

# HOW TO CLOSE/END A TRAINEE'S LEARNING PATH

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TARGET AUDIENCE: PROGRAM DIRECTORS AND PROGRAM ADMINISTRATORS

Updated January 18, 2022

## Ending/Closing a Learning Path When a Trainee Has Left the Program

It is important to maintain accurate files for each trainee. The end date of the learning path should be the date they completed their program, or date they left their program.

1. Under the Details tab of the trainee's EPA dashboard, assign the trainee's end date.

Nephrology - NEPHRO (effective July 1, 2018)

Learner: [REDACTED]  
Start Date: 27-Aug-2019  
Current Stage: Stage 4 - Transition to Practice

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Start Date\*: 27-Aug-2019  
End Date\*: 30-Aug-2021  
Current Stage\*: Stage 4 - Transition to Practice  
Start of Current Stage\*: 02-Jun-2020  
Official: YES  
Overall Status\*: Progressing as expected

Save Delete

## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)