

RMS Quick Reference (Resident)

Resident Sick Day Submissions

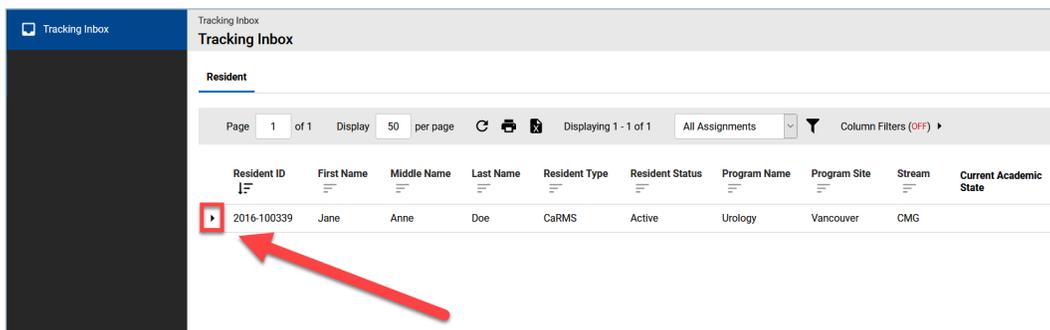
Residents are required to enter sick days in the [Resident Management System \(RMS\)](#) to inform their program office of their absence. They must also inform their rotation supervisor or supervising staff when they are sick.

For more information on sick days, please refer to [Article 10](#) of the Collective Agreement and [UBC PGME Leave of Absence Policy 011](#).

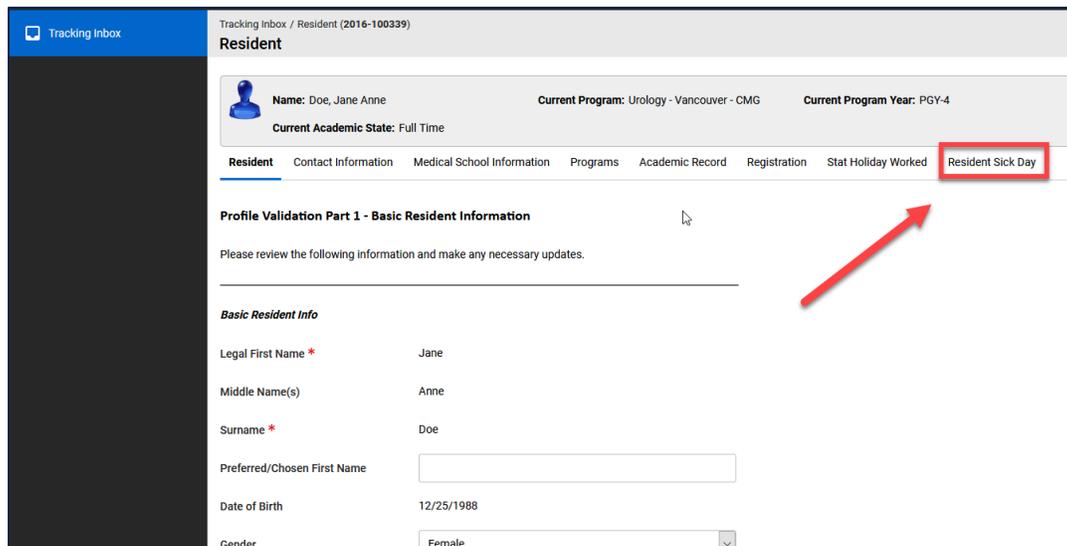
Please Note: *Safari is NOT fully supported by RMS. Please use another browser such as Google Chrome or Firefox to submit your sick day.*

