

USER MANUAL - LOGS

PROGRAM ADMINISTRATORS

Updated September 10, 2019

LETTERS OF GOOD STANDING (LOGS)

LOGS are available for learners that have completed all postgraduate requirements outlined MedSIS. They are generated through the Trainee Registration module under the 'training lines' section of the trainee profile.

TYPES OF LOGS

Generic LOGS

- Includes a learner's summary training statement.
- If a trainee switches levels or program the summary will include multiple training statements.

LETTER OF GOOD STANDING December 05, 2018

Learner Summary


Name: [REDACTED]

McMaster ID Number: [REDACTED]

MINC#: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]



Registration Details

- Registered in the program of Internal Medicine at the training level of PGY2 from July 1, 2018 to December 29, 2018.
- Registered in the program of Internal Medicine at the training level of PGY3 from December 30, 2018 to June 30, 2019.

Rotation LOGS

- Includes specific rotation details within the document.
- Supervisors entered into the schedule will display on the LOGS.
- Incomplete rotations will prevent the ability to generate LOGS. All mandatory fields must be filled out in order for the rotation to become visible in the drop down menu.

⚡ Generate Letters
✕

Please select the letter type you want to generate

Letter Type*:

Rotation*:

✕

[Clear Selections](#)

- Rotation: Bone and Soft Tissue Pathology (Anatomical Pathology),
Location: McMaster University Medical Centre,
Period: 20-NOV-18 - 17-DEC-18
- Rotation: Anatomical Pathology (Anatomical Pathology),
Location: St. Joseph's Hospital Hamilton,
Period: 15-JAN-19 - 11-FEB-19
- Rotation: Cytopathology (Anatomical Pathology),
Location: St. Joseph's Hospital Hamilton,
Period: 12-FEB-19 - 08-APR-19

LETTER OF GOOD STANDING

December 10, 2018

Learner Summary

Name: [REDACTED]

McMaster ID Number: [REDACTED]

MINC#: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]



Registration Details

- Registered in the program of **Anatomical Pathology** at the training level of PGY5 from **July 1, 2018** to **June 30, 2019**.

Required Information

CPSO:	103549	Expiry:	30-Jun-2019
CMPA:	200106921	Expiry:	30-Jun-2019
N95 Mask Fit:	N/A	Expiry:	N/A
Scrub Size:	N/A		

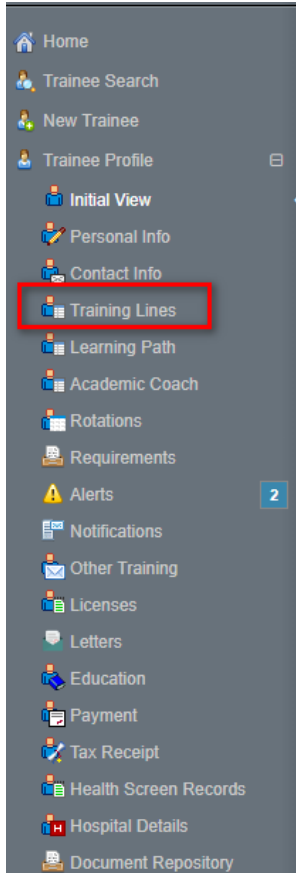
Clinical Placement Confirmation Details

Rotation	Location	Rotation Dates	Supervisor(s)
Bone and Soft Tissue Pathology [Anatomical Pathology]	McMaster University Medical Centre	20-Nov-2018 17-Dec-2018	Vukmirovic-Popovic, Snezana

GENERATING LOGS

From the MedSIS Homepage, choose the Trainee Registration Module.

1. Click on the 'Training Lines' option on the left-hand dropdown menu:



2. Click on the link that reads "Trainee is in good standing. Click here to generate the letter."

Session 2018 - 2019 - Current

Returning Trainee
Registered

View Registration Confirmation

Edit Registration

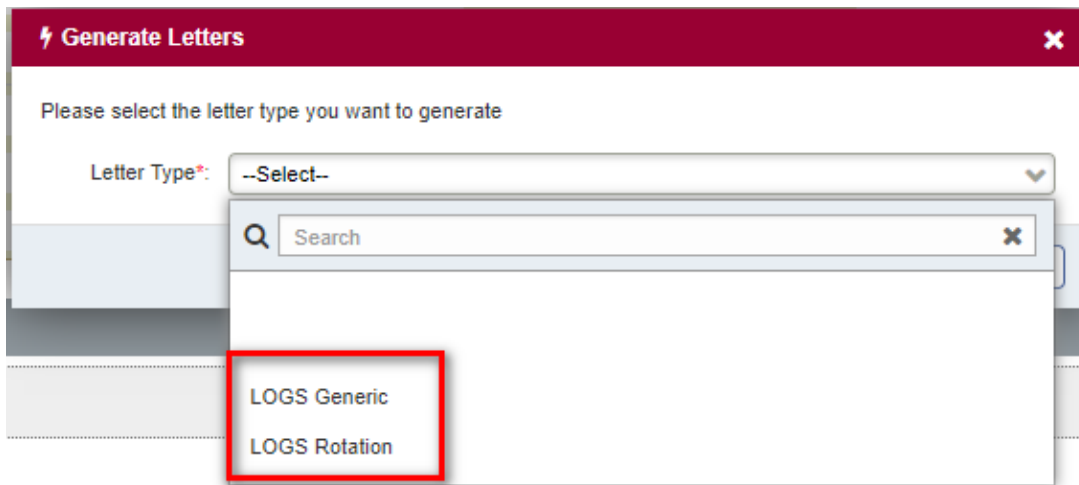
Program	Training Level	Funding Source	Funding Category	Training Status	Start Date	End Date	Type	Reg'n Status	Pool	FTE	Waiver	Alerts
Internal Medicine	PGY1	Saudi Mission	Foreign Funding	Active	01-Jul-2018	30-Jun-2019	Trainee	Registered	C	1	N	●

