

# USER MANUAL – COMPLETING MIDWIFERY EDUCATION PROGRAM (MEP) REQUIREMENTS

TARGET AUDIENCE: LEARNERS

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Updated January 22, 2024

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## Brief explanation of Requirements

Learners have different requirements based on their program, funding source and training status. MedSIS works with the programs to set up the requirements.

These are the mandatory requirements needed for the learner to be able to start training at McMaster.

## Common Learner Registration Requirements

- Registration Forms
- Letters\*
- Immunization Forms\*
- CPSO License
- Work Permit
- Vaccination Forms\*
- E-Modules
- Scrub Sizes
- Mask Fits

\*Some requirements **need** to be signed off by administrators. It is the responsibility of the programs to sign off on their learners' requirements as needed.

**For Health Screening and VSC - please follow instructions as directed by the Health Screening and Professionalism Office. Do not upload to MedSIS. Please visit the professionalism website for Police Records Check instructions and visit the health screening website for Health Screening information. All questions about health screening or VSCs should be directed to the appropriate office.**

## Requirement Statuses

### For Requirements with Uploaded Documents

Requirements with attachment files can be uploaded by learners and need to be marked as completed by the program. This ensures the correct files are being uploaded by learners.

Requirement Status	Explanation
Expired	The uploaded document for the requirement has expired.
Missing	There is no uploaded document for this requirement.
Pending	The document has been uploaded for the requirement but not marked completed by the program. It is pending completion.
Completed	The document has been uploaded for the requirement and the program has marked it as completed.

### For Requirements with E-Modules

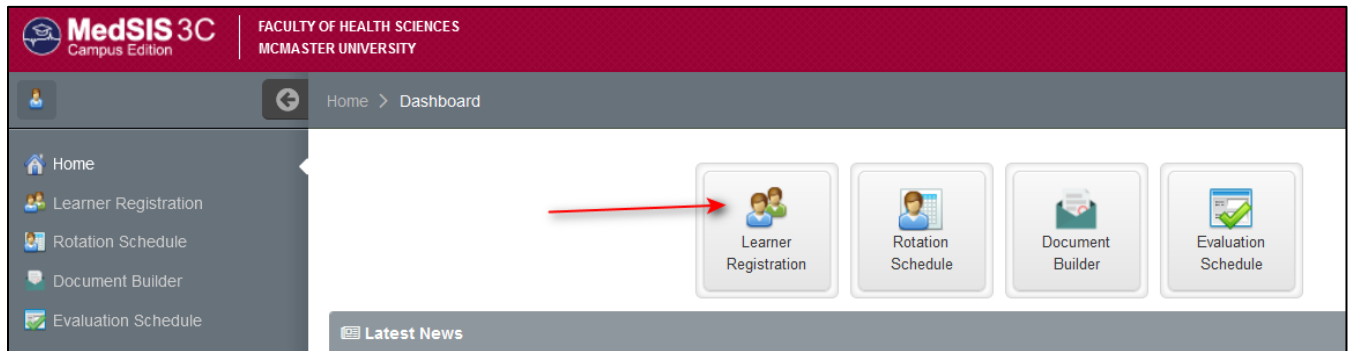
Learners can go through requirements with e-modules on their own. Once the learner goes through the entire e-module and if applicable, completes a mandatory graded section, the system marks this requirement as completed.

Requirement Status	Explanation
Not Completed	The e-module has not been completed by the learner.
Completed	The e-module has been completed by the learner.

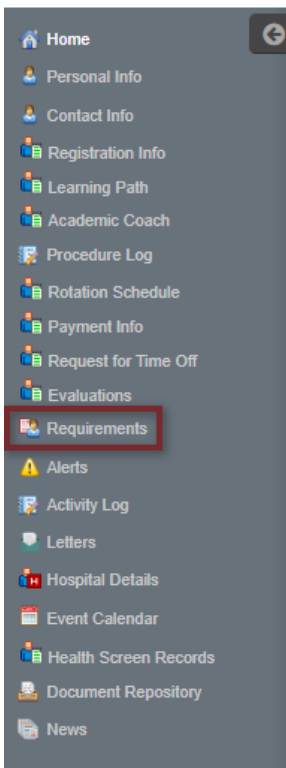
## How to Access/Complete requirements in MedSIS

**Step 1:** Login to MedSIS

**Step 2:** From the Homepage of MedSIS, click on Learner Registration.



Step 3: From the left-hand menu, select Requirements.



### How to upload Learner Registration Requirements

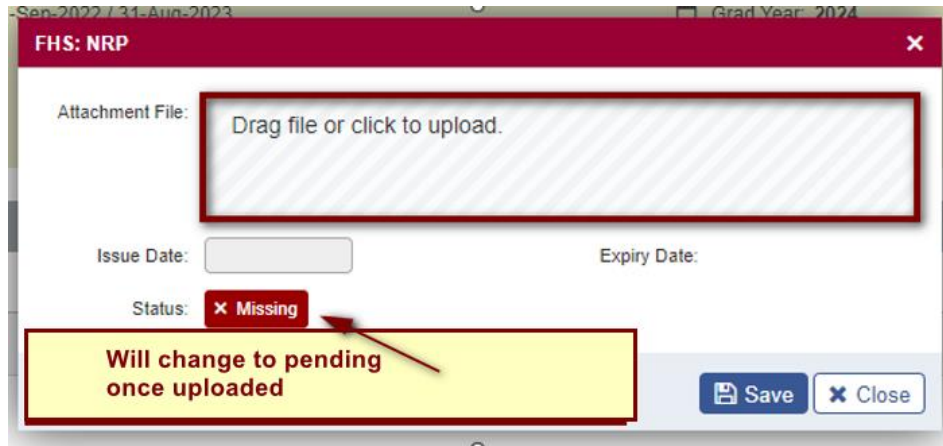
Learners can upload their own requirement documents to MedSIS. Many of these requirements must be signed off as completed by the program. This ensures the correct documentation has been uploaded. **For Health Screening and VSC - please follow instructions as directed by the Health Screening and Professionalism Office. Do not upload to MedSIS.**

Step 1: Go to the requirement and select "Upload" under the missing status.



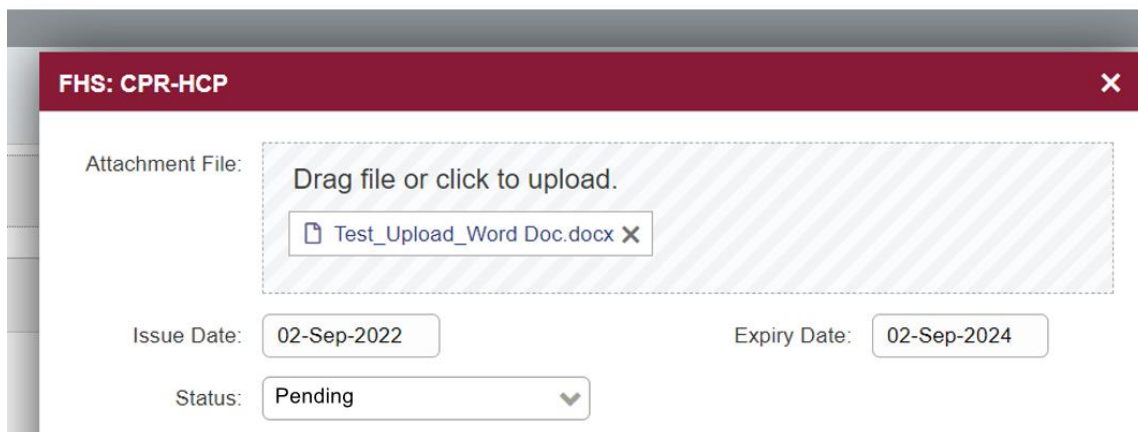
**Step 2:** In the upload window, either drag and drop a file or click on the instructed area to upload.

