

# POSTGRAD ORIENTATION

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## WHAT IS MEDSIS?

MedSIS stands for 'Medical School Information System'. MedSIS manages the administration of Medical Education

Offers support for the clinical components including academic scheduling, clinical rotation scheduling and assessments.

To Login to MedSIS, visit [medsis.mcmaster.ca](https://medsis.mcmaster.ca)

**Option 1:** Login with MacID (if you do not have a MacID, please skip to Option 2)

- Click on the MacID Login button near the top of the screen.
- Use your MacID credentials to login.

**Option 2:** Login (using email)

- Click on the "Forgot Your Password" link and submit your email address.
- You will receive an email from [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca) with a link to change your password.
- Once you create a new password and submit, you will be logged into MedSIS.

MedSIS 3C Campus Edition | FACULTY OF HEALTH SCIENCES MCMASTER UNIVERSITY

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### Login

Protect your privacy! Prevent unauthorized use! Completely exit your web browser when you are finished.

**Login with MacID**  
Please click the button below to enter MedSIS 3C using your MacID.  
[MacID Login](#)

**Login**  
Login:   
Password:   
[Forgot your password?](#)  
[Do you need login help?](#)  
[Contact MedSIS 3C Help Desk](#)

Please type your identification information to enter MedSIS 3C. By logging in, you agree to maintain confidentiality and not to copy, distribute, or otherwise disseminate any information contained within the system except as authorized.  
[Login](#)

**Login with MacID credentials**

**Login with email address**

## TRAINEE PORTAL

The trainee portal is the home screen when you log into MedSIS. It includes registration details, rotation schedule, evaluations, academic half day calendar, etc.

## REGISTRATION

To complete your registration requirements, select the ‘details’ button on the main dashboard under “Registration Requirements”:

by clicking Requirements on the left menu. In order to be completely registered, you must complete all of your requirements by uploadin

This will take you into your requirements dashboard to complete the necessary forms in order to become “registered” and ready to begin training. If your registration requirements are not completed, you will not be in good standing.

## ROTATION SCHEDULE

- All schedules are created in the MedSIS Rotation Schedule by your home program coordinator.
- Check your schedule often because it may change throughout the year.
- If changes are required to your rotations, please contact your Program Coordinator.
- The rotation details will include rotation, rotation program, location, format, training level, block, start date, end date and supervisors that have been assigned to a rotation.

Rotations									Session: 2021-2022
Rotation	Rotation Program	Location	Format	Training Level	Block	Start Date	End Date	Supervisors	
Anatomical Pathology	Anatomical Pathology	Juravinski Hospital	Core	PGY5	Block 1	01-Jul-2018	30-Jul-2018	Kazerouni, Abdul Hamid Williams, Phillip	
Gynecological Pathology	Anatomical Pathology	Juravinski Hospital	Core	PGY5	Block 2	31-Jul-2018	27-Aug-2018	Sur, Monalisa	
Elective	Anatomical Pathology		Elective	PGY5	Block 3	28-Aug-2018	24-Sep-2018		
Bone and Soft Tissue Pathology	Anatomical Pathology	McMaster University Medical Centre	Core	PGY5	Block 4	25-Sep-2018	22-Oct-2018	Vukmirovic-Popovic, Snezana	
Anatomical Pathology	Anatomical Pathology	St. Joseph's Hospital Hamilton	Core	PGY5		23-Oct-2018	17-Dec-2018	Naqvi, Asghar Hussain	
Elective	Anatomical Pathology		Elective	PGY5	Block 7	18-Dec-2018	14-Jan-2019		
Anatomical Pathology	Anatomical Pathology	St. Joseph's Hospital Hamilton	Core	PGY5	Block 8	15-Jan-2019	11-Feb-2019	Naqvi, Asghar Hussain	
Cytopathology	Anatomical Pathology	St. Joseph's Hospital Hamilton	Core	PGY5		12-Feb-2019	08-Apr-2019	Naqvi, Asghar Hussain	
Reading	Anatomical Pathology	Hamilton	Clinical Research	PGY5	Block 11	09-Apr-2019	06-May-2019		
Research	Anatomical Pathology	McMaster University Medical Centre	Elective	PGY5	Block 12	07-May-2019	03-Jun-2019		
Morphologic Hematology	Anatomical Pathology	Juravinski Hospital	Core	PGY5	Block 13	04-Jun-2019	30-Jun-2019	Trus, Michael R	

