Postgraduate Medical Education
UNIVERSITY OF TORONTO

RE-APPOINTMENT INSTRUCTIONS IN POWER FOR DEPARTMENTS
POWER Website: https://power.utoronto.ca

1. Before you begin, for reference print a list of your department's 2015-16 registrants in POWER. To do so, from the menu click **[Reports], [Reappointment List].** At the **'Reappointment Selection'** screen shown below, filter by training level and/or program if you prefer. When done click **[Search]**.

2. Once the list is printed, from the menu on the left side click **[Reappointment]**. This will bring you to the **'Re-appointment Search/Select'** screen, as shown in the screen shot below.

    a) From the bottom half of the page (**2015-16** session)
        -   Select the **Program** in your department (e.g. Department = MEDICINE, Program = ADULT CARDIOLOGY)
        -   Select the **Training Level** of the group you wish to re-appoint (e.g. PGY FOUR).

    b) From the top section of the page (**2016-2017** session)
        -   Select the **Training Level** to which you want your selected group promoted to (e.g. PGY FIVE).

        PLEASE NOTE: For residents who are off-cycle for any reason (e.g. remediation, leave) please check with your Program Director to ensure the resident is re-appointed for the correct progression date and the correct training level (e.g regarding possible make-up time).

    c) Click **[Search].** The trainees that meet the criteria above will be listed alphabetically on the next screen. If this group should all be appointed to the next level, click **[Select All].** If not, check off the boxes of only those that apply. Once done, click **[OK]**.

    d) For each trainee, click the **Training Info** section, as shown below, to view the current registration record. Click the blue **Pre-Registration** section to view details of the future registration record. If you wish to change certain fields within the Pre-Registration section, such as the subprogram, funding source, or start/end dates then click **[Edit]** (highlighted in yellow); Once you have finished with the edits click **[Save].** To view the next trainee's record click **[Next]** found at the top right corner of the screen.

        If you have to do a split session or otherwise add new info, see *INSTRUCTIONS ON NEW DATA ENTRY* below.

3. When you are finished reviewing the records, click **[Back to Main Menu]**. Next click **[Submit Reapp List]**. A list of your re-appointments for next year will be displayed. Your list can also be sorted by clicking on the column title.

4. To submit all the records to PGME, click **[Select All]**. If all are not required, then check off the boxes of only those you wish to submit.

5. Click **[Submit]**. Your re-appointments will automatically be transmitted to PGME, who will review the list, and publish a Letter of Appointment available to the trainee on-line in POWER. If you require further edits on any of the records after you submit, please contact Anna at 416-978-6348 or Toni at 416-978-6338.

6. To view the results of your re-appointments, click on **[Reappointment List]** (2016-17) from the menu and click **[Search]** or filter as required. You will now see the results of your 2016-17 re-appointments on the right hand column. A blank means no re-appointment was made (yet). You can print the list for reference.
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INSTRUCTIONS FOR NEW DATA ENTRY

If your trainee has a different source of funding, a split training level (PGY2/3, maternity leave, etc.), work permit expiry during academic year, you will have to change the existing one line entry, and add a NEW entry.

You can do this in the **Pre-Registration** field by clicking **[Edit]**; change the existing data, and click **[Save]**. You must scroll through the fields to ensure you have the correct source of funding/training level, etc. If you are unsure or require assistance with the above then please contact the PGME Office, Anna at 978-6348 or Toni 416-978-6338.