

USER GUIDE – HOW TO LOG A PROCEDURE FROM A DESKTOP

TARGET AUDIENCE: LEARNERS

Updated July 7, 2021

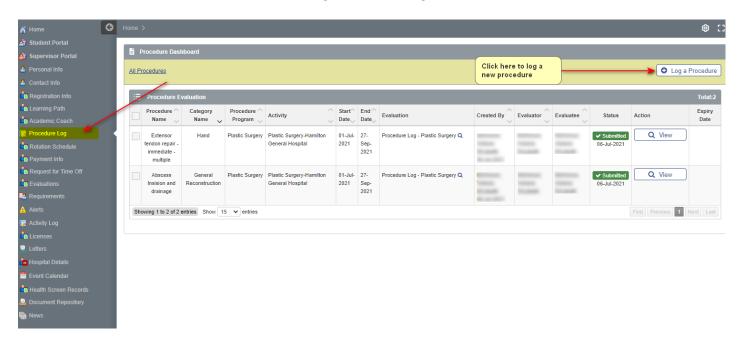




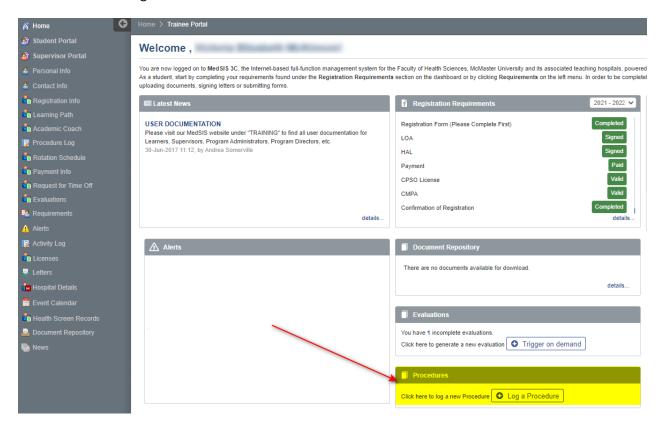
Logging A New Procedure From A Desktop

There are two options to access the procedure log:

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



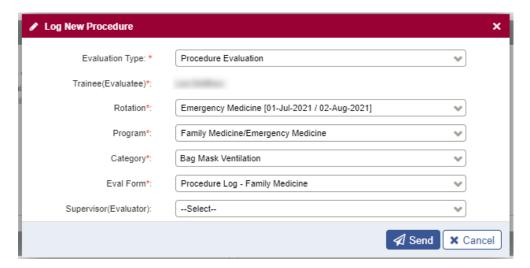
2. Click the "Log A Procedure" button from the main dashboard:







You will be required to complete the following details:



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