✓ Trainee is in Good Standing. [Click here](#) to generate letter.

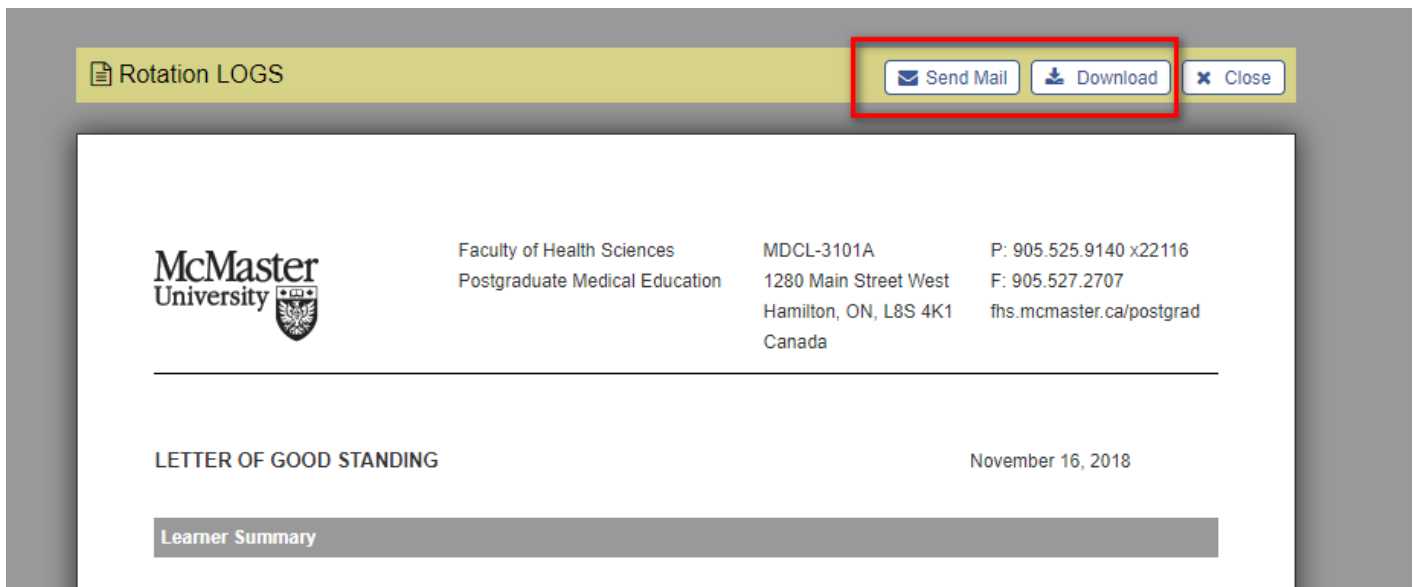
If the trainee has any outstanding registration alerts on file, a LOGS will not be available to generate. The message below will appear:

✘ Trainee is **NOT** in Good Standing

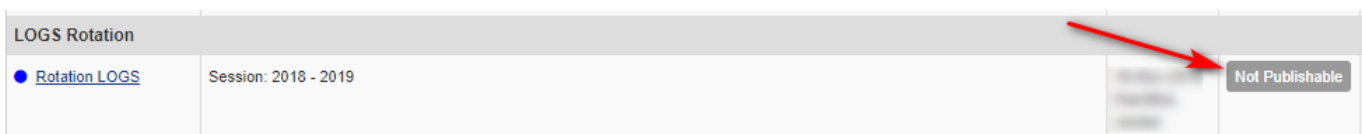
- 3. Choose the type of LOGS that is required for your learner; Generic or Rotation Specific.



- 4. Download the LOGS as a PDF using the download button, or send the LOGS through MedSIS using the 'Send Mail' option.



Note: LOGS will appear with the status of “not publishable”. Disregard this field as it has no effect on generating the LOGS.



QUESTIONS?

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