



Elective Process: LGI Education MedSIS 3C - Preceptors or Trainees without a UCalgary or AHS Email

Option A

1. Preceptors without a UCalgary, AHS or AHS affiliated email can be registered as a Supervisor in MedSIS if:
 - a) They have an active Canadian university email*
 - b) They have a Canadian/Provincial government email*
 - c) Please note: Personal emails (Gmail, Shaw, Yahoo etc.) are not permitted

2. At least **one week** prior to elective, an access request must be submitted:
 - a) Request Program Administrator submit an Access Request ticket at https://ucalgary.service-now.com/medportal?id=rcpgme_page

* Not every university or government email will be compatible

Option B

1. Preceptor does not have a compatible email, outlined in Option A
 - a) Identify an individual within your program with MedSIS access who is agreeable to having the resident complete and submit EPA assessments "On their behalf".
 - i. For small programs, (PA/PD or Advisor is advisable).
 - ii. For larger programs, the Academic Advisor may be the best option so as not to create too many emails for the PD/PA

 - b) Residents
 - I. After a feedback discussion, residents can log into MedSIS, and complete the form on their phone or laptop. The resident must show the completed form to the elective Preceptor, to get the Preceptor's approval to submit as evaluator. When the resident enters the EPA details, they will:
 - Add a comment indicating it was completed based on their preceptor's information.
 - Select **Submit as Evaluator** and identify the preceptor's name.

 - II. At the end of the elective, Resident create a pdf export of the relevant EPAs that were done in this way using the Assessments tab in MEdSIS; *Home>Learning Path>Assessments Tab*. The Resident will then email a copy to the elective Preceptor and cc the Advisor (or PD/PA if they were used).

 - III. The program is able to see via a flag, indicating assessments were submitted "on behalf of".



Option C

1. If option A and B is not possible**
 - a) Resident prints form and give to PA to enter or
 - b) Resident submits on behalf of PA

**only be used if the elective preceptor is unwilling to review and approve the form in person. The forms are printable in MedSIS, but the dropdown menus don't print, so the Residents will need to write the context variables in.

Paper copies of EPAs can be printed in 2 ways:

- PA/PD/CC chair can preview any form within *Curriculum > Program Curriculum > Learning Path > (Select EPA of interest) > Details tab* - select "Preview" at bottom. This preview form can then be downloaded and printed.
- Resident can trigger an EPA in the usual way - they will need to select a preceptor - so they can select the PA. When the form pops up - it can be downloaded and printed

Paper forms will not update the EPA tracker - so if you want accurate EPA tracking, the resident or PA will need to enter the paper data into the system "on behalf" of the PA.