## EVALUATION DASHBOARD

The evaluation dashboard is a personalized dashboard of all past, present & future evaluation forms that are defined in the rotation schedule. There are 7 types of Evaluations

- ITER evaluations
- CBME evaluations
- WBA evaluations
- Faculty evaluations
- Rotation evaluations
- Event Evaluations
- Presenter Evaluations

An example of what an evaluation dashboard looks like:

Activity	Start Date	End Date	Evaluation	Source	Created By	Evaluator	Evaluatee	Status	Action
Hematological Pathology-Juravinski Hospital	01-Jul-2017	28-Aug-2017	ITER - Anatomical Pathology - Hematological Pathology Q	Scheduled	Automatic 25-Aug-2017			Completed 19-Jan-2018	View
Elective-United States	29-Aug-2017	11-Sep-2017	ITER - Anatomical Pathology - Anatomical Pathology Q	Scheduled	Automatic 25-Sep-2017			Completed 03-Nov-2017	View
Elective-United States	12-Sep-2017	25-Sep-2017	ITER - Anatomical Pathology - Anatomical Pathology Q	Scheduled	Automatic 09-Nov-2017			Completed 10-Nov-2017	View
Breast Pathology-Juravinski Cancer Center	26-Sep-2017	23-Oct-2017	ITER - Anatomical Pathology - Anatomical Pathology Q	Scheduled	Automatic 18-Oct-2017			Completed 05-Dec-2017	View
Cytopathology-St. Joseph's Hospital Hamilton	24-Oct-2017	18-Dec-2017	ITER - Anatomical Pathology - Cytopathology Q	Scheduled	Automatic 27-Dec-2017			Completed 15-Feb-2018	View
Forensic Pathology-Hamilton General Hospital	19-Dec-2017	12-Mar-2018	ITER - Anatomical Pathology (Forensic Pathology) Q	Scheduled	Automatic 08-Mar-2018			Completed 31-May-2018	View
Neuropathology-Hamilton General Hospital	13-Mar-2018	07-May-2018	ITER - Anatomical Pathology - Neuropathology Q	Scheduled	Automatic 03-May-2018			Pending	

## ITER EVALUATION:

ITER stands for “In Training Evaluation Reports”. It is an evaluation form specific to a rotation covering its learning objectives. ITERs are typically scheduled at the end of a rotation by the Program Administrator and sent to assigned supervisor to complete. The corresponding faculty and rotation evaluation are sent to the learner to complete.

Two methods to send an ITER – *scheduled vs. on-demand*

### Scheduled:

- ITER and corresponding faculty evaluation are sent out at the same time
- The learner cannot view the completed ITER until they have completed the faculty evaluation