Submit Resident Sick Day

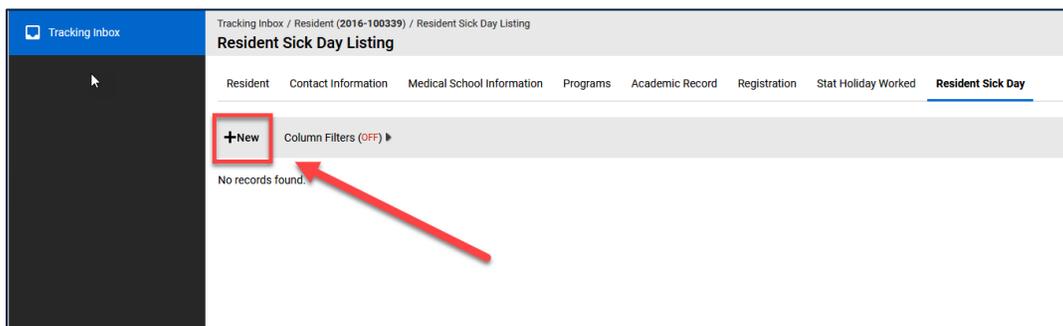
- ▶▶ Please log in to [RMS](#).
- ▶▶ **Home Page** → Click on **Tracking Inbox** and the arrow to the left of your name to access your **Resident Profile**.



- ▶▶ **Resident Profile** → Click on **Resident Sick Day** tab to open the Resident Sick Day Listing.



▶▶ In the **Resident Sick Day Listing**, click on **+ New** to open a Resident Sick Day.



▶▶ Complete the **Resident Sick Day** form.

- 1 Enter **Sick Day Start Date**
- 2 Enter **Sick Day End Date** (not required for initial submission – you should only leave this field blank if you are unsure of your return to work date)

Please note: *If you are sick for longer than 5 consecutive days, you must contact your Program Director to discuss your situation and you may need to request a medical leave.*

- 3 **Sick Days Used** will automatically adjust based on the sick days selected.
- 4 **Working Schedule Calendar:** deselect non-working days (if applicable), dates in ■ are sick days.

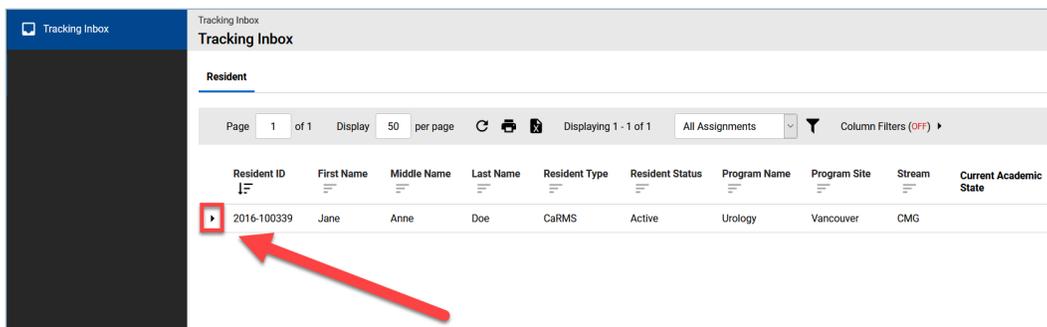
- 5 **Comments:** enter comments for your program office (if applicable).
- 6 **Workflow Actions:** leave blank.
- 7 Click **Save** when done.

- ▶▶ The **Workflow Overview** at the top of the page should indicate **Open (Sick Day)**.
- ▶▶ Once you enter a sick day, your Program Administrator will receive an email notification to advise them. Once they have reviewed it, they will then **complete** the submission.

