



# HOW TO CREATE/UPDATE COMMITTEES

#### TARGET AUDIENCE: PROGRAM ADMINISTRATORS Updated November 11, 2024





## Create New Committee User Groups

1. From the MedSIS home page, click the Curriculum button.



2. From the menu on the left, select User Groups. Click Add New.

A Home	i≘ User Groups
<ul> <li>Program Curriculum</li> <li>Learner Curriculum</li> </ul>	Q Search + Add New
User Groups	

3. Choose Competence Committee as they type, assign a name to your committee, and assign your program. Click Save.

🖋 Add User Group					
Type*:	Competency Committee	)			
Name*:	Family Medicine Halton Competence Committee	)			
Program:	Family Medicine-Halton	)			
	🖺 Save 🗙	Cancel			





- 4. Add the appropriate members to the committee.
  - a. Click on Bulk Assignment to add new users to your committee (this method will allow you to add single users as well).
  - b. Program Directors and Administrators do not need to be added to the committee as they will already gain access through there PD and PA MedSIS roles.
  - c. For the most part, you will only be adding supervisors to your committee. These are the faculty members who sit on your committee.
  - d. If you need to add residents or other users who do not evaluate/supervise trainees to your committee **please submit a ticket** so we can add them to MedSIS as a CBME Committee Member.

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Name End Date End Date	E CBME Committee Member				
	Name		📥 Save 🗶 Cancel	Start Date	End Date

#### Update Previously Created User Group

- 1. From the MedSIS home page, click the Curriculum button.
- 2. Select "User Groups" from lefthand navigation menu and search for your User Group using the Search Bar

Cheyenne Reid	e	Home > Curriculum > User Groups		
<ul> <li>Home</li> <li>Program Curriculum</li> <li>Learner Curriculum</li> </ul>		≡ User Groups Q surgical found x		Total: 13 + Add New
🔓 User Groups	•	Name	Type	Program 🔷
academic Coach		SF - Cardiac Surgery	Competency Committee	Surgical Foundations
🛃 Import		SF - General Surgery	Competency Committee	Surgical Foundations
📑 Export		SF - General Surgery Niagara	Competency Committee	Surgical Foundations
📑 Lookup Tables	~	SF - Neurosurgery	Competency Committee	Surgical Foundations
		SF - Obstetrics and Gynecology	Competency Committee	Surgical Foundations
		SF - Ophthalmology	Competency Committee	Surgical Foundations
		SF - Orthopedic Surgery	Competency Committee	Surgical Foundations
		SF - Otolaryngology	Competency Committee	Surgical Foundations
		SF - Plastic Surgery	Competency Committee	Surgical Foundations
		SF - Urology	Competency Committee	Surgical Foundations
		SF - Vascular Surgery	Competency Committee	Surgical Foundations
		Surgical Foundations Competence Committee	Competency Committee	Surgical Foundations
		Surgical Foundations RPC	Residency Program Committee	Surgical Foundations
		Showing 1 to 13 of 13 entries Show 25 v entries		First Previous 1 Next Last

- 3. Click on your User Group Name to open group and view membership:
  - a. To Remove Members: click on user's name to add expiry date.





SF - General Surgery		
Type: Competency Committee Program: Surgical Foundations	🖋 Add User	×
	Name:	
	Effective Date: 17-Nov-2020	
i∃ Supervisor		
Name		🖺 Save 📋 Delete 🗙 Cancel
Failing Row		
Polips Dephase I		
E PGME Program Director (Primary)		
Name		
There are no users defined for this role.		

b. To Add New Members: click on Bulk Assignment" and search for users from our supervisor database to add them to your membership (same as step 4 of adding new committees).

Type: Competency Committee		
Program: Surgical Foundations		
		Q View Details
		Bulk Assignment
i≡ Supervisor		
Name	Start Date	End Date
Failing Row	Bulk Assignment      X      17-Nov-2020	
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	Aalders, Ryan	
	Supervisor 👻	© LGI Healthcare Solutions Inc. 2024   Privacy Policy
	🖹 Save 🛛 🗙 Cancel	

## Questions?

If you have any questions or difficulties with this process, please submit a help ticket.

• To submit a ticket, please visit medsishelp.mcmaster.ca.