### On-Demand:

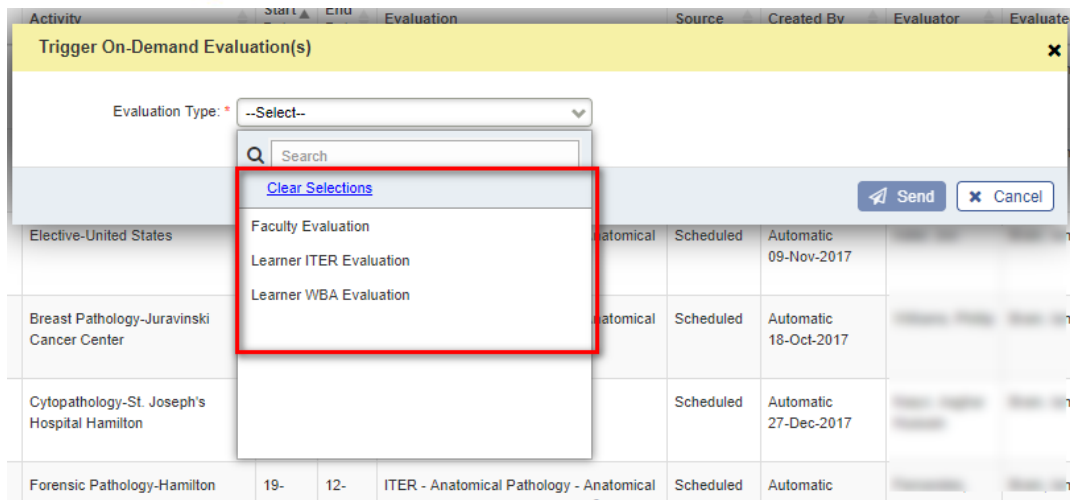
- Trainee triggers the evaluation and must complete the faculty evaluation first.
- Only AFTER the faculty evaluation is done will the ITER be distributed to the supervisor.

NOTE: Your program will inform you of which method you will be using throughout your training.

## Triggering On-Demand ITERs

- Trainees have the ability to trigger their own ITERs, CBME forms, WBAs, Activity Logs and Faculty evaluations at any point throughout a rotation.
- To trigger an evaluation, click ‘Trigger on demand’ on the top right-hand side of the evaluation dashboard:





NOTE: If an ITER is triggered on-demand, the trainee MUST complete the faculty evaluation before the ITER will send to the supervisor to complete. The status of the evaluation will display as “Not Distributed” if the faculty evaluation has not been completed.



## WBA EVALUATION:

WBA stands for “Work Based Assessments”. WBAs are a shorter version of an ITER that are not specific to a rotation. These forms are triggered on-demand by trainees for a supervisor to complete. There is no corresponding faculty evaluation tied to the evaluation, as it is used as supporting documentation for the supervisor completing the ITER.

NOTE: Your program will inform you of WBAs that you are responsible for triggering, as well as how often.

## CBME EVALUATION:

CBME stands for “Competency Based Medical Education”. Trainees will be registered into a CBME Learning Path mandated by the Royal College Specialty Committees. Trainees can track their progress on their individual dashboard:

Requirements	Supporting Documentation	Reflection Documentation	Other Assessments		
Search: <input type="text"/>					
Requirements	Program Assessment	Individual Assessment	Attempts	Attempt Breakdown	Status
▼ Stage 1 - Transition to Discipline	83%				In Progress
▼ INITIAL MANAGMENT	100%		9	0 1 0 2 6	Ready for Review
Collect 2 observations of achievement	100%				
At least 2 different observers	100%				
At least 1 direct observation	100%				
▼ INITIATING RESUSCITATION	83%		7	0 0 1 1 5	In Progress
Collect 2 observations of achievement	100%				
At least 2 different observers	50%				
At least 1 clinical encounter	100%				

## EVALAUTION EXPIRY

Evaluations expire after a designated amount of time based on the form to ensure they are completed within an appropriate period of time.

Please ensure you complete evaluations before the expiry date, as evaluations that are expired cannot be unexpired.

### Criteria for Expired Evaluations:

Activity	Number of Days After Trigger Date Until Form Expires
ITER Evaluation	45 DAYS
Faculty Evaluation	45 DAYS
Rotation Evaluation	45 DAYS
WBA Evaluation	20 DAYS
CBME Evaluation	20 DAYS
Event Evaluation	14 DAYS
Presenter Evaluation	14 DAYS

A countdown clock will be visible on your evaluation dashboard that will display how many days remain for each evaluation before expiring:



