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INNOVATION • INTEGRATION • IMPACT

Online Appointment Tracking System (OATS)

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Postgraduate Medical Education
UNIVERSITY OF TORONTO

ONLINE APPOINTMENT TRACKING SYSTEM (OATS)

AGENDA

- 1. System Overview (What/who)**
- 2. Process Overview (How)**
- 3. Live Demonstration of system**
 - Administrator dashboard & functionality
 - Best practices for appointment record generation
- 4. Recap Best Practices**
- 5. Questions**

SYSTEM OVERVIEW

What OATS is for

Centrally manage & approve appointment documents for Clinical/Research Fellows that have accepted an offer to a fellowship program

How it works

- Document upload
- Document approval
- Stakeholder notification
- Searching/Reporting

Who uses it

Program Admin

Trainee

Department Admin

PGME Admin

Additional Stakeholders

SYSTEM OVERVIEW

This Online Appointment Tracking System is **not** to be used for:

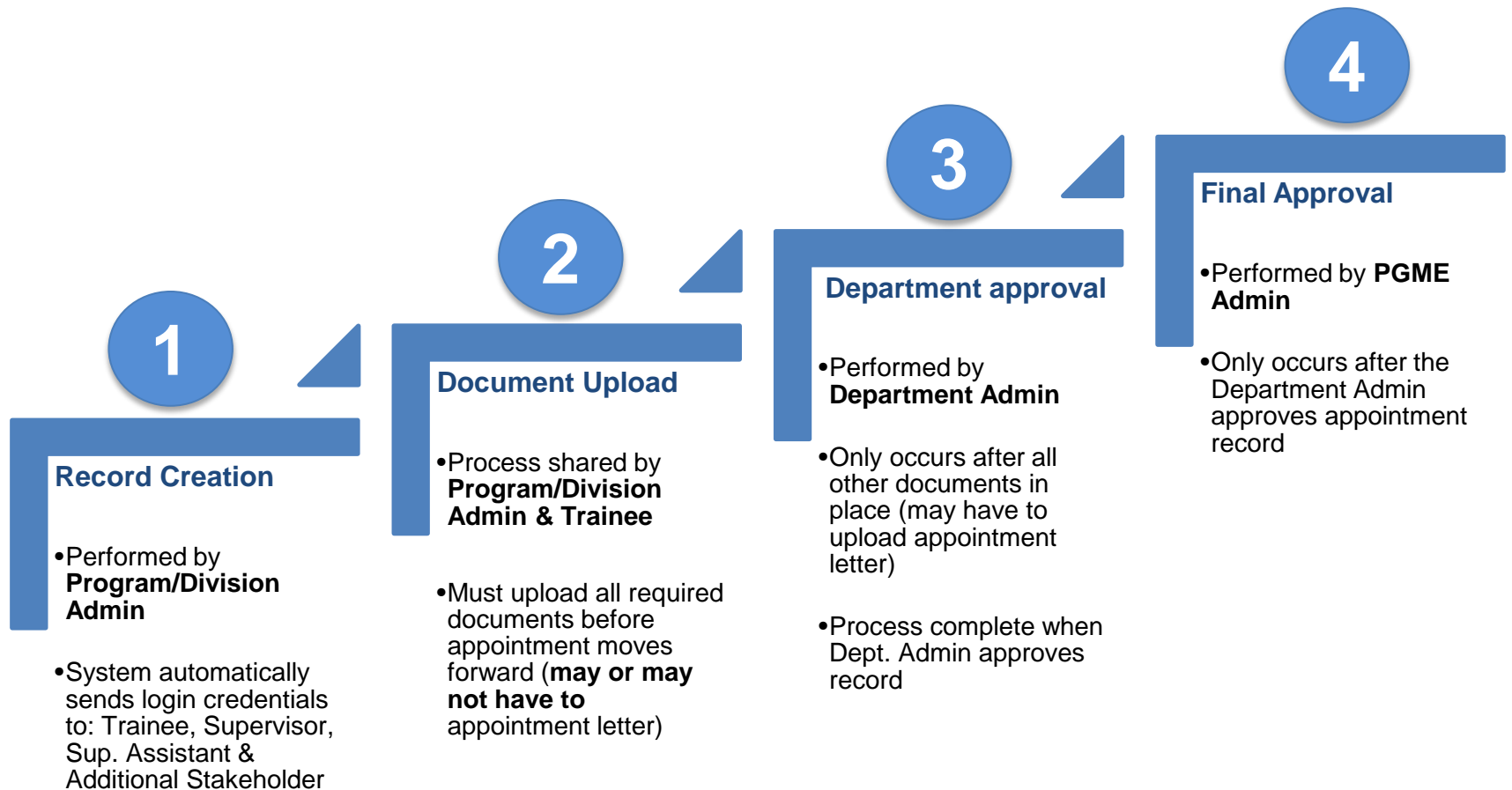


Residency Trainees (PGY1-9)



Reappointments
(including PGY → Fellow transitions)

PROCESS




SYSTEM DEMONSTRATION

PGME
Online Appointment
Tracking System



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BEST PRACTICES RECAP

1. Confirm all document requirements **before** creating a record.
2. Have all appointment documents ready **after** creating a record.
3. When waiving the funding document requirement, please be sure to include a **clear and concise reason**.
4. When using the messaging function, clearly **address the intended recipients** and **sign-off with your name**.
5. When rejecting documents, please be sure to include a **clear and concise reason**.

REVIEW

1. **System Overview (What/who)**
2. **Process Overview (How)**
3. **Live Demonstration of system**
 - Administrator dashboard & functionality
 - Best practices for appointment record generation
4. **Recap Best Practices**

QUESTIONS?