

USER MANUAL – CHECKING FOR MISSING D.O.B & CITIZENSHIP

TARGET AUDIENCE: PGMEO OFFICE

Updated April 12, 2019

MISSING DOB AND CITIZENSHIP

The PGME Office should be checking on a regular basis for trainees missing a Date of Birth or their Citizenship. If these fields are missing, we cannot process the trainees with the Registrar.

How to Filter on the Alerts to Search on:

Note: If you filter on more than 1 alert at the same time, you must click on “any alert” at the bottom of the alert options.

CMPA: CMPA expired - 1st Day of Training CMPA expired - NOW CMPA expired - During Training

CPSO: CPSO - missing CPSO Expired - 1st Day of Training CPSO expired - NOW CPSO Expired - During Training

e-Modules: e-Modules - incomplete

HAL: HAL - Not Available HAL - Signature Required

Immunization Form: Immunization Form - Not Cleared

LOA: LOA - Not Available LOA - Signature Required

Miscellaneous: MINC Number - Missing Trainee NOT in Good Standing Barcode - Missing DOB - Missing Legal Status - Missing

LOGS Medportal email address - Missing Pool - Missing Scrub Size - Missing Trainee Picture - Missing

Invalid Student Number

Payment: Payment Outstanding

Registration Form: Elective Registration Form - Not Completed Trainee Registration Form - Not Completed

Rotation Schedule: Incomplete rotation - location Incomplete rotation-service Incomplete rotation-service format Rotation start before Training Line

Training Promotion: 2018 - Not fully promoted 2019 - Not fully promoted

Work Permit: Work Permit - During Training - IOP Work Permit - IOP Work Permit - NON IOP Work Permit - During Training - NON IOP

Search Type: All Alerts Any Alert

QUESTIONS?

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