



Entering On-Call data to POWER

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.

UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

POWER
Postgraduate Web Evaluation and Registration

On-Call Stipends - Data Entry

NOT-STARTED

June Call and Missed May Call → Due July 7th 2023

Do Not Exceed: 7 Hospital Calls, 9 (per 28-day) or 10 (per 30 day) Home/Converted Calls, 10 Qualifying Shifts
For assistance please email callstipends@utoronto.ca

Initial view
LOA Documents
Address
Degrees
PG History
Certificates
Payment
Req. Confirmation
Imm. Record
VSS & Background Atte
Change Password
Send E-Mail
Tax Forms
Evaluation Forms
Teaching
On-call Stipend
Data Entry
Call Statement
Case Logs



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.

Call Stipend Monthly Time Record: June 2023 and Missed May 2023
This form will automatically be submitted on **July 07, 2023**

- Select the calendar to choose the dates you have completed for the current and previous month.
- Select the **Save** button any time you enter call.

Do Not Exceed: 7 Hospital Calls, 9 (per 28-day) or 10 (per 30 day) Home/Converted Calls (includes weekend rounds), 10 Qualifying Shifts

Rotation	On-Call Date	Hospital Calls	Home Calls / Shortened Calls	Qualifying Shifts	Converted Calls	Weekend Hospital-Converted	Weekend Hospital-Day-Call / Home / Other	Service	On Call Hospital
Palliative Care (Palliative Medicine) 8-May-2023 - 4-Jun-2023 St. Michael's Hospital-Main Site [SMH-SMH], Toronto	<input type="button" value="Add Date"/>								
Dermatology (Dept of Medicine) 5-Jun-2023 - 18-Jun-2023 Women's College Hospital-Main Site [WCH-WCH], Toronto	<input type="button" value="Add Date"/>								
Addictions (DFCM) 19-Jun-2023 - 30-Jun-2023 Centre for Addiction & Mental Health-Queen Street Mental Health Centre Site [CAMH-QUE], Toronto	<input type="button" value="Add Date"/>								
Total:		0	0	0	0	0	0		

[CLICK HERE](#) to add another scheduled rotation

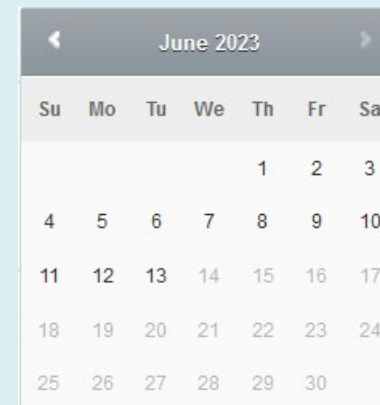
If you do not see your rotation services listed please contact your Program Administrator



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 click back to the previous month (only), 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 or paid.

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 (for in house calls scheduled beyond 11pm)
 - Home Call (also for Shortened Hospital, Back-Up, or Buddy Call)
 - Qualifying Shift (only ER-type night shift 1hr beyond midnight)
 - Converted Call (4 hours in hospital AND 1 hr beyond midnight)
 - 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, Weekend Clinics, Backup, and Buddy calls)
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.

UNIVERSITY OF TORONTO FACULTY OF MEDICINE POWER
Postgraduate Web Evaluation and Registration

Call Stipend Monthly Time Record: June 2023 and Missed May 2023

This form will automatically be submitted on **July 07, 2023**

[Save](#)

- Select the calendar to choose the dates you have completed for the current and previous month.
- Select the **Save** button any time you enter call.

Do Not Exceed: 7 Hospital Calls, 9 (per 28-day) or 10 (per 30 day) Home/Converted Calls (includes weekend rounds), 10 Qualifying Shifts

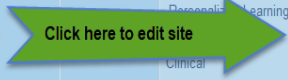
[PARO](#) [FAQs](#)

