

USER GUIDE – HOW TO LOG A PROCEDURE FROM A DESKTOP

TARGET AUDIENCE: LEARNERS

Updated July 7, 2021

Logging A New Procedure From A Desktop

There are two options to access the procedure log:

1. Click on the menu item called 'Procedure Log' and select "Log A Procedure":

The screenshot shows the 'Procedure Dashboard' interface. On the left, a sidebar menu contains various options, with 'Procedure Log' highlighted. A red arrow points from this menu item to the 'Log a Procedure' button in the top right of the dashboard. Another red arrow points from the 'Log a Procedure' button in the top right of the dashboard to the 'Log a Procedure' button in the top right of the dashboard.

Procedure Name	Category Name	Procedure Program	Activity	Start Date	End Date	Evaluation	Created By	Evaluator	Evaluatee	Status	Action	Expiry Date
Extensor tendon repair - immediate - multiple	Hand	Plastic Surgery	Plastic Surgery-Hamilton General Hospital	01-Jul-2021	27-Sep-2021	Procedure Log - Plastic Surgery Q				Submitted 06-Jul-2021	View	
Abscess Inision and drainage	General Reconstruction	Plastic Surgery	Plastic Surgery-Hamilton General Hospital	01-Jul-2021	27-Sep-2021	Procedure Log - Plastic Surgery Q				Submitted 06-Jul-2021	View	

2. Click the "Log A Procedure" button from the main dashboard:

The screenshot shows the 'Trainee Portal' main dashboard. A red arrow points from the 'Procedures' section at the bottom to the 'Log a Procedure' button.

Welcome , [User Name]

You are now logged on to MedSIS 3C, the Internet-based full-function management system for the Faculty of Health Sciences, McMaster University and its associated teaching hospitals, powered As a student, start by completing your requirements found under the Registration Requirements section on the dashboard or by clicking Requirements on the left menu. In order to be complete uploading documents, signing letters or submitting forms.

Latest News

USER DOCUMENTATION
Please visit our MedSIS website under "TRAINING" to find all user documentation for Learners, Supervisors, Program Administrators, Program Directors, etc.
30-Jun-2017 11:12, by Andrea Somerville

Registration Requirements (2021 - 2022)

- Registration Form (Please Complete First) **Completed**
- LOA **Signed**
- HAL **Signed**
- Payment **Paid**
- CPSO License **Valid**
- CMPA **Valid**
- Confirmation of Registration **Completed**

Alerts

Document Repository
There are no documents available for download.

Evaluations
You have 1 incomplete evaluations.
Click here to generate a new evaluation **Trigger on demand**

Procedures
Click here to log a new Procedure **Log a Procedure**

You will be required to complete the following details:

The screenshot shows a web form titled "Log New Procedure" with a red header bar. The form contains the following fields:

- Evaluation Type*: Procedure Evaluation
- Trainee(Evaluatee)*: [Redacted]
- Rotation*: Emergency Medicine [01-Jul-2021 / 02-Aug-2021]
- Program*: Family Medicine/Emergency Medicine
- Category*: Bag Mask Ventilation
- Eval Form*: Procedure Log - Family Medicine
- Supervisor(Evaluator): --Select--

At the bottom right, there are two buttons: "Send" (with a paper plane icon) and "Cancel" (with an 'X' icon).

Comments:

- The 'rotation' field will default to your current rotation, unless you are in have multiple rotations scheduled for one block. In this case, you will need to pick the rotation you are logging the procedure for. Previous rotations will also be available in the drop down to log procedures completed during a past rotations.
- The 'category' field is dynamic where once a category is chosen, the procedures within that category will appear to choose.
- The 'Eval form' will default to the form used for your program.
- The supervisor drop down will include all supervisors from the supervisor registry. You are able to add a new supervisor if you cannot find the supervisor listed in the drop down.

After clicking 'send', the evaluation form will open to complete. You will have the option to either submit and self report the procedure, or request supervisor sign off from the supervisor listed.

QUESTIONS?

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