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இலங்கை மருத்துவ பேரவை  
Sri Lanka Medical Council

# SLMC Internship Evaluation System

## Consultant / Supervisor User Guide for new changes

Login, dashboard navigation and access to the beginning of an evaluation review

Version 1.0 | August 2026

This guide explains the common login process, OTP verification, the role-specific dashboard, and the steps required to reach the beginning of the evaluation workflow.

The names, counts, dates, batches and statuses shown in the screenshots are sample data. The information displayed in your account will depend on your assigned role, hospital, batch and current workflow status.

# 1. Open the Internship Evaluation System

Common access page for Interns, Consultants/Supervisors and Hospital Directors

The first page provides a short introduction to the system and explains the main responsibilities of each user role.



Figure 1: Introduction page before login

| No. | Dashboard Area           | What it shows / what to do                                                                     |
|-----|--------------------------|------------------------------------------------------------------------------------------------|
| 1   | <b>MySLMC Account</b>    | Click this button to continue to the system login page.                                        |
| 2   | <b>Interns</b>           | Shows the main tasks available to Intern Medical Officers.                                     |
| 3   | <b>Supervisors</b>       | Shows the main tasks available to Consultants/Supervisors.                                     |
| 4   | <b>Directors</b>         | Shows the main tasks available to Hospital Directors.                                          |
| 5   | <b>Role Instructions</b> | Select the relevant instruction button when you need role-specific guidance before signing in. |