Rotation	On-Call Date	Hospital Calls	Home Calls / Shortened Calls	Qualifying Shifts	Converted Calls	Weekend Hospital/Converted	Weekend Hospital-Day-Call / Home / Other	Service	On Call Hospital
	Add Date								
Rheumatology (Dept of Medicine)									
22-May-2023 - 4-Jun-2023	24-May-2023	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rheumatology (Dept of Medicine)	Mount Sinai Hospital - Main Site (MSH-MSH), Toronto
Mount Sinai Hospital - Main Site (MSH-MSH), Toronto	4-Jun-2023	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Rheumatology (Dept of Medicine)	Mount Sinai Hospital - Main Site (MSH-MSH), Toronto
	Add Date								
Family Medicine [FAMD]									
-----	6-Jun-2023	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Family Medicine [FAMD]	Mount Sinai Hospital - Main Site (MSH-MSH), Toronto
Mount Sinai Hospital - Main Site (MSH-MSH), Toronto	Add Date								
Obstetrics & Gynaecology (DFCM)									
5-Jun-2023 - 30-Jun-2023	7-Jun-2023	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Obstetrics & Gynaecology (DFCM)	Mount Sinai Hospital - Main Site (MSH-MSH), Toronto
Mount Sinai Hospital - Main Site (MSH-MSH), Toronto	12-Jun-2023	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Obstetrics & Gynaecology (DFCM)	Mount Sinai Hospital - Main Site (MSH-MSH), Toronto
CLICK HERE to add another scheduled rotation									
Total:		2	2	0	0	0	1		



11. The **On Call** site on the right defaults to the **Rotational** site highlighted on the left. If the call site is different, adjust it by hovering your cursor over the On Call Hospital and key in the first three letters to search the list for the correct call site. In the PLEX rotation below, all calls were done at Sunnybrook and no edit was necessary.

Rotation	On-Call Date	Hospital Calls	Home Calls / Shortened Calls	Qualifying Shifts	Converted Calls	Weekend Hospital/Converted	Weekend Hospital-Day-Call / Home / Other	Service	On Call Hospital
Personalized Learning Experience (PLEX) Clinical 1-Mar-2023 - 30-Jun-2023	Add Date								
Sunnybrook Health Sciences Centre-Main Site [SHSC-SHSC], Toronto	1-Jun-2023	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Personalized Learning Experience (PLEX) Clinical	Sunnybrook Health Sciences Centre-Main Site [SHSC-SHSC], Toronto
Personalized Learning Experience (PLEX) Clinical 27-Mar-2023 - 30-Jun-2023	Add Date								
Sunnybrook Health Sciences Centre-Main Site [SHSC-SHSC], Toronto	11-Jun-2023	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Personalized Learning Experience (PLEX) Clinical	Sunnybrook Health Sciences Centre-Main Site [SHSC-SHSC], Toronto
CLICK HERE to add another scheduled rotation	Total:	0	1	0	0	0	1		





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.

Rotation	On-Call Date	Hospital Calls	Home Calls / Shortened Calls	Qualifying Shifts	Converted Calls	Weekend Hospital/Converted	Weekend Hospital-Day-Call / Home / Other	Service	On Call Hospital
Neurosurgery 2-Jan-2023 - 30-Jun-2023 St. Michael's Hospital-Main Site [SMH-SMH], Toronto									
CLICK HERE to add another scheduled rotation	Total:	0	0	0	0	0	0		

If you do not see your rotation services listed please contact your Program Administrator.

Rotation	On-Call Date	Hospital Calls	Home Calls / Shortened Calls	Qualifying Shifts	Converted Calls	Weekend Hospital/Converted	Weekend Hospital-Day-Call / Home / Other	Service	On Call Hospital
Neurosurgery 2-Jan-2023 - 30-Jun-2023 St. Michael's Hospital-Main Site [SMH-SMH], Toronto									
Please Select Rotation									
Please Select Location									
CLICK HERE to add another scheduled rotation	Total:	0	0	0	0	0	0		

If you do not see your rotation services listed please contact your Program Administrator.



13. Once the rotation is added, select the correct category to record your call and **SAVE**. The time period for the newly added rotation is the calendar month but the previous month (only) can be added. These rotations are not added to the POWER evaluation system and will only appear in your Call Stipend record.

On-Call Stipends - Data-Entry - Edit

On Call Stipend: Back Print

Call Stipend Monthly Time Record: June 2023 and Missed May 2023


This form will automatically be submitted on **July 07, 2023**

- Select the calendar to choose the dates you have completed for the current and previous month.
- Select the Save button any time you enter call.

Do Not Exceed: 7 Hospital Calls, 9 (per 28-day) or 10 (per 30 day) Home/Converted Calls (includes weekend rounds), 10 Qualifying Shifts PARO FAQs

Rotation	On-Call Date	Hospital Calls	Home Calls / Shortened Calls	Qualifying Shifts	Converted Calls	Weekend Hospital/Converted	Weekend Hospital-Day-Call / Home / Other	Service	On Call Hospital
Neurosurgery	<input type="button" value="Add Date"/>					If you select Friday or weekend date, enter the call here			
2-Jan-2023 - 30-Jun-2023	1-Jun-2023	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Neurosurgery	St. Michael's Hospital-Main Site [SMH-SMH], Toronto
Adult Neurosurgery [ANSU]	<input type="button" value="Add Date"/>					If you select Friday or weekend date, enter the call here			
Sunnybrook Health Sciences Centre-Main Site [SHSC-SHSC], Toronto	31-May-2023	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adult Neurosurgery [ANSU]	Sunnybrook Health Sciences Centre-Main Site [SHSC-SHSC], Toronto
CLICK HERE to add another scheduled rotation		Total:	2	0	0	0	0		

If you do not see your rotation services listed please contact your Program Administrator.





