How to view and edit your Competence Committee membership
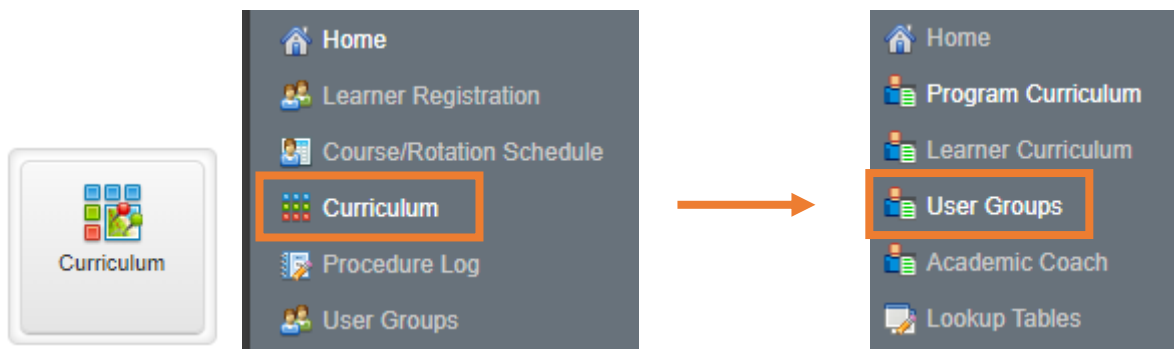
Audience: Program Admin, Program Director, Competence Committee Chair

This document explains how to view and edit your Competence Committee Membership. Instructions for creating a meeting are not included.

A] Create a Competence Committee
≫	Select **Curriculum** then **User Groups**
≫	The result shows the committees that you have access to. Select the competence committee of interest. Competence committee members are listed by their other roles in the system: supervisors, program directors, program administrators, competence committee chair etc. If they have no other role in the system they are listed as External members.

Emergency Medicine CC Group 2

Type: Competency Committee
Program: Emergency Medicine

[🔍 View Details] [🗑 Delete] [← Back]

[⚙ Bulk Assignment]

☰ Supervisor

Name	Start Date	End Date
Achatest, Lucy		
Andi, Martest	01-Jul-2024	30-Jun-2025
Cartest, Chris	01-Aug-2024	
Clarktest, James		

☰ PGME Program Director (Primary)

Name	Start Date	End Date
Kiotest, Justin		

☰ PGME Program Admin (Primary)

Name	Start Date	End Date
Bratest, Selena		

B] Add members to the competence committee

» Click on **Bulk Assignment**. Adding members is done based on their role.

Choose the effective and expiry dates. This step is optional. For instance, you can enter the academic year, allowing access to automatically expire on July 1 of the following year, or leave it blank if you prefer to manually update access for members who change year by year.

Ensure all members are already in the system with the correct roles assigned. For example, to add a CC Chair, the role must be assigned to the user's profile.

All Competence Committee members will have access to the dashboards of the learners within their assigned group.

ADD SUPERVISORS to your Competence Committee

1. Select Supervisor in the **Role** drop down menu
2. Select the Supervisors/Reviewers from the list
3. Click on "**All Data**" to filter the list
4. If a name does not appear on the list it can be because it was already added to the member list or it is not in MedSIS as a supervisor.
5. Click on **Save**

ADD PROGRAM ADMIN / DIRECTOR / CC CHAIR to your CC

1. Select their role in the **Role** drop down menu
2. Select the users from the list

3. Click on "**All Data**" to filter the list
4. If a name doesn't appear on the list, they may already be a member of your committee or it or the user may not have the appropriate role in MedSIS. For instance, only users with the CC Chair role will be available to add as a CC Chair. If a role needs to be assigned to a user, please contact the PGME Office.
5. Click on **Save**

Program Director example:

Role:	PGME Program Director (Primary)
Users*:	--Select--

🔍 Search

SELECT ALL   DESELECT ALL

PGME Program Director (Primary)

☐ **Kiotest, Justin**
PGME Program Director (Primary)

☐ **Leetest, Emily**
PGME Program Director (Primary)

☐ **McTest, Christopher**
PGME Program Director (Primary)

Competence Committee Chair example:

Role:	CC Chair
Users*:	--Select--

🔍 Search

SELECT ALL   DESELECT ALL

☐ **Khantest, Tariq**
CC Chair

☐ **Leetest, Emily**
CC Chair

☐ **Ritest, Rachel**
CC Chair

☐ **Smithtest, Elisabeth**
CC Chair

»» Review your Competence Committee members. Updates can be made at any time.

Emergency Medicine CC Group 2

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☰ Supervisor

Name	Start Date	End Date
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☰ PGME Program Director (Primary)

Name	Start Date	End Date
Kiotest, Justin		

☰ PGME Program Admin (Primary)

Name	Start Date	End Date
Bratest, Selena		

C] Removing members from the competence committee

»» Click on their name, click Delete
You may also set an expiry date for their membership to automate this deletion.