Once uploaded, the system will automatically change the status from “missing” to “pending”.

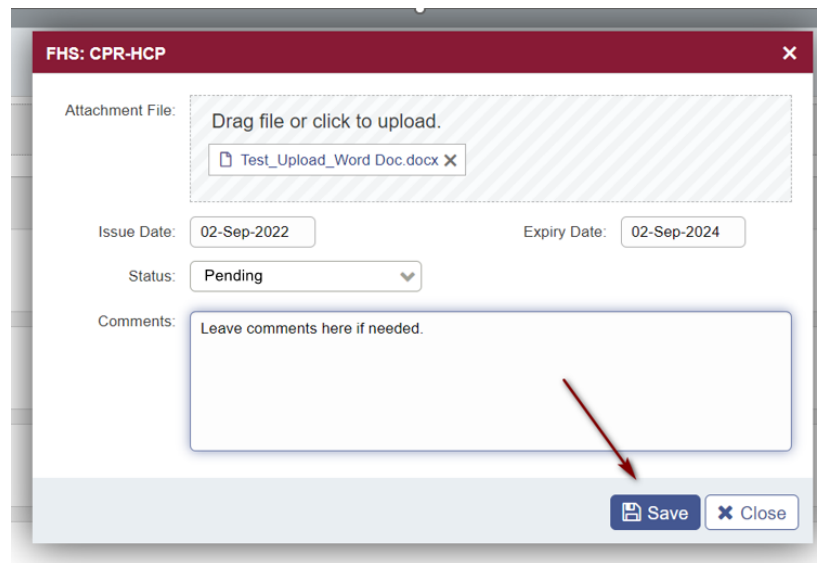


**Step 3:** Enter the issue date.

The programs have informed MedSIS of the timeframe for expiration dates and the system will automatically calculate the expiry date using those rules.



**Step 4:** Enter any comments, if needed, and save.



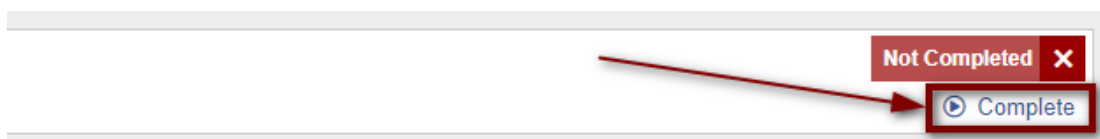
**Step 6: Review**

The document status will be "Pending". This requirement now needs to be marked as "Completed" by the program. **Please check back on your requirements to ensure your program marked it as completed.**

**Completing Requirements with E-modules**

*Please note - The "FHS E-Module: PPE" process is different. Please see the next section for navigating the PPE module.*

**Step 1:** E-modules that have not been completed will have the red status "not completed". To start the e-module, select "complete" below the red status. This will open a new window with the e-module.

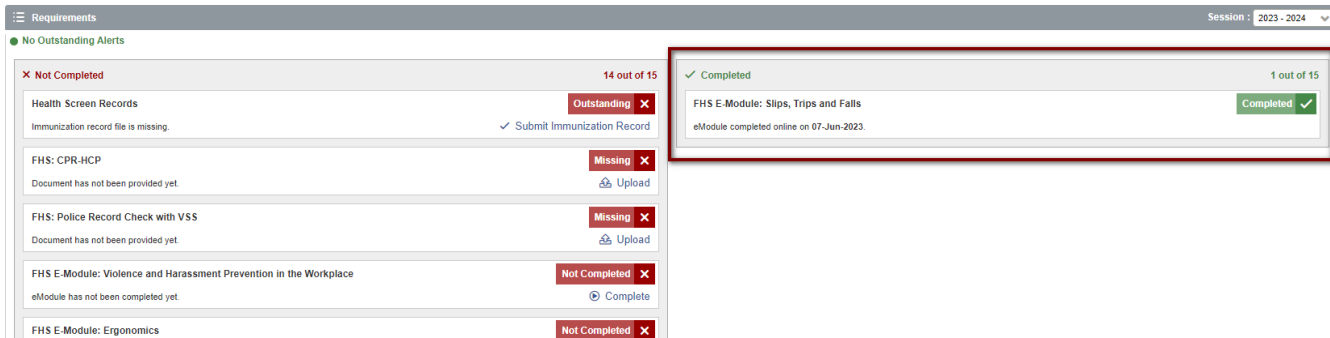


**Step 2:** Go through the e-module.

**For all e-modules, you will have to:**

- I. **View every slide.**
  - Use the "prev" and "next" buttons in the bottom right-hand corner to go through the slides.
- II. **Complete the graded section(s) at the end.**
  - You must get each question right to move on to the next. If you get a question wrong, you will have to retake it until you get the correct answer. The result is 100% on the graded sections.
- III. **After completing the graded sections(s), click "close" at the top of the screen. *Clicking "close" before reaching the last slide will result in an uncompleted e-module.***

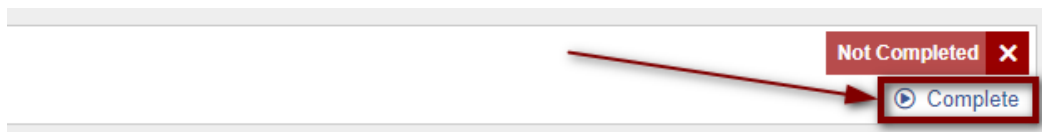
**Step 3:** After clicking close, you will be taken back to the requirement page. Please ensure the e-module is marked as complete – it will be on the left-hand side and have the green “completed” status.



### Completing Requirements with E-modules – PPE only

The “FHS E-Module: PPE” is different but follows the same process. Please read through the e-module and complete the two mandatory graded sections at the end. You must get 100% on each graded section to have the e-module marked as complete. If you get a question wrong, you will have to retake the entire graded section. *This is different from the other e-modules, where you must get the question right before moving on.*

**Step 1:** To start the e-module, select “complete” below the red status. This will open a new window with the e-module.

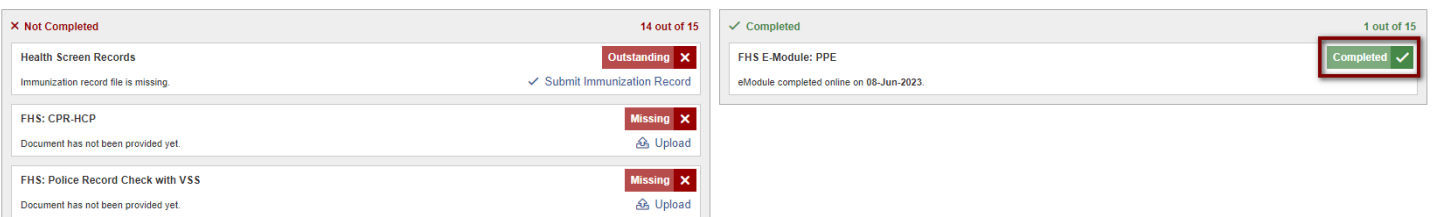


**Step 2:** Follow the prompts to read through the e-module. Interactive links will open in a new window.

**Step 3:** Complete the mandatory graded sections.

**Step 4:** Follow the instructions on the “Finish!” page to ensure your requirement is marked complete.

**Step 5:** After closing out of the window, you will be taken back to MedSIS. Please go to “requirements” and review to ensure the e-module is marked as complete – it will be on the left-hand side and have the green “completed” status.



**QUESTIONS?**

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit [medsishelp.mcmaster.ca](https://medsishelp.mcmaster.ca)

User Guide: [How to Submit a Ticket](#)