

# HOW TO PROMOTE A TRAINEE TO THE NEXT STAGE

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TARGET AUDIENCE: PROGRAM DIRECTORS AND PROGRAM ADMINISTRATORS

Updated October 2, 2019

## Stage Promotion

This document outlines the process for promoting a trainee to the next stage. The current stage does not need to be marked achieved in order to promote a trainee to the next stage. There may be instances where a trainee is promoted to the next stage with exceptions for completing a few pending items from the previous stage.

1. From the MedSIS home page, click 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

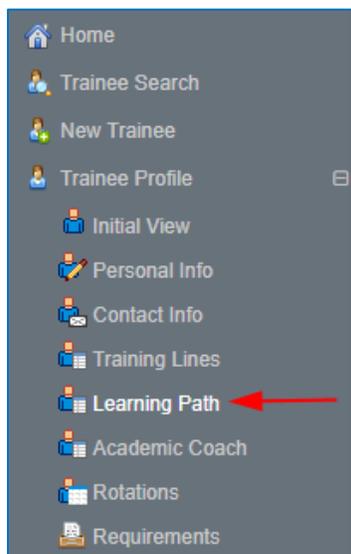
Selected: 1 Total: 1

Search:

Print Documents Export Send Email Run Task View Profile

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

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



5. Click on the Learning Path.

Learning Path
+ Add Learning Path

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

Stage	Start Date	Achieved Date	Progress
Stage 1 - Transition to Discipline // <span style="background-color: black; color: white; padding: 2px 5px; font-weight: bold;">CURRENT</span>	01-Jul-2019		0%
Stage 2 - Foundations of Discipline			0%
Stage 3 - Core of Discipline			0%
Stage 4 - Transition to Practice			0%

6. Under the details tab, update the Current Stage to the stage you want to register your trainee into and update the Start of Current Stage date to the date the trainee will be starting the stage. Click Save

Learner: [Redacted]

Start Date: 01-Jul-2019

Current Stage: Stage 1 - Transition to Discipline

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Details
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Supporting Documentation
Reflection Documentation
Other Assessments

Start Date\*:

End Date:

Current Stage\*:

Start of Current Stage\*:

Official:

Overall Status\*:

→
Save
Delete

7. The trainee is now registered into the new stage. **NOTE:** The Achieved Date of the previous stage will reflect the date that it is marked achieved. The stage status can be marked as achieved from the learner dashboard.

Learning Path			
 <b>Cardiac Surgery - CBME v1.0 (01-Jul-2019)</b> Official			<a href="#">+ Add Learning Path</a> <b>Progressing as expected</b>
Stage	Start Date	Achieved Date	Progress
Stage 1 - Transition to Discipline	01-Jul-2019	17-Nov-2019	0%
Stage 2 - Foundations of Discipline	<b>CURRENT</b>	15-Oct-2019	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](mailto:medsis@mcmaster.ca)