<input type="checkbox"/>	Academic Week-Juravinski Hospital	30-May-2020	07-Jun-2020	Clinical Rotation Evaluation Q	End of Rotation 02-Jun-2020	Scheduled	Automatic 02-Jun-2020			<input type="text"/> View	01-Aug-2020
<input type="checkbox"/>	Fellow Continuity Clinic-McMaster Children's Hospital	01-Jun-2020	07-Jun-2020	Clinical Rotation Evaluation Q	End of Rotation 02-Jun-2020	Scheduled	Automatic 02-Jun-2020			<input type="text"/> View	01-Aug-2020
<input type="checkbox"/>	Community/Cosmetic/Contact-Stoney Creek	02-Jun-2020	07-Jun-2020	Clinical Rotation Evaluation Q	End of Rotation 02-Jun-2020	Scheduled	Automatic 02-Jun-2020			<input type="text"/> View	01-Aug-2020

## PROCEDURE LOG

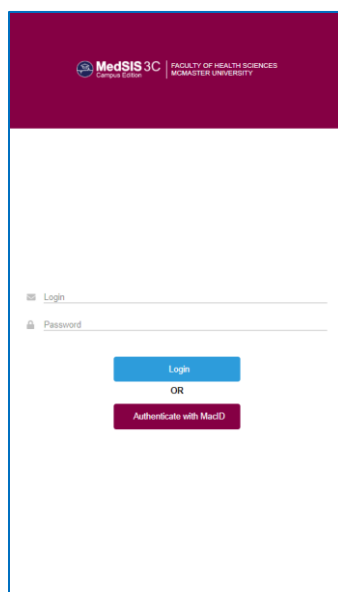
The procedure log is a place for learners to track all procedures completed throughout each rotation. They are initiated by the learner only and include procedures, technical skills, etc. The procedures that are available to a program are defined by the programs individually. These logged procedures will be made available to the supervisor completing the ITER as supporting documentation.

**NOTE:** Your program will inform you of the procedures you are responsible for logging, as well as how often.

To log a procedure, click the “Log Procedure” button and chose the specific procedure. You will be prompted to fill out your procedure, category of procedure, supervisor (optional), and then details within the form. You can choose to submit with supervisor sign off or self report these procedures.

## MEDSIS MOBILE

Trainees and Supervisors can trigger and complete CBME forms on their mobile device at [medsis.mcmaster.ca/mobile](https://medsis.mcmaster.ca/mobile)

