month, with the status NOT PAID or PROCESSED FOR PAYMENT. This will change to PAID after the month-end payroll is processed. Clicking on the "month" link on left will bring you to your detailed call record (next page). Note that when you click on the month, you will also see your previous month's call if you missed entering it (previous month only).




| On-Call Month (Click on Month for Details) | Hospital Calls | Home Calls / Shortened Calls | Qualifying Shifts | Converted Calls | Weekend Hospital / Converted | Weekend Hospital-Day-Call / Home / Other | Status | Payment Month | Total |
|---|---|---|---|---|---|---|---|---|---|
| May 2023 | 0 | 2 | 0 | 0 | 1 | 0 | PROCESSED FOR PAYMENT | | $ 0.00 |
| Apr 2023 | 0 | 0 | 0 | 0 | 3 | 0 | PAID | May 2023 | $ 437.85 |
| Mar 2023 | 0 | 0 | 1 | 0 | 0 | 2 | PAID | Apr 2023 | $ 212.28 |
| Feb 2023 | 0 | 0 | 0 | 0 | 0 | 0 | NOT PAID | | $ 0.00 |
| Jan 2023 | 5 | 0 | 0 | 0 | 2 | 0 | PAID | Feb 2023 | $ 955.25 |
| Dec 2022 | 3 | 0 | 0 | 0 | 2 | 0 | PAID | Jan 2023 | $ 689.91 |
| Nov 2022 | 3 | 0 | 0 | 0 | 2 | 0 | PAID | Dec 2022 | $ 689.91 |
| Oct 2022 | 1 | 5 | 0 | 0 | 1 | 2 | PAID | Nov 2022 | $ 756.26 |
| Sep 2022 | 3 | 0 | 0 | 0 | 1 | 0 | PAID | Oct 2022 | $ 543.96 |
| Aug 2022 | 3 | 0 | 0 | 0 | 0 | 4 | PAID | Sep 2022 | $ 689.89 |
| Jul 2022 | 0 | 0 | 0 | 0 | 0 | 4 | PAID | Aug 2022 | $ 291.88 |
| Jun 2022 | 0 | 0 | 0 | 0 | 0 | 0 | NOT PAID | | $ 0.00 |

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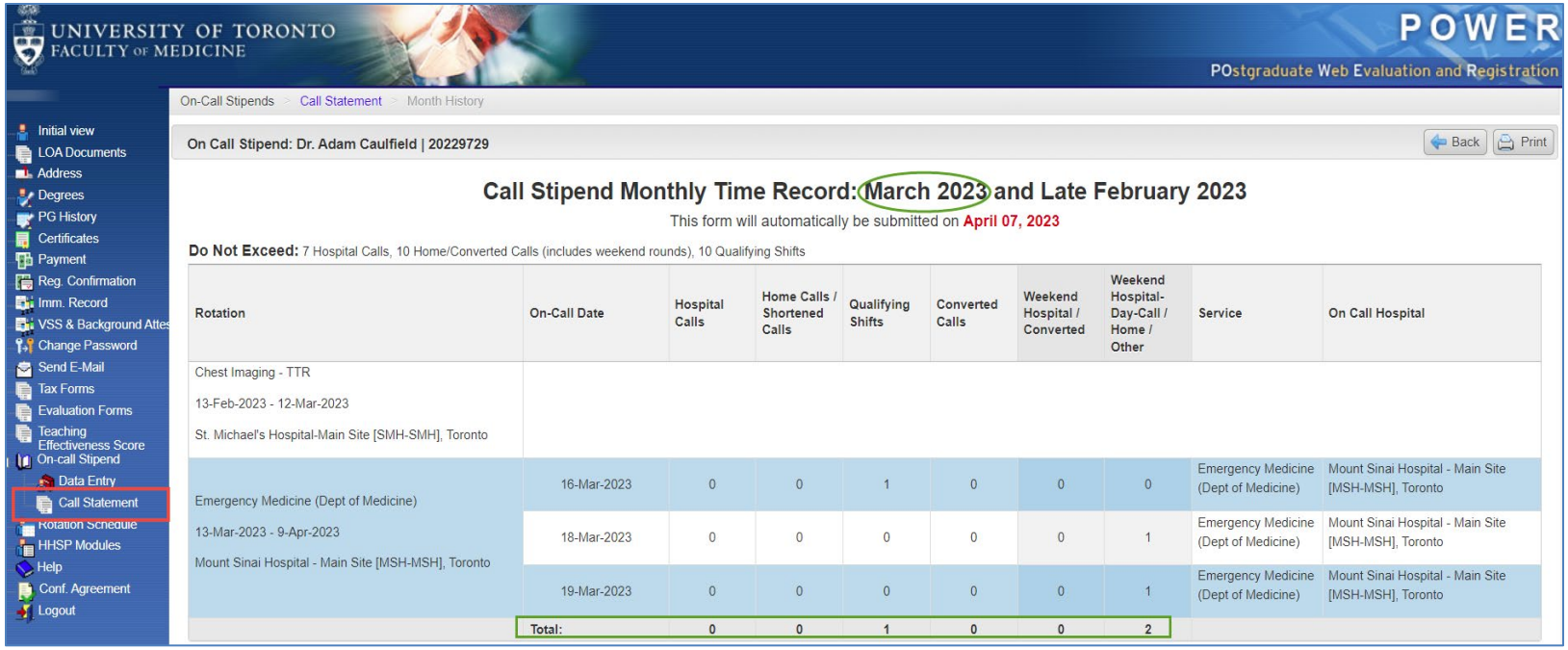
**15b.** Below is an example of a detailed call record in **Call Statement** where the **March** link was selected to open/view all dates from the previous page.



**16. Alerts/Reminders for Input Deadlines**

Auto-emails from the POWER call stipend system will be sent to all residents:

- on the 1st of each month stating that the system is open for input
- on the last day of each month, giving you 1 additional week
- on the 6th day of the *following* month (final deadline), stating that you have only 1 more day, until midnight of the 7th in order to submit records and be paid

**If you have any questions, please email us at** callstipends@utoronto.ca **or visit the PGME Call Stipends Resource page.**

**THANK YOU!**