



# Medical Leader Directory Instruction Manual

You can use multiple search tabs at one time. All search tabs need to contain accurate information to yield a correct result. If you are uncertain, please leave field blank.

1. The Medical Staff Directory holds over 400 Island Health Medical Leaders. Searching for a Medical Leader can be achieved the following ways:

- **Name** i.e. First name, last name, title, email, a few letters of first or last name.

A screenshot of a search form with four fields: Name, Facility, Department / Program, and Position. The Name field is highlighted in yellow. Below the fields is a search button with a magnifying glass icon and the text "Search".

- **Facility** Drop Down Menu: Choose from the correct listed Facility.

A screenshot of a search form with four fields: Name, Facility, Department / Program, and Position. The Facility dropdown menu is highlighted in yellow. Below the fields is a search button with a magnifying glass icon and the text "Search".

- **Department/Program** Drop Down Menu: Choose from the listed Departments and Programs.

A screenshot of a search form with four fields: Name, Facility, Department / Program, and Position. The Department / Program dropdown menu is highlighted in yellow. Below the fields is a search button with a magnifying glass icon and the text "Search".

- **Position** Drop Down Menu: Choose from the correct listed Position.

A screenshot of a search form with three input fields at the top: 'Name' (empty), 'Facility' (dropdown menu showing '- Any -'), and 'Department / Program' (dropdown menu showing '- Any -'). Below these is a 'Position' dropdown menu, also showing '- Any -', which is highlighted in yellow. At the bottom left of the form is a teal 'Search' button with a magnifying glass icon.

## 2. A successful search will look like this:

For example purposes only

A screenshot of the same search form, but with the fields filled: 'Name' contains 'Joe Smith', 'Facility' dropdown shows '- Any -', and 'Department / Program' dropdown shows 'Emergency'. The 'Position' dropdown now shows 'Medical Lead'. Below the form are two buttons: a teal 'Search' button and a white 'Start Over' button.

Number of results: 1

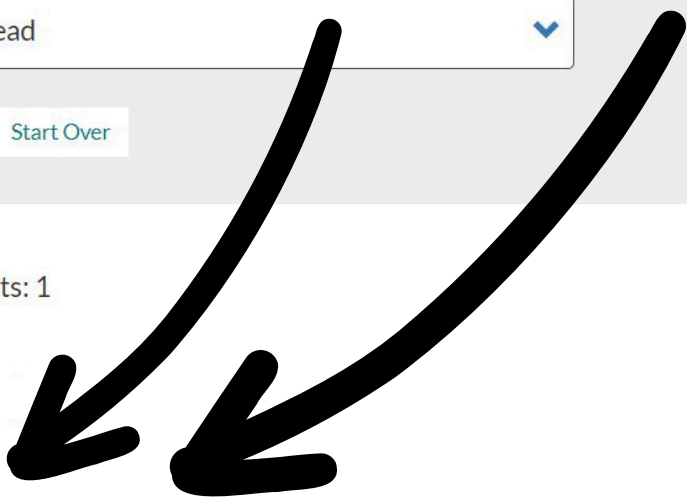
**Dr. Joe Smith**

Medical Lead

Emergency

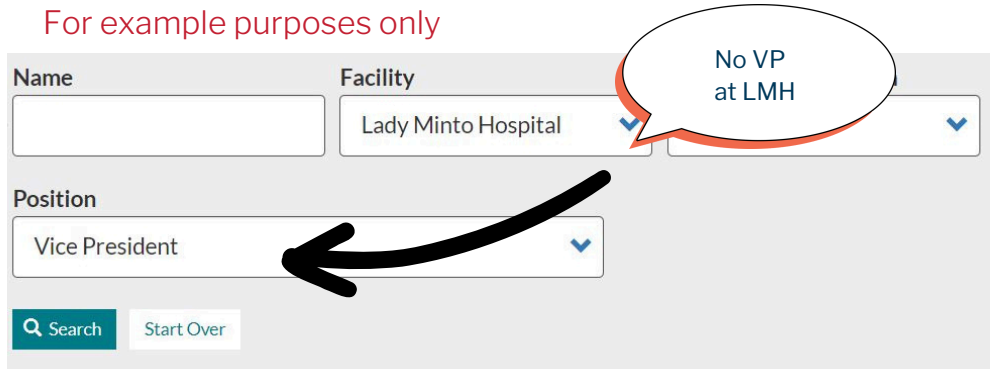
Saanich Peninsula Hospital

Joe.Smith@islandhealth.ca



- If no results appear after submitting a search through one and/or multiple tabs, this is because:
  - The name was spelled wrong
  - The position, facility and/or department doesn't fall under the medical leader
- Or, the person is not a medical leader for Island Health.

For example purposes only



The screenshot shows a search form with three main sections: 'Name', 'Facility', and 'Position'. The 'Name' field is empty. The 'Facility' dropdown menu is set to 'Lady Minto Hospital'. The 'Position' dropdown menu is set to 'Vice President'. A red speech bubble points to the 'Facility' dropdown with the text 'No VP at LMH'. A black arrow points from the 'Position' dropdown to the 'Search' button. At the bottom of the form are two buttons: 'Search' and 'Start Over'.

No results