14. When you have completed all input, click on **SAVE** near the top right of the Data Entry screen. You will be able to edit/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 to confirm conditions. Add a short note to confirm and then click OK.

● Select the calendar to choose the dates you have completed for the current and previous month.
● Select the **Save** button any time you enter a call.

Do Not Exceed: 7 Hospital Calls, 9 (per rounds), 10 Qualifying Shifts

Rotation

Breast - General Surgery
10-Apr-2023 - 30-Jun-2023
University Health Network-Princess Margaret Cancer Centre [UHN-PMCC], Toronto

Comments Required

For each converted call please confirm that you have worked more than 4 hours in hospital during the call period, of which more than 1 hour is past midnight and before 6 am.

Converted Calls Comment:

Yes, I confirm that I came into the hospital for more than 4 hours of the call period; AND at least 1 of the hours was between midnight and 6 am.

PARO FAQs

	On Call Hospital	
General	University Health Network-Princess Margaret Cancer Centre [UHN-PMCC], Toronto	
General	University Health Network-Princess Margaret Cancer Centre [UHN-PMCC], Toronto	

CLICK HERE to add another scheduled rotation

Total:	1	0	0	1	0	0
--------	---	---	---	---	---	---



15a. After submission, you can access your **Call Statement**, which reports a 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 open your detailed call record (next page). Note that when you click on the month, you will also see the previous month’s call if you missed the 1st deadline and entered the next month.

UNIVERSITY OF TORONTO FACULTY OF MEDICINE POWER Postgraduate Web Evaluation and Registration

On-Call Stipends - Call Statement

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

Navigation: < < 1 > >

Left sidebar menu items: Initial view, LOA Documents, Address, Degrees, PG History, Certificates, Payment, Reg. Confirmation, Imm. Record, VSS & Background Attes, Change Password, Send E-Mail, Tax Forms, Evaluation Forms, Teaching, Effectiveness Score, On-call Stipend, Data Entry, Call Statement, Rotation Schedule.



15b. Below is an example of a detailed call record in **Call Statement** when you select a specific month to open/review. Below, the March link was selected, as described from the previous page.

UNIVERSITY OF TORONTO FACULTY OF MEDICINE

POWER
Postgraduate Web Evaluation and Registration

On-Call Stipends - Call Statement - Month History

On Call Stipend: Dr. Adam Caulfield | 20229729

Call Stipend Monthly Time Record: **March 2023** and Late February 2023
This form will automatically be submitted on **April 07, 2023**

Do Not Exceed: 7 Hospital Calls, 10 Home/Converted Calls (includes weekend rounds), 10 Qualifying Shifts

Rotation	On-Call Date	Hospital Calls	Home Calls / Shortened Calls	Qualifying Shifts	Converted Calls	Weekend Hospital / Converted	Weekend Hospital-Day-Call / Home / Other	Service	On Call Hospital
Chest Imaging - TTR	13-Feb-2023 - 12-Mar-2023								
St. Michael's Hospital-Main Site [SMH-SMH], Toronto									
Emergency Medicine (Dept of Medicine)	16-Mar-2023	0	0	1	0	0	0	Emergency Medicine (Dept of Medicine)	Mount Sinai Hospital - Main Site [MSH-MSH], Toronto
13-Mar-2023 - 9-Apr-2023	18-Mar-2023	0	0	0	0	0	1	Emergency Medicine (Dept of Medicine)	Mount Sinai Hospital - Main Site [MSH-MSH], Toronto
Mount Sinai Hospital - Main Site [MSH-MSH], Toronto	19-Mar-2023	0	0	0	0	0	1	Emergency Medicine (Dept of Medicine)	Mount Sinai Hospital - Main Site [MSH-MSH], Toronto
Total:		0	0	1	0	0	2		



16. Alerts/Reminders for call stipend input – be diligent!

Automated emails are 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 by the Ministry. If you forget to input dates by the deadline, there is no further option to be paid.

If you have any questions, please email us at callstipends@utoronto.ca or access [Call Stipends Resources](#)

THANK YOU!