## 2. Sign In to Your Account

The login page is the same for all three user roles

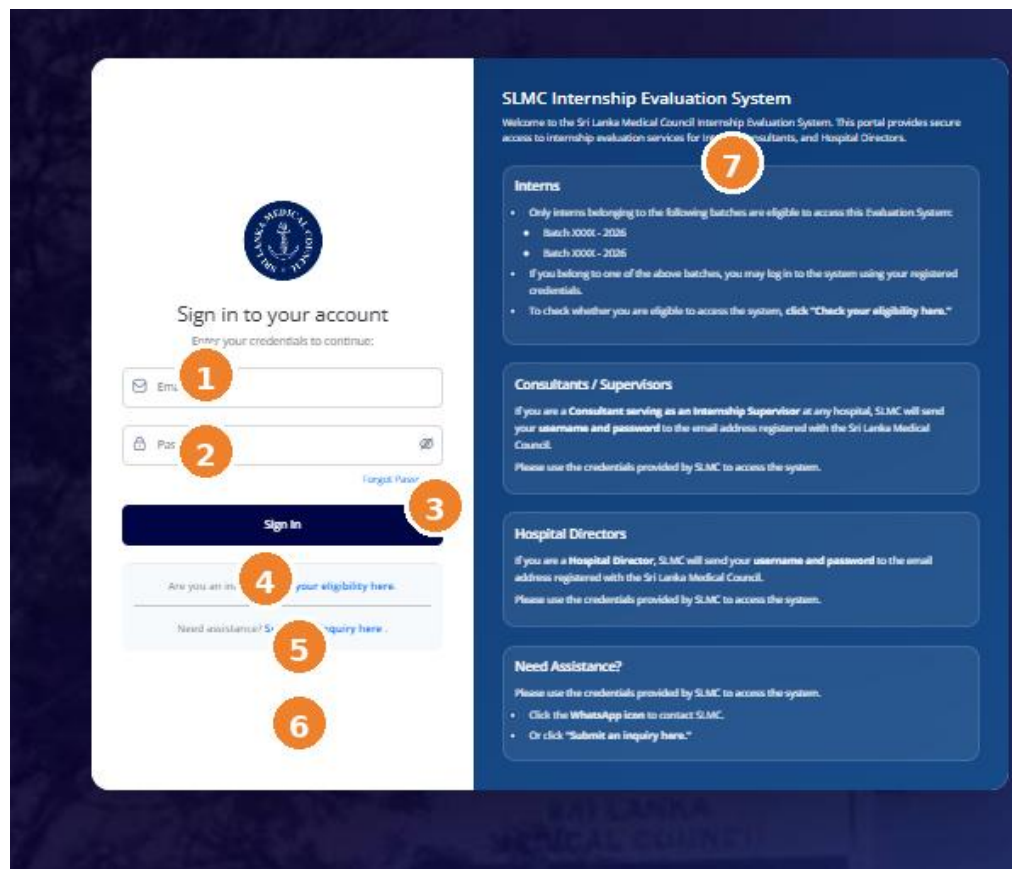


Figure 2: Common system login page

| No. | Dashboard Area         | What it shows / what to do                                                                      |
|-----|------------------------|-------------------------------------------------------------------------------------------------|
| 1   | Email                  | Enter the registered email address linked to your SLMC system account.                          |
| 2   | Password               | Enter the password or account credentials provided through the SLMC onboarding process.         |
| 3   | Forgot Password        | Use this option to start the self-service password reset process.                               |
| 4   | Sign In                | Click after entering the correct email and password.                                            |
| 5   | Check your eligibility | Intern-only option used to confirm system access by entering the required registration details. |
| 6   | Submit an inquiry      | Use this option when a login or access issue cannot be resolved                                 |
| 7   | Role Guidance          | Review the instructions for Interns, Consultants/Supervisors and Hospital Directors.            |

Consultant/Supervisor note: Use the username/email and password communicated by SLMC to the registered email address.

