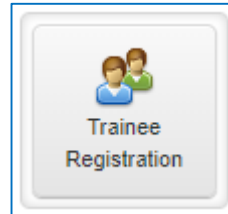


HOW TO ASSIGN COMMITTEES TO A TRAINEE

TARGET AUDIENCE: PROGRAM ADMINISTRATORS

Updated May 9, 2019

1. From the MedSIS home page, click the Trainee Registration.



2. Search trainee by Last Name. Click Search.

Trainee Search

Save Filter Search Clear

Student #: OPHRDC #:

Last Name: Hospital Employee #:

First Name:

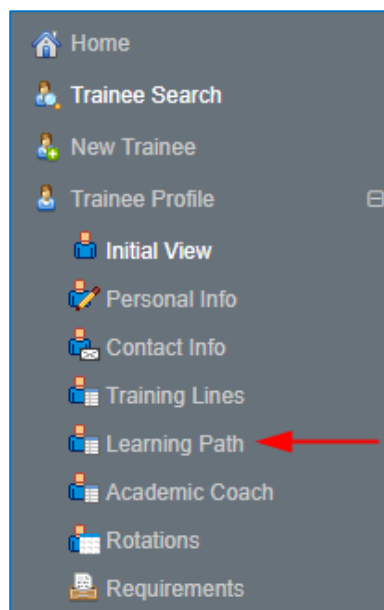
3. Select the trainee and click View Profile.

Trainee Search Result Selected: 1 Total: 1

Search: Print Documents Export Send Email Run Task View Profile

<input type="checkbox"/>	Name	Student #	OPHRDC #	Trainee Status	Registration Status	Default Email
<input checked="" type="checkbox"/>	Smith, [redacted]	00025 [redacted]	2000 [redacted]	Historical		[redacted] smith@medportal.ca

4. From the menu on the left, select Learning Path.



5. Click on the Learning Path.

Learning Path			
Critical Care Medicine - CBME v1.0 (01-Jul-2018) Official			+ Add Learning Path Progressing as expected
Stage	Start Date	Achieved Date	Progress
Stage 1 - Transition to Discipline // CURRENT			37%
Stage 2 - Foundations of Discipline			1%
Stage 3 - Core of Discipline			0%
Stage 4 - Transition to Practice			0%

6. Under the User Groups tab, click Add New.

Details Requirements **User Groups** Supporting Documentation Reflection Documentation Other Assessments

User Groups Total: 0

Search... [+ Add New](#)

No data found!

7. Select the Committee Type (competence committee or residency program committee) and assign the appropriate committee and click Save. You will need to complete this step for each committee you need to assign.

User Groups

Type*:

Group*:

[Save](#) [Cancel](#)

Details Requirements **User Groups** Supporting Documentation Reflection Documentation Other Assessments

User Groups Total: 1

Search... [+ Add New](#)

Name	Type
Critical Care Medicine Competence Committee	Competency Committee

Showing 1 to 1 of 1 entries Show 25 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca