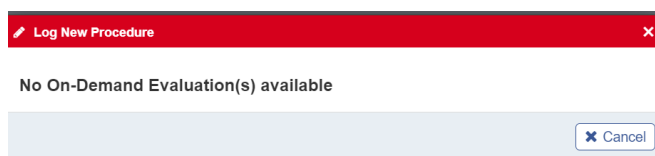


How to log a procedure – desktop and mobile

Audience: Learner

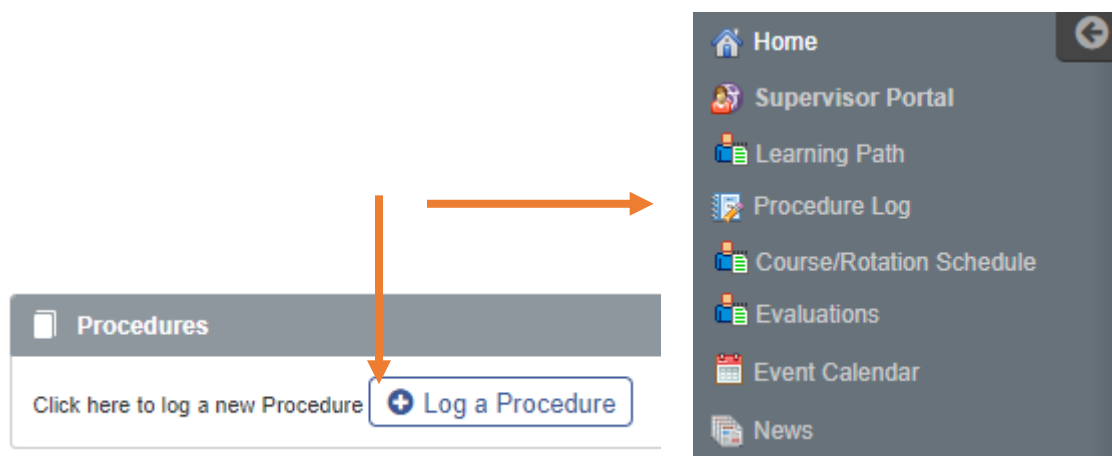
NOTE: Only programs whose Royal College EPA suites specifically require that a logbook be submitted have been configured to support procedure logs in MedSIS. Logbooks for programs which do not have this requirement can be configured at the program’s request. If you see the message below, your program is not yet configured for the logbook function.



A] Select Log a Procedure - Desktop



Click on the **Procedure Log** menu or **Log a Procedure** button on your homepage



B] Generate the form - Desktop



Complete the required fields and click on **Send**

Note: the Supervisor is optional. They will not be able to view your entry.



Evaluation Type – Procedure Evaluation

Learner (Evaluatee) – This will display your name.

Course/Rotation - Will default to your current rotation, unless you have multiple rotations scheduled for one block. In this case, you will need to pick the rotation you are logging the procedure for. Previous rotations will also be available in the drop down to log procedures completed during a past rotations.

Program – **Select your home program** – available categories are home-program specific.

Category – Select a category (usually linked to an EPA). The procedures within that category will appear for selection.

'Eval form' - Will default to the form used for your program.

Supervisor (Evaluator) – Optional field. They will not receive or be able to view your procedure log.

The screenshot shows the 'Log New Procedure' form with the following fields and values:

- Evaluation Type: Procedure Log
- Learner (Evaluatee): Ahtest, John
- Course/Rotation: Neurosurgery PGY1 [29-Jul-2024 / 25-Aug-2024]
- Program: Neurosurgery
- Category: --Select--
- Eval Form: Search...
- Supervisor(Evaluator):

The Category dropdown is open, showing a list of categories. An arrow points from the search dropdown to a detailed view of the selected category, 'Core 10 - CSF Disorder', which lists sub-categories like Chiari, Cyst, ETV, shunt insertion, shunt revision, and Syringx to SAH/P shunt.

C] Complete your procedure log - Desktop





Complete the fields that you wish to capture in your log and click on **Submit**.

Some procedure log forms support multiple EPAs/procedures. You need only complete the relevant portions of the form.

Note: Number of Logs = number of times you performed the procedure. Use this to log multiple procedures on the same form if you repeated the same procedure numerous times in the same day. **You must enter "1" if a single procedure is being logged or the system will not add this log to your procedure count. DO NOT LEAVE THIS FIELD BLANK!**





**UNIVERSITY OF
CALGARY**

Procedure Log Evaluation

Learner: **Lintest, Ashley**
Category: **Foundation 2 - Resuscitation**
Procedure: **Respiratory distress**
Learner Program / Level: **Emergency Medicine / PGY2**
Rotation / Program: **Emergency Nursing Shifts / Emergency Medicine**
Location: **Calgary**
Period: **01-Jul-2024 / 28-Jul-2024**

Procedure Details

Date of Procedure:

Number of Logs:

Patient Type: Real Patient Simulation

Comments:

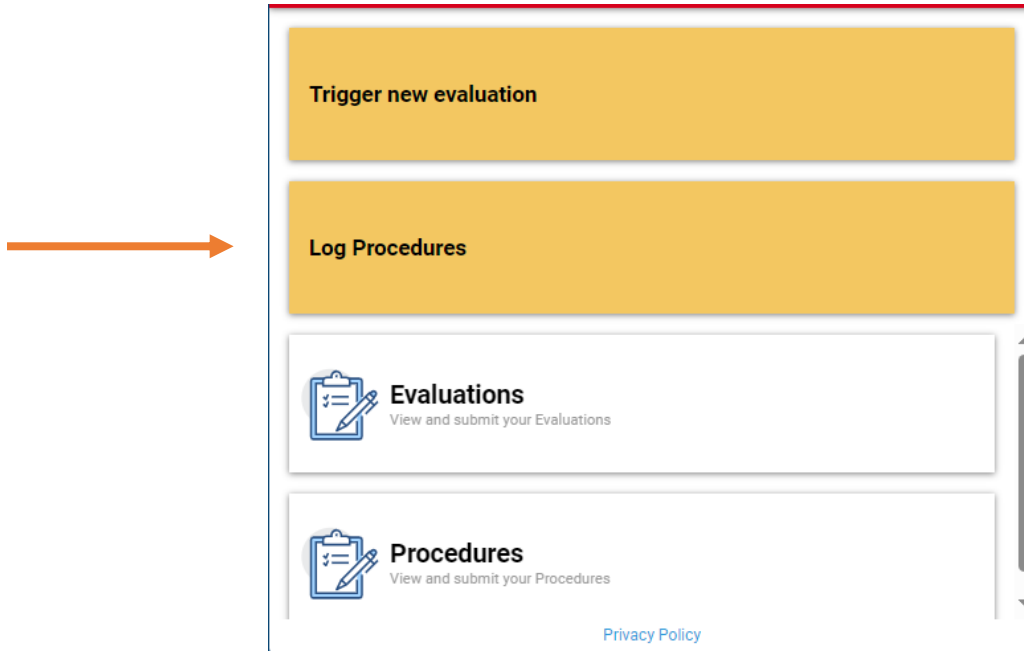
4000 characters remaining

[History](#) Created on 18-Aug-2024, 16:32 by Ashley Lintest.



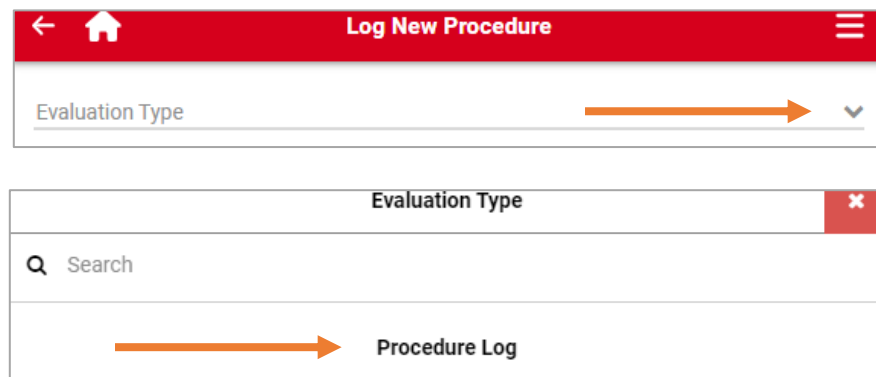
D] Select Log a Procedure - Mobile

»» Click on Log Procedures



E] Generate a procedure log form - Mobile

»» Select procedure log as the evaluation type, complete remaining fields and click on Log





Evaluation Type – Procedure log

Learner (Evaluatee) – This will display your name.

Course/Rotation - Will default to your current rotation, unless you have multiple rotations scheduled for one block. In this case, you will need to pick the rotation you are logging the procedure for. Previous rotations will also be available in the drop down to log procedures completed during a past rotations.

Program – **Select your home program**

Category – Select a category (usually linked to an EPA). The procedures within that category will appear for selection.

'Eval form' - Will default to the form used for your program.

Supervisor (Evaluator) – Optional. They will not receive or be able to view your procedure log.

F] Detail your procedure log - Mobile

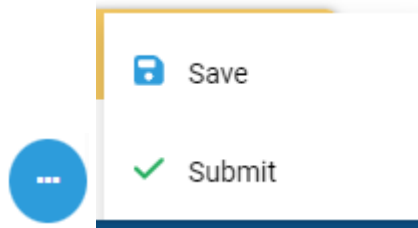


Add your procedure details and click on the **3 dots blue icon** or **Action** then **Submit**

Some procedure log forms support multiple EPAs/procedures. You need only complete the relevant portions of the form.



Note: Number of Logs = number of times you performed the procedure. Use this to log multiple procedures on the same form if you repeated the same procedure numerous times in the same day. **You must enter "1" if a single procedure is being logged or the system will not add this log to your procedure count. DO NOT LEAVE THIS FIELD BLANK!**



Procedure Log - Common
Adult Emergency Medicine
Lintest, Ashley

29-Jul-2024 / 25-Aug-2024

▼ Procedure Details

Date of Procedure (required)
01-Aug-2024

Number of Logs (required)
2

Patient Type: (required)
Real Patient ▼

Comments:
Resuscitate 2 patients successfully.

[Privacy Policy](#) → [Actions](#) ⋮