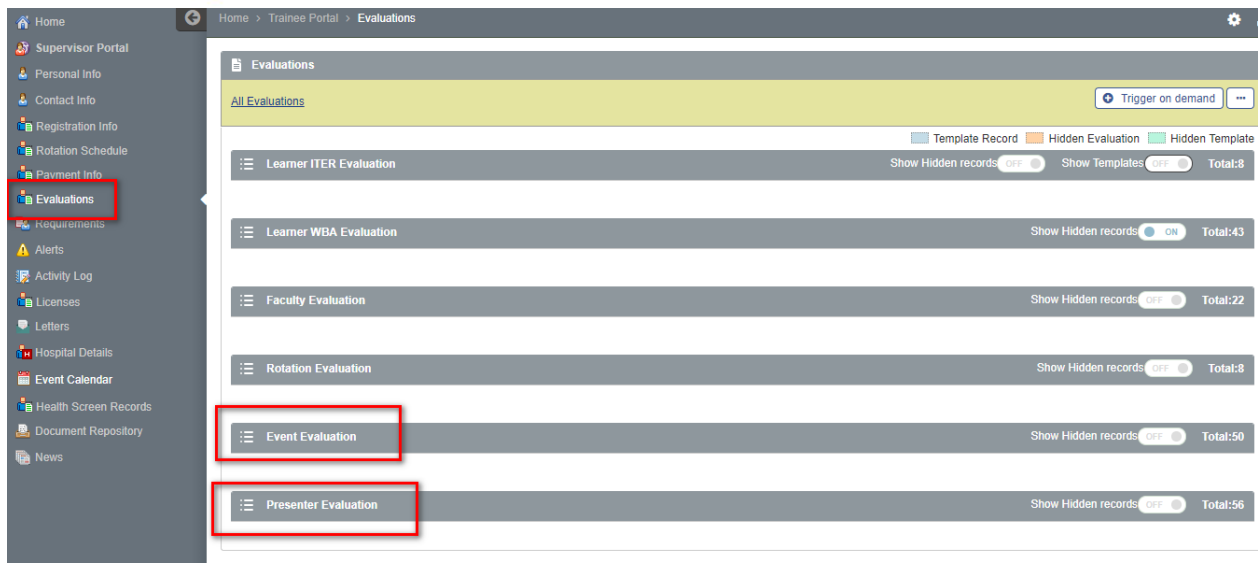


# EVENT CALENDAR

The Event calendar displays all events such as Academic Half Days, Journal Clubs, Ground Rounds, etc.

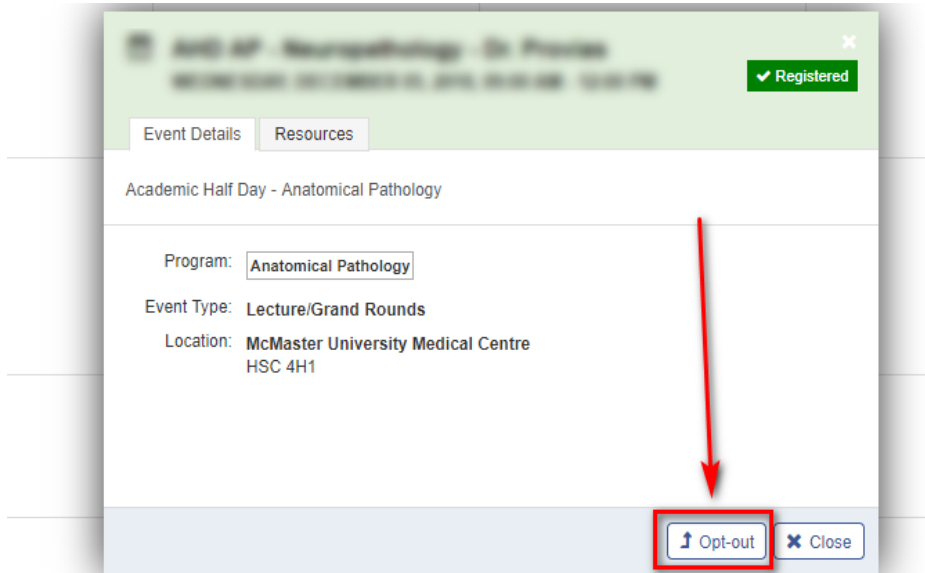
Double click on an event to see details including time, location, presenter, resources (presentations, reading material, etc.)

Learners will receive evaluations to complete on the presenter and event after event takes place. The evaluations will be available to view and complete in the Evaluation Dashboard.

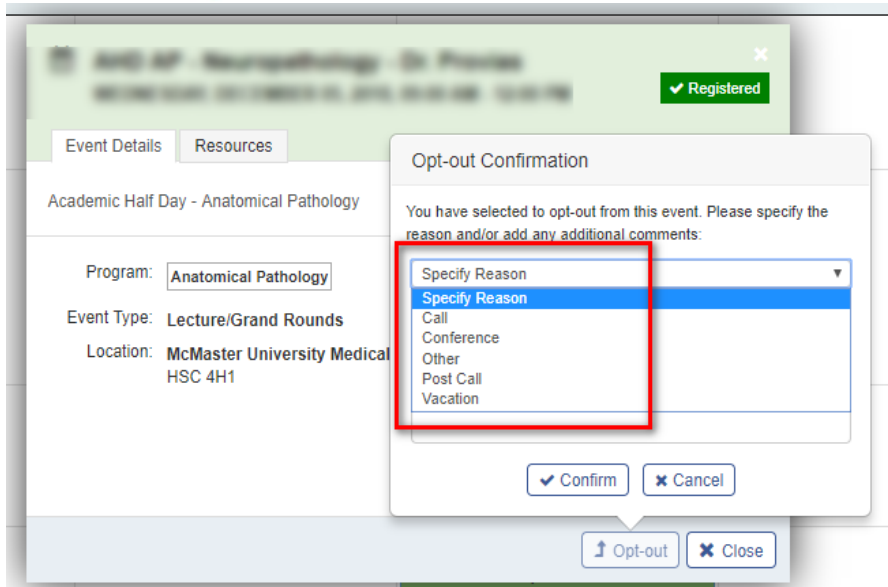


## Opt-Out of an Event

Learners are able to Opt-Out of events if you are aware that you will be unable to attend. To opt out of an event, click on the opt out button found on the specific event:



