

USER MANUAL - LOGS

LEARNERS

Updated October 10, 2023

LETTERS OF GOOD STANDING (LOGS)

LOGS are available for learners that have completed all postgraduate requirements outlined MedSIS. They are generated through the Learner Registration module under the 'letters' section of your profile.

TYPES OF LOGS

Generic LOGS

- Includes the learner's summary training statement.
- If you switch levels or programs, the summary will include multiple training statements.

LETTER OF GOOD STANDING

October 05, 2023

Learner Summary

Name: [REDACTED]
McMaster ID Number: [REDACTED]
MINC#: [REDACTED]
Phone: [REDACTED]
Email: [REDACTED]



Registration Details

- Registered in the program of **Obstetrics And Gynecology** at the training level of **PGY1** from **July 1, 2023** to **December 2, 2023**.
- Registered in the program of **Obstetrics And Gynecology** at the training level of **PGY2** from **December 3, 2023** to **June 30, 2024**.

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

Rotation: Emergency Medicine (Emergency Medicine),
Location: Hamilton Health Sciences,
Period: 24-OCT-23 - 20-NOV-23

Rotation: Junior Gynecology (1) (Obstetrics and Gynecology),
Location: McMaster Children's Hospital,
Period: 12-MAR-24 - 08-APR-24

Rotation: Junior Gynecology (1) (Obstetrics and Gynecology),
Location: St. Joseph's Healthcare Hamilton Charlton Campus,
Period: 16 JAN 24 - 11 MAR 24

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MINC#:

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Required Information

CPSO:	140810	Expiry:	30-Jun-2024
CMPA:	200166175	Expiry:	31-Dec-2023
N95 Mask Fit:	3M 1860 - regular	Expiry:	05-Aug-2023
Scrub Size:	M		
PPE Training:	Passed		

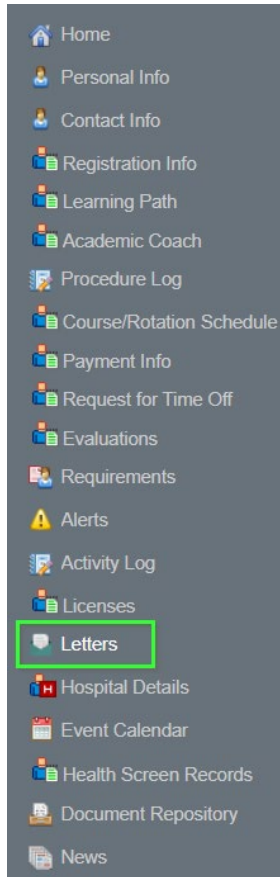
Clinical Placement Confirmation Details

Rotation	Location	Rotation Dates	Supervisor(s)
Emergency Medicine [Emergency Medicine] Service: Emergency Medicine Type: Single-Site, Format: Core	Hamilton Health Sciences	24-Oct-2023 20-Nov-2023	

GENERATING LOGS

From the MedSIS Homepage, navigate to your Learner Portal (if you have multiple roles).

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



2. Click on the 'generate' button:

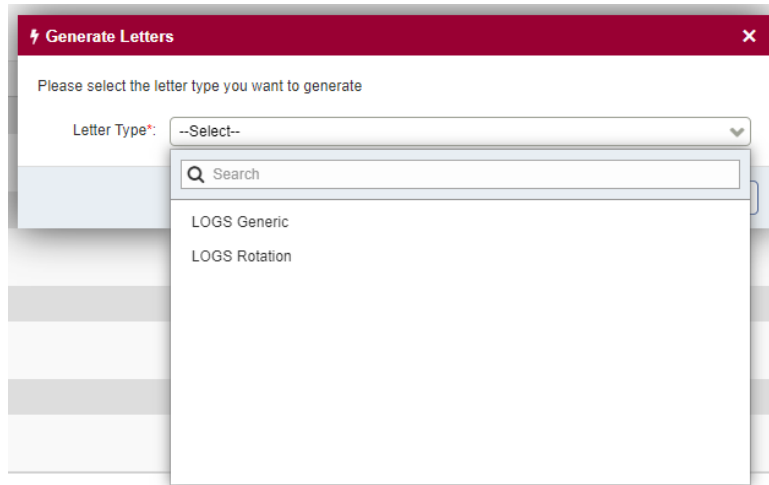
The screenshot shows the 'Letters' page in the MedSIS system. At the top right, there is a 'Session:' dropdown menu set to '2023 - 2024'. Below the search bar, there are radio buttons for 'Original' and 'Revised', and a 'Generate' button with a lightning bolt icon, which is highlighted with a green box. The main content is a table with columns: Name, Details, Generated, Status, and Action.

