

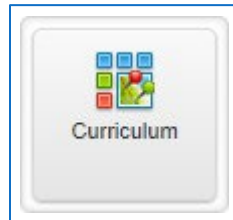
HOW TO CREATE/UPDATE COMMITTEES

TARGET AUDIENCE: PROGRAM ADMINISTRATORS

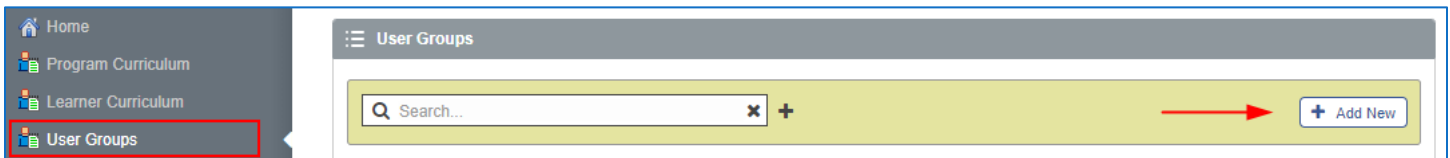
Updated November 11, 2024

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.



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

A dialog box titled "Add User Group" with a red header bar and a close button (X) in the top right corner. It contains three input fields: "Type*" with a dropdown menu showing "Competency Committee", "Name*" with a text field containing "Family Medicine Halton Competence Committee", and "Program:" with a dropdown menu showing "Family Medicine-Halton". At the bottom right, there are two buttons: "Save" with a floppy disk icon and "Cancel" with an X icon.

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 their 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.

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

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:

Expiry Date:

Save Delete Cancel

View Details Delete Back

Bulk Assignment

Supervisor	Name	Start Date	End Date
	Hitchings, Ryan	17-Nov-2020	
	Hitchings, Ryan	01-Jun-2019	

PGME Program Director (Primary)

Name

Start Date

End Date

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).

SF - General Surgery

Type: Competency Committee
Program: Surgical Foundations

View Details Delete Back

Bulk Assignment

Supervisor

Name

Start Date

End Date

17-Nov-2020

01-Jun-2019

PGME Program Director (Primary)

Name

Start Date

End Date

There are no users defined for this role.

PGME Program Admin (Primary)

Name

Start Date

End Date

Niblock, Katie

01-Jul-2019

PGME Program Admin (Secondary)

Name

Start Date

End Date

There are no users defined for this role.

CBME Committee Member

Name

Start Date

End Date

There are no users defined for this role.

Bulk Assignment

Effective Date:

Expiry Date:

Role:

-- All Data --

Users*

--Select--

Q Search

SELECT ALL DESELECT ALL

Almohammadi, Waleed Jaber B
Supervisor

(US tech) Hitchings, Jacqueline
Supervisor

AL Namaani, Khalid
Supervisor

Aadland, Hilary
Supervisor

Aalders, Ryan
Supervisor

Save Cancel

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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.