

CBME ANNUAL ADMINISTRATIVE CHECKLIST – SETTING UP MY PROGRAM FOR CBME

TARGET AUDIENCE: PROGRAM ADMINISTRATORS

Updated November 16, 2020

MEDSIS CBME MODULE

Below is a quick checklist outlining the tasks required in MedSIS to efficiently use the CBME module. Each task below has user documentation and/or videos that will provide further details about that task. These tasks need to be done on an annual basis for each incoming cohort.

FOR TRAINEES TO HAVE ACCESS TO TRIGGER CBME OR FIELD NOTE FORMS

- ✓ Trainees must be registered into a Learning Path

FOR ACADEMIC COACHES AND COMPETENCE COMMITTEE MEMBERS TO HAVE ACCESS TO TRAINEE CBME DASHBOARDS

- ✓ Trainees must be assigned to an Academic Coach
- ✓ Competence Committee must be created
- ✓ Competence Committee must be assigned to the trainee

TRAINING MATERIALS

- ✓ If you are looking setup the steps above in the best/most efficient order, complete the steps in the following order. User guides are hyperlinked to each step.
 1. [How to Create Committees](#)
 2. [How to Register a Trainee into a Learning Path](#)
 3. [How to Assign Committees to a Trainee](#)
 4. [How to Assign Trainees to an Academic Coach](#)

All MedSIS CBME training materials can be found on the MedSIS website organized by audience including a video of a full overview of the CBME module (How to View Trainee Progress – CBME Dashboard)

<https://healthsci.mcmaster.ca/medsis/training/cbme>

QUESTIONS?

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