HOW TO PROMOTE A TRAINEE TO THE NEXT STAGE

TARGET AUDIENCE: PROGRAM DIRECTORS AND PROGRAM ADMINISTRATORS

Updated October 2, 2019

Stage Promotion

This document outlines the process for promoting a trainee to the next stage. The current stage does not need to be marked achieved in order to promote a trainee to the next stage. There may be instances where a trainee is promoted to the next stage with exceptions for completing a few pending items from the previous stage.

1. From the MedSIS home page, click Trainee Registration

2. Search trainee by Last Name. Click Search

3. Select the trainee and click View Profile.

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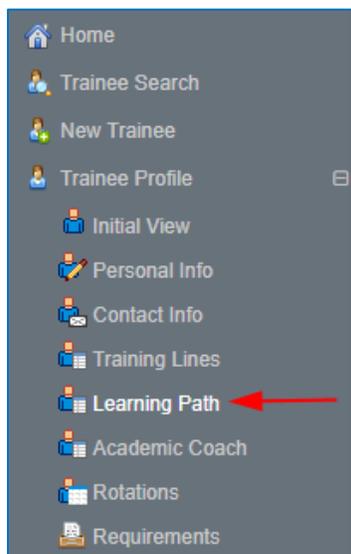
5. Click on the Learning Path.

6. Under the details tab, update the Current Stage to the stage you want to register your trainee into and update the Start of Current Stage date to the date the trainee will be starting the stage. Click Save

7. The trainee is now registered into the new stage. **NOTE:** The Achieved Date of the previous stage will reflect the date that it is marked achieved. The stage status can be marked as achieved from the learner dashboard.

Learning Path

+ Add Learning Path

📅 Cardiac Surgery - CBME v1.0 (01-Jul-2019)
Official

Progressing as expected

Stage		Start Date	Achieved Date	Progress
Stage 1 - Transition to Discipline		01-Jul-2019	17-Nov-2019	0%
Stage 2 - Foundations of Discipline	CURRENT	15-Oct-2019		0%
Stage 3 - Core of Discipline				0%
Stage 4 - Transition to Practice				0%

QUESTIONS?

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