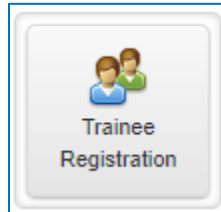


HOW TO REGISTER A TRAINEE INTO A LEARNING PATH

TARGET AUDIENCE: PROGRAM ADMINISTRATORS

Updated June 17, 2020

1. From the MedSIS home page, click the Trainee Registration



2. Search trainee by Last Name. Click Search

Trainee Search

Save Filter

Search Clear

Student #:

OPHRDC #:

Last Name:

Hospital Employee #:

First Name:

3. Select the trainee and click View Profile.

Trainee Search Result

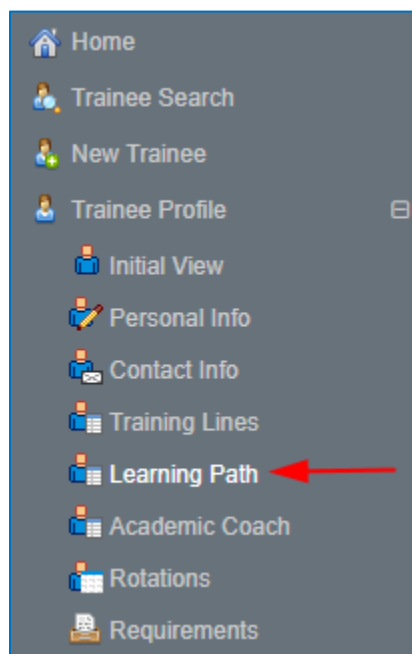
Selected: 1 Total: 1

Search:

Print Documents Export Send Email Run Task View Profile

	Name	Student #	OPHRDC #	Trainee Status	Registration Status	Default Email
<input checked="" type="checkbox"/>	Smith, [redacted]	00025 [redacted]	2000 [redacted]	Historical		[redacted]@medportal.ca

4. From the menu on the left, select Learning Path.



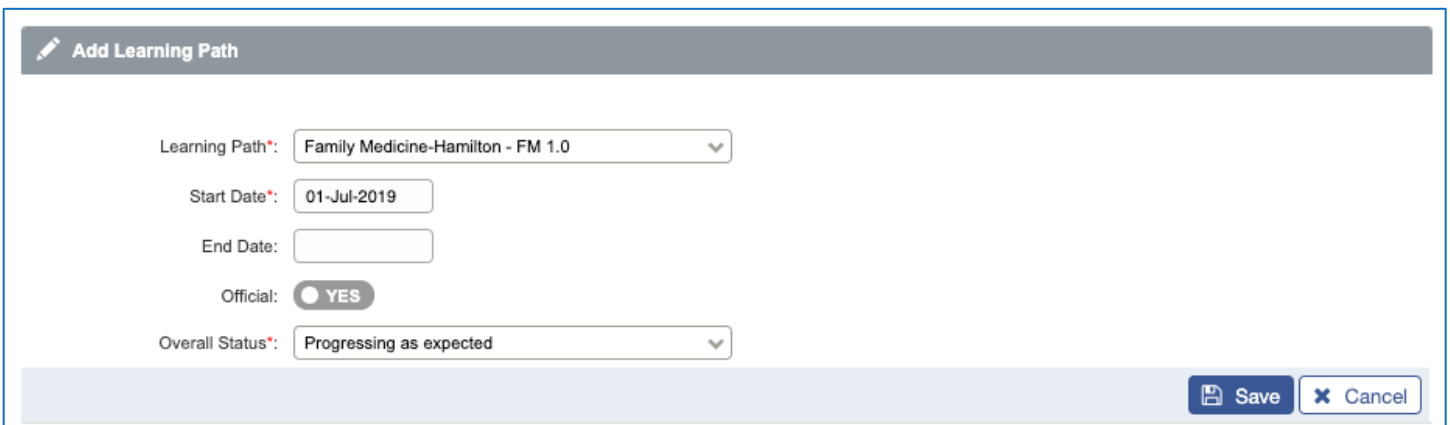
5. Click Add Learning Path.



The screenshot shows a header bar with a folder icon and the text "Learning Path". Below the header, the text "No learning paths assigned." is displayed. On the right side, there is a button labeled "+ Add Learning Path" with a red arrow pointing to it.