Name	Details	Generated	Status	Action
LOA				
2023 - LOA - Trainee	Session: 2023 - 2024, Letter Type: Revised	20-Sep-2023 Johnson, Sarah	Published 20-Sep-2023	Not Signed Submit on Behalf
2023 - LOA - Trainee	Session: 2023 - 2024, Letter Type: Original	16-Mar-2023 Bauce, Melissa	Published 16-Mar-2023	Signed 18-Apr-2023
LOGS Generic				
Generic LOGS	Session: 2023 - 2024			Not Publishable
LOGS Rotation				
Rotation LOGS	Session: 2023 - 2024			Not Publishable

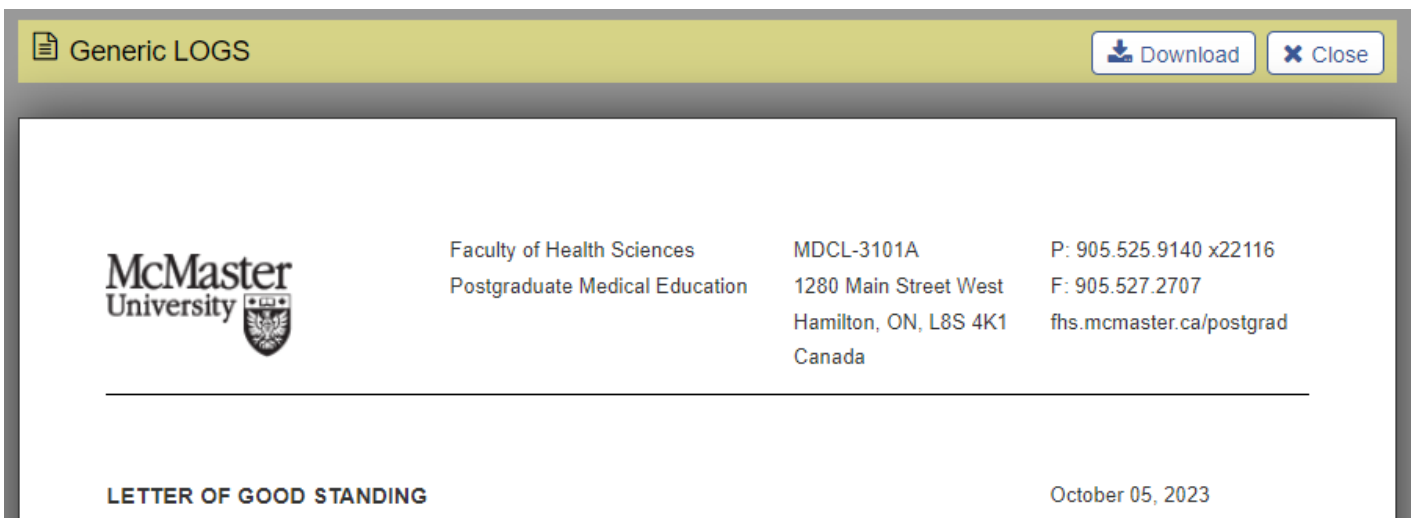
If you have any outstanding registration alerts on file, a LOGS will not be available to generate. The message below will appear:

✘ Trainee is NOT in Good Standing

3. Choose the type of LOGS that you need - 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 [submit a JIRA ticket](#).