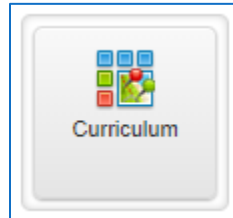


HOW TO CREATE COMMITTEES

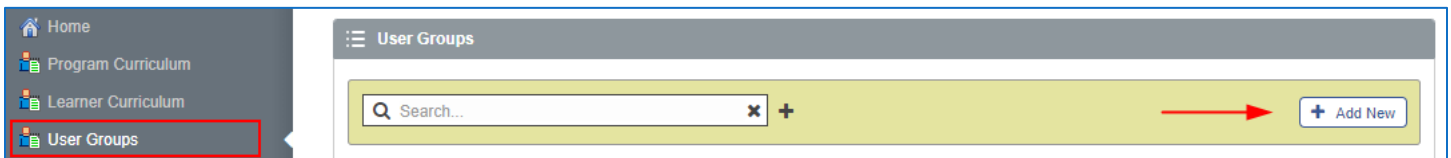
TARGET AUDIENCE: PROGRAM ADMINISTRATORS

Updated June 17, 2020

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 modal window titled "Add User Group" with a red header bar and a close button (x) in the top right corner. The form contains three fields: "Type*" is a dropdown menu with "Competency Committee" selected; "Name*" is a text input field containing "Family Medicine Halton Competence Committee"; "Program:" is a dropdown menu with "Family Medicine-Halton" selected. At the bottom right of the form are two buttons: a blue "Save" button with a floppy disk icon and a white "Cancel" button with a red 'x' icon.

- 4. Add the appropriate members to the committee.
 - a. The best way to add committee members is through the bulk assignment feature.
 - 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 to your committee please contact medsis@mcmaster.ca

Family Medicine Halton Competence Committee

Type: Competency Committee
Program: Family Medicine-Halton

View Details Delete Back

Bulk Assignment

Add User

Effective Date: 01-Jun-2020

Expiry Date:

Role: Supervisor

-- All Data --

Users: Waters, Heather M

Waters, Heather M
Supervisor

Waseemoddin
Supervisor

Aaron, Shawn
Supervisor

Abalkhail, Yazeed
Supervisor

Abaya, Nael
Supervisor

Multi-select the supervisors on your competence committee

These members will only gain access to the residents' data as of this date

Save Cancel

QUESTIONS?

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