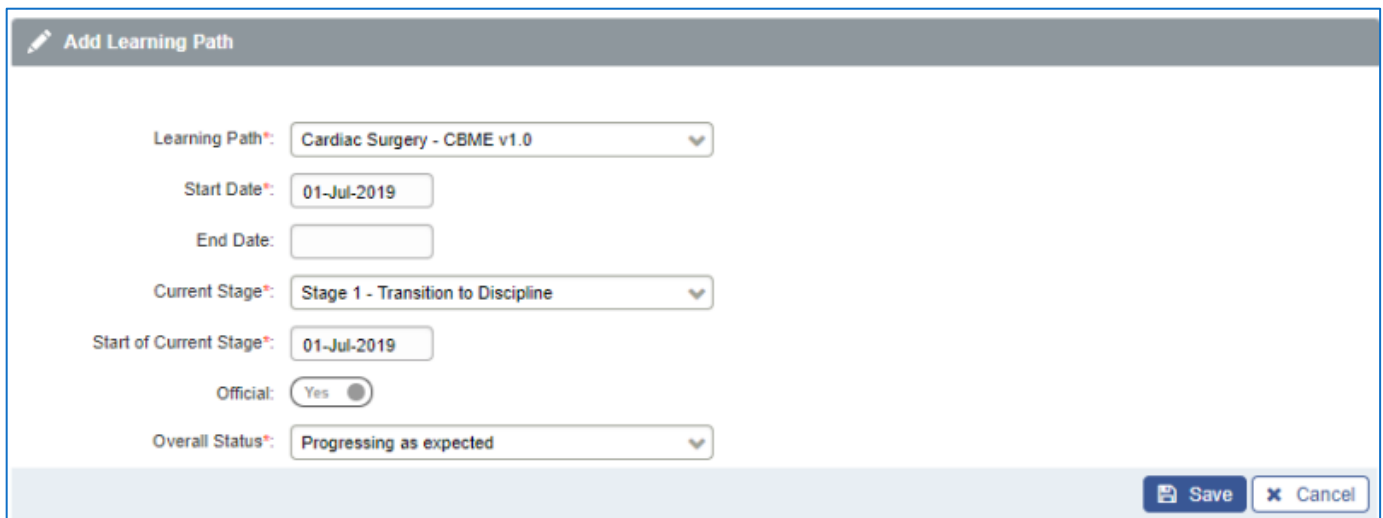
- 6. Select the appropriate Learning Path for your program. Select the trainee’s start date of their program.
 - a. For Family Medicine, select Family Medicine Hamilton as the Learning Path.
 - b. For Royal College Programs, select the trainee’s Current Stage and the Start Date of the Current Stage.
 - c. RC and FM Programs have different Overall Statuses. The FM Statuses are not yet implemented. Please choose “Progressing as Expected” for FM trainees until otherwise notified.

Family Medicine



The screenshot shows the "Add Learning Path" form for Family Medicine. The fields are: Learning Path* (Family Medicine-Hamilton - FM 1.0), Start Date* (01-Jul-2019), End Date (empty), Official (radio button selected for YES), and Overall Status* (Progressing as expected). There are Save and Cancel buttons at the bottom right.

Royal College




The screenshot shows the "Add Learning Path" form for Royal College. The fields are: Learning Path* (Cardiac Surgery - CBME v1.0), Start Date* (01-Jul-2019), End Date (empty), Current Stage* (Stage 1 - Transition to Discipline), Start of Current Stage* (01-Jul-2019), Official (radio button selected for Yes), and Overall Status* (Progressing as expected). There are Save and Cancel buttons at the bottom right.

7. The trainee is now registered into the Learning Path. Click on the Learning Path to navigate to the trainee’s individual progress.

Family Medicine

Learning Path


+ Add Learning Path

 **Family Medicine-Hamilton - FM 1.0 (01-Jul-2019) Official** ←
Progressing as expected

Royal College

Learning Path

+ Add Learning Path

 **Cardiac Surgery - CBME v1.0 (01-Jul-2019) Official** ←
Progressing as expected

Stage	Start Date	Achieved Date	Progress
Stage 1 - Transition to Discipline // CURRENT	01-Jul-2019		0%
Stage 2 - Foundations of Discipline			0%
Stage 3 - Core of Discipline			0%
Stage 4 - Transition to Practice			0%

QUESTIONS?

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