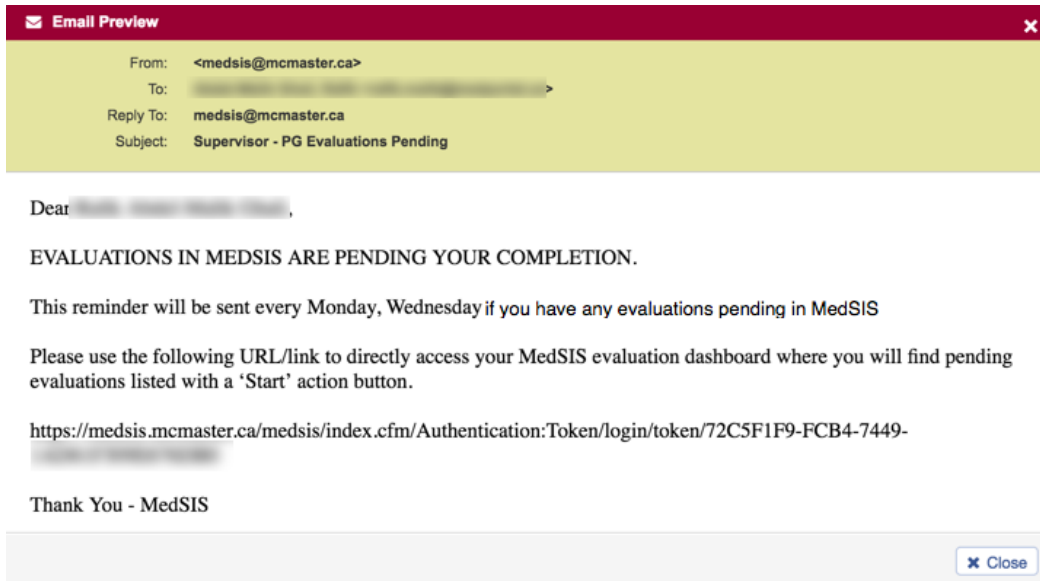
Specify your reasons for opting out along with any additional comments:



## EMAIL NOTIFICATIONS

Email notification for pending evaluations is sent out Fridays @ 9:30am

Email notifications are sent to both Trainees and Supervisors for pending evaluations. Notifications include direct link into MedSIS (no login required):



## MEDSIS WEBSITE

The MedSIS Website contains detailed documentation of every module within the system. Click on the link below and select “TRAINING” to find more information about PGME modules:

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

The screenshot shows the top navigation bar of the MedSIS website. The navigation bar is dark red with white text. The main navigation items are: HEALTH SCIENCES (with a dropdown arrow), HOME, ABOUT US, PROJECT (with a dropdown arrow), TRAINING (with a dropdown arrow and a red arrow pointing to it), and FAQs. The TRAINING dropdown menu is open, showing a list of options: UGME, PGME (highlighted in yellow), CBME (highlighted in yellow), Midwifery, Rehab Science, Nursing, Grad Studies, Payments, and Request for Time Off (highlighted in yellow). Below the navigation bar, there is a dark grey footer area with three columns of text: HEALTH SCIENCES MEDSIS, Location (McMaster University Medical Centre, 1400 Main St W, Building, Room ##, Hamilton, Ontario, Canada, L8S 1C7), and OFFICE HOURS (Monday to Friday, 8:30am to 4:30pm).

## QUESTIONS?

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