Please note: *You will be unable to enter another sick day if one already exists and is in **Open** status.*

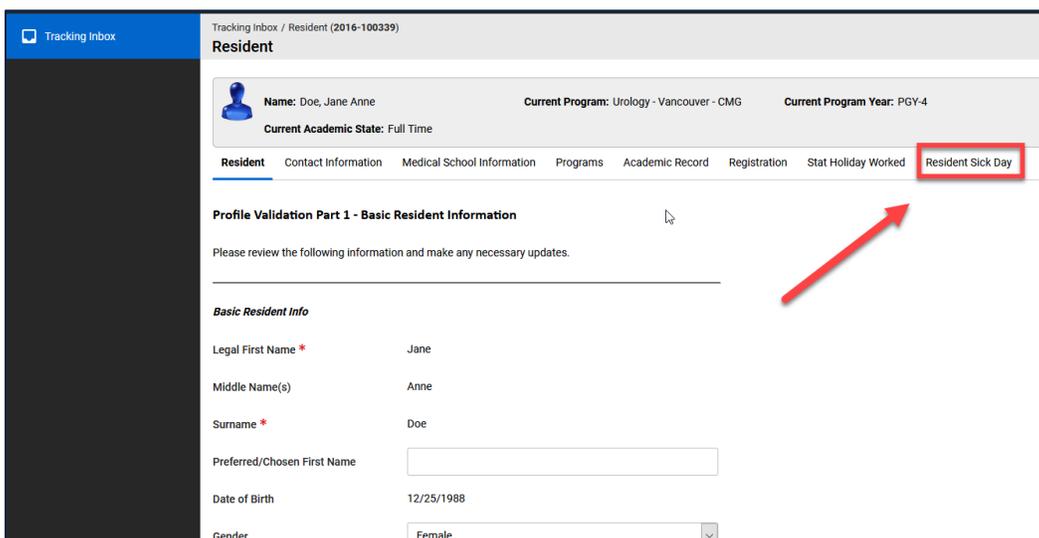
Find Submitted Resident Sick Days

- ▶▶ Please log in to [RMS](#).
- ▶▶ **Home Page** → Click on **Tracking Inbox** and the arrow to the left of your name to access your **Resident Profile**.



Resident ID	First Name	Middle Name	Last Name	Resident Type	Resident Status	Program Name	Program Site	Stream	Current Academic State
2016-100339	Jane	Anne	Doe	CaRMS	Active	Urology	Vancouver	CMG	

- ▶▶ Resident Profile → Click on **Resident Sick Day** tab to open the **Resident Sick Day Listing**.



Tracking Inbox / Resident (2016-100339)
Resident

Name: Doe, Jane Anne Current Program: Urology - Vancouver - CMG Current Program Year: PGY-4
 Current Academic State: Full Time

Resident Contact Information Medical School Information Programs Academic Record Registration Stat Holiday Worked **Resident Sick Day**

Profile Validation Part 1 - Basic Resident Information
 Please review the following information and make any necessary updates.

Basic Resident Info

Legal First Name * Jane
 Middle Name(s) Anne
 Surname * Doe
 Preferred/Chosen First Name
 Date of Birth 12/25/1988
 Gender Female



- ▶▶ The **Resident Sick Day Listing** displays sick days submitted in RMS including their latest status (e.g. **Open**, **Completed**, **Cancelled**).

Status	Start Date	End Date	Comments	Created By	Created Date	Updated By	Updated Date
Cancelled (Sick Day)	02/02/2020	02/11/2020		tetk06	02/13/2020 07:24 PM	tetk06	02/14/2020 04:02 PM
Completed (Sick Day)	01/02/2020	01/08/2020		tetk06	02/14/2020 04:03 PM	dcaedo2	02/21/2020 03:53 PM
Open (Sick Day)	02/14/2020			tetk06	02/21/2020 04:08 PM		

Update/Cancel Submitted Resident Sick Day

Please note: You can only update/cancel a sick day that is in **Open** status. Please contact your program if the status is **Completed**.

- ▶▶ Select the Sick Day in **Open** status to update/cancel from the **Resident Sick Day Listing**.
- ▶▶ The selected **Resident Sick Day** will open.

Workflow Actions

What steps are available for this request?

Action To Take: **Cancel**

- ▶▶ **To Update:** Make the change on the open form and click **Save** (status remains in **Open (Sick Day)**)
- ▶▶ **To Cancel:** Workflow Actions → Select **Cancel** and click **Save** (status changes to **Cancelled (Sick Day)**).