# **RMS Quick Reference (Resident)** Resident Sick Day Submissions

Residents are required to enter sick days in the <u>Resident Management System (RMS)</u> 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 <u>Article 10</u> of the Collective Agreement and <u>UBC PGME Leave of</u> <u>Absence Policy 011</u>.

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 <u>RMS.</u>
- Home Page → Click on Tracking Inbox and the arrow to the left of your name to access your Resident Profile.



 $\blacktriangleright$  Resident Profile  $\rightarrow$  Click on Resident Sick Day tab to open the Resident Sick Day Listing.

Tracking Inbox	Tracking Inbox / Resident (2016-100339) Resident		
	Name: Doe, Jane Anne Current Academic State: Ful	Current Program: Urology - Vancouver - I Time	CMG Current Program Year: PGY-4
	Resident Contact Information	Medical School Information Programs Academic Record	Registration Stat Holiday Worked Resident Sick Day
	Profile Validation Part 1 - Basic R	esident 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	



Tracking Inbox	Tracking Inbox / Resident (2016-100339) / Resident Sick Day Listing Resident Sick Day Listing							
•	Resident	Contact Information	Medical School Information	Programs	Academic Record	Registration	Stat Holiday Worked	Resident Sick Day
	+New	Column Filters (OFF)						
	No records	found.						

Complete the **Resident Sick Day** form.

Tracking Inbox / Resident (2016-100339) / Resident Sick Day Listing / Resident Sick Day	
Resident Sick Day	
Name: Doe, Jane Anne     Current Program: Urology     Current Academic State: Full Time	- Vancouver - CMG Current Program Year: PGY-4
Resident Sick Day Resident Sick Day Log	
Workflow Overview Enter your sick days here to inform your Program Office of your absence. You must also inform your rotation superviser or supervising staff that you are sick. If you are alok for longer than 5 consecutive days, you must context your PD to discuss your abuation and Dissidings:	f may need to request a medical leave.
<ol> <li>Select date(s) of illness.</li> <li>Deselect any non-working days from your date range if applicable.</li> </ol>	
Status Open (Sick Day)	
Sick Day Start * 01/02/2020 🛱 (mmidd/yyyy)	
Sick Day End	
Sick Days Used 1 Sick Days Used 1 Sick Days Used 0 Sick D	
January 2 2020	
S M T W T F S	
12 13 14 15 16 17 18	
19         20         21         22         23         24         25           26         27         28         29         30         31	
Comments	5
Workflow Actions	·
Next steps evailable for this request	
Action To Take	6
System Information	
Save	
»»	

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### Enter Sick Day Start Date

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.



**Sick Days Used** will automatically adjust based on the sick days selected.

Working Schedule Calendar: deselect non-working days (if applicable), dates in **are sick days**.

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**Comments:** enter comments for your program office (if applicable).

Workflow Actions: leave blank.

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 <u>RMS.</u>
- Home Page → Click on Tracking Inbox and the arrow to the left of your name to access your Resident Profile.

Tracking Inbox	Tracking Inbox Tracking Inbox					
	Resident					
	Page 1 of 1 Display	50 per page C	🕫 🖶 🛛 Displaying 1 - 1	1 of 1 All Assignments	Column Filters (C	DFF) •
	Resident ID First Name	Middle Name Last	st Name Resident Type	Resident Status Program Name	Program Site Stre	am Current Academic State
	▶ 2016-100339 Jane	Anne Doe	e CaRMS	Active Urology	Vancouver CMC	3

 $\blacktriangleright$  Resident Profile  $\rightarrow$  Click on **Resident Sick Day** tab to open the **Resident Sick Day Listing**.

Tracking Inbox	Tracking Inbox / Resident (2016-100339) Resident					
	Name: Doe, Jane Anne Current Academic State: Fu	<b>Curre</b> Ill Time	ent Program: Urology - Vancouver	- CMG Cu	irrent Program Year: PG	
	Resident Contact Information	Medical School Information	Programs Academic Record	Registration	Stat Holiday Worked	Resident Sick Day
	Profile Validation Part 1 - Basic R	Resident Information	₽ ₽			
	Please review the following information	n and make any necessary upda	ates.			
	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	~	1		



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

Tracking Inbox / Resident (2016-1003 Resident Sick Day Listing	35 ) / Resident Sick Day L	isting					Assignment: Resident
Resident Contact Information	Medical School Info	rmation Programs	Academic Record	Registration Stat Ho	liday Worked Resident Sick D	ay	
+New ➡Print 🕅 CSV	Column Filters (OFF)	•					
Status † <u>–</u>	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
<ul> <li>Open (Sick Day)</li> </ul>	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.

Tracking Inbox / Resident (2016-100338)     Resident Sick Day	/ Resident Sick Day Listing / Resident Sick Day
Name: Doe, Jane Arne Current Academic State:	Current Program: Unitogy - Vancouver - CMG Current Program Year: POY-4 Full Time
Resident Sick Day	
Workflow Overview Enter your sick days have to inform yo You mask also inform your rotation if you are such for hanger than 5 cores <u>Desctores</u> 1. Select databoly of Breas. 2. Deselect any non-working days fro	va Tragens Califa da Para desente. In segurarse na associadada (ME Mar para na 160. Mar da da ya man a Califa da Taba da na ya shadina and may mant la mgand e anakad hase. m yara da na naga e dapatan.
Status	Open (Sick Day)
Sick Day Start *	02/14/2020 🗋 (mmiddlyyyy)
Sick Day End	🖬 (mm/dd/yyyy)
Sick Days Used	1
* Select sick days based on working	schedue
February H 2000           8         8         8         8         8         9         9           2         5         4         5         1         9           3         10         10         10         10         10           4         10         10         10         10         10           2         2         24         10         10         10         10           20         24         10         10         10         10         10         10           20         24         10         10         27         10         10	
Workflow Actions Next steps available for this request Action To Take	Corect
<ul> <li>System information</li> </ul>	
Save	
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- **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)**).