Instructions to Residents to input on-call data to the POWER system

1. Access your POWER account.
2. Select **On-Call Stipend** from the menu on left and Click on **Data Entry**.
3. You should see the screen below. It will reflect the current on call month and input deadline. In this example, the call is for June (with the option to add any May dates) and the deadline is July 7th. Click on the link to get started.
4. On the next screen, your rotations which span the current month will appear on the left side, listing rotation name, hospital site, and start and end date as currently recorded in the POWER system.

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

6a. To input your call:

• click on the **ADD DATE** icon
• a calendar will appear
• click on the date of your completed call
6b. Click on the **ADD DATE** icon and input dates for the current month and the previous month if you missed claiming them. In the example below, call dates for June and May can be recorded, but not April.
7. The radio buttons for call will appear, as well as the “default” location and service in the last two columns.

8. Select the type of call by clicking on the correct radio button:
   - In-Hospital
   - Home Call (or Shortened Hospital Call, Back-Up, or Buddy Call)
   - Qualifying Shift
   - Conversion
   - Weekend In-Hospital or Conversion
   - Weekend Home Call/Other (same as above Home Call + Rounding)

9. Click on SAVE after input – button at top right.
In the following example, the resident was on an OB/GYN rotation at Sunnybrook from May 6 to June 2, then an Emergency rotation at Michael Garron from June 3 to June 30. Total for the month is 2 Weeknight Hospital Calls, 2 Weeknight Qualifying Shifts, 1 Weekend Home Call and 1 Weekend Qualifying Shift (entered under Weekend Home/Other).

*Call done between Friday evening and Sunday night gets input in Weekend Hospital/Converted or Weekend Home/Other.
11. **The default site for call is the rotation site on left.** To change the record to reflect the **actual** site of the call, hover your cursor over the location on right. Key in the first three letters to locate the correct site. In the Obstetrics and Gynecology rotation below, all calls were done at Sunnybrook.

<table>
<thead>
<tr>
<th>Rotation</th>
<th>On Call Date</th>
<th>Hospital Calls</th>
<th>Home Calls / Shortened Calls</th>
<th>Qualifying Shifts</th>
<th>Converted Calls</th>
<th>Week End Hospital/Converted</th>
<th>Week End Home/Other</th>
<th>Service</th>
<th>On Call Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obstetrics and Gynecology (Dept of ObstGyn)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sunnybrook Health Sciences Centre-Man Main Site [SHSC-SHSC], Toronto</td>
<td>Sunnybrook Health Sciences Centre-Man Main Site [SHSC-SHSC], Toronto</td>
</tr>
<tr>
<td>Sunnybrook Health Sciences Centre-Man Site [SHSC-SHSC], Toronto</td>
<td>23-May-2019</td>
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<td></td>
<td>Sunnybrook Health Sciences Centre-Man Main Site [SHSC-SHSC], Toronto</td>
<td>Sunnybrook Health Sciences Centre-Man Main Site [SHSC-SHSC], Toronto</td>
</tr>
<tr>
<td>25-May-2019</td>
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<td></td>
<td></td>
<td>Obstetrics and Gynecology (Dept of ObstGyn)</td>
<td>Sunnybrook Health Sciences Centre-Man Main Site [SHSC-SHSC], Toronto</td>
</tr>
<tr>
<td>Emergency (U of T Affiliate Hospital) (Dept of Emergency Medicine)</td>
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<td></td>
<td>Emergency (U of T Affiliate Hospital) (Dept of Emergency Medicine)</td>
<td>Michael Garron Hospital [TEHN-MGH], Toronto</td>
</tr>
<tr>
<td>Michael Garron Hospital [TEHN-MGH], Toronto</td>
<td>5-Jun-2019</td>
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<td>Emergency (U of T Affiliate Hospital) (Dept of Emergency Medicine)</td>
<td>Michael Garron Hospital [TEHN-MGH], Toronto</td>
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<tr>
<td>7-Jun-2019</td>
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<td></td>
<td></td>
<td>Emergency (U of T Affiliate Hospital) (Dept of Emergency Medicine)</td>
<td>Michael Garron Hospital [TEHN-MGH], Toronto</td>
</tr>
</tbody>
</table>

**Total:** 2 0 2 0 0 2
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 to allow you to input your call. Use the option ‘click here to add another scheduled rotation’. The screenshots below show the process of adding a rotation, naming the service, and selecting the location.
13. Once the rotation is added, click on the radio buttons to record your call. **Click on SAVE.** The time period for the rotations added is the calendar month but the previous month can be added. These rotations are not added to the POWER evaluation system and will only appear in your Call Stipend record.
14. When you have completed your input, **click on SAVE**. You will be able to edit and save entries at any time before the submission date. Your call will be automatically **SUBMITTED** by the system 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 exceeded a maximum, or have submitted a conversion call, a comments box will pop-up. Insert your comments and click OK.
15a. After submission, you can access Call Statement, which reports a one-line summary of your call for the month, with the notation NOT PAID or PROCESSED FOR PAYMENT. This will change to PAID after the month-end payroll is processed. Clicking on the “month” link will bring you to your detailed call record (next page). Note that when you click on the month, you may also see your previous month’s call if you chose to enter 2 months together.
15b. Below is an example of a detailed call record in Call Statement where the November link was selected.
16. Alerts/Reminders

Auto-emails from the POWER direct entry call stipend system will be sent to all residents:
• on the 1\textsuperscript{st} of the month stating that the system is open for input
• on the last day of the month, giving you 1 more week
• on the 6\textsuperscript{th} day of the following month, stating that you have only one more day, until midnight of the 7\textsuperscript{th}.

If you have any questions, please email us at callstipends@utoronto.ca or visit the PGME website for Call Stipend FAQs

THANK YOU!