## 3. Complete OTP Verification

A six-digit verification code is sent to the registered contact channels

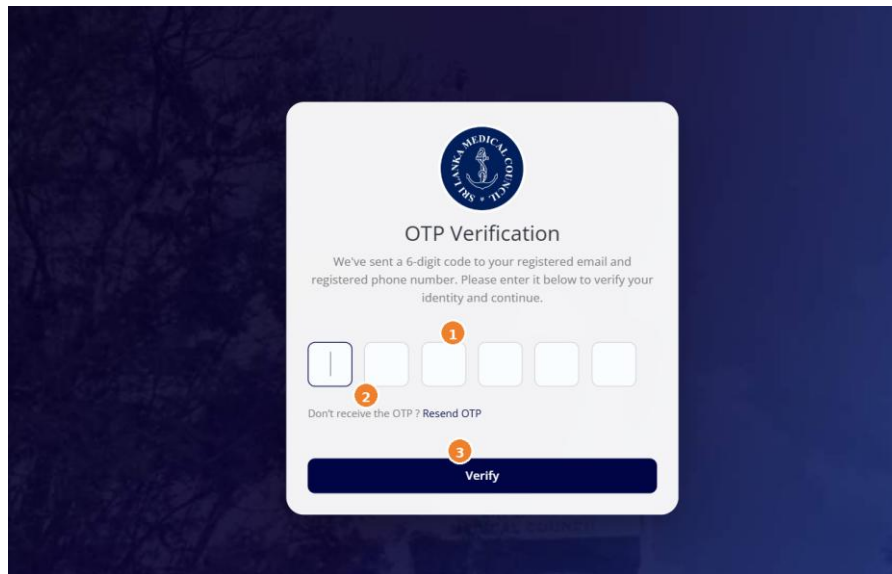


Figure 3A: Enter the OTP

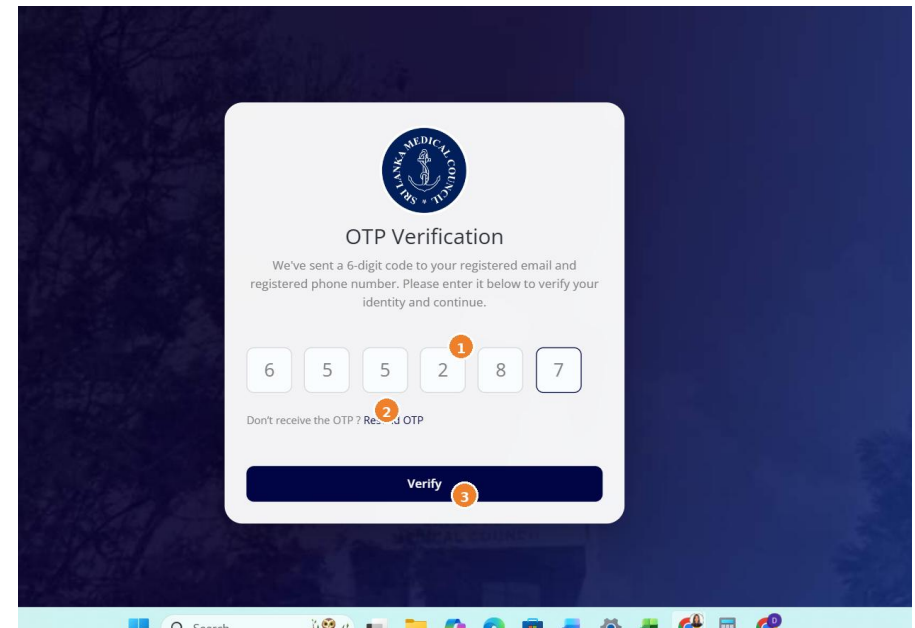


Figure 3B: OTP entered and ready to verify

- 1 Check the registered email address and mobile number for the six-digit OTP.
- 2 Enter one digit in each OTP box. Ensure that all six digits are entered correctly.
- 3 Click Verify to continue to the dashboard.
- 4 When the OTP is not received, click Resend OTP and wait for the new code.
- 5 Do not share the OTP with another person. Use the most recently received code if more than one code was sent.

After successful verification, the system opens the dashboard assigned to your user role.

## 4. Understand the Consultant / Supervisor Dashboard

The Consultant dashboard organises assigned interns and evaluation work by batch and status.

The dashboard is titled "Sri Lanka Medical Council" and "Sri Lanka Medical Council". It features a sidebar with navigation links: Dashboard, Evaluation Submissions, Intern Medical Officers (2), My Inquiries, Documents, and Notifications. The main content area includes:

- Active Intern Batches (3)**: A card showing "2025 Current Year Batch" with "29 Interns".
- Summary Cards**: Three cards showing "01 Pending reviews", "01 Total Interns", and "01 Batches".
- Recent Evaluation Submissions**: A table with columns: Intern Name, Batch, Evaluation (5), Submission Date, Status, and Action. The table shows one submission for "S.A. Perera" in the "2025 (Current Year Batch)" for "Evaluation 1" on "Jul 20, 2026", with status "In Review" and a "Need to Review" button.
- How to Review the Evaluation (6)**: A section with a video player showing a guide on how to review evaluations.
- No notices (7) yet.**: A message indicating no notices are present.

Numbered callouts (1-7) are placed over various elements: 1. User profile, 2. Medical Officers link, 5. Evaluation column header, 3. Active Intern Batches title, 4. Total Interns card, 6. How to Review the Evaluation title, 7. No notices yet message.

Figure 4: Consultant / Supervisor dashboard with numbered areas

Use the numbered guide on the next page to understand each part of the dashboard.

## 5. Consultant / Supervisor Dashboard – Detailed Explanation

Each numbered item matches the annotated dashboard screenshot

| No. | Dashboard Area                       | What it shows / what to do                                                                                                                                                                    |
|-----|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | <b>Profile Header</b>                | Displays the consultant's name, role and registration number. Confirm that the correct account is open.                                                                                       |
| 2   | <b>Main Navigation Menu</b>          | "Evaluation Submissions" opens evaluations requiring review. "Intern Medical Officers" shows allocated interns. "My Inquiries", "Documents" and "Notifications" provide supporting functions. |
| 3   | <b>Active Intern Batches</b>         | Displays active batches linked to the consultant. Select a batch card to view interns and work within that batch.                                                                             |
| 4   | <b>Dashboard Counters</b>            | Shows pending reviews, total allocated interns and the number of active batches. Pending reviews identifies work requiring attention.                                                         |
| 5   | <b>Recent Evaluation Submissions</b> | Lists recent intern submissions with intern name, batch, evaluation number, submission date, status and action. Use the batch filter or View All for the full list.                           |
| 6   | <b>How to Review the Evaluation</b>  | Provides a short video guide explaining the evaluation-review process.                                                                                                                        |
| 7   | <b>Notices Area</b>                  | Displays SLMC notices or system messages. Review new notices before processing evaluations.                                                                                                   |

### Before an evaluation becomes available

An intern's submitted evaluation is routed to the assigned consultant for review.

The status may appear as Not started, In Progress , In review, Review , Submit or Completed. A submission requiring action is normally shown under pending reviews or with the Need to Review action.

Confirm the correct intern and batch before opening the review.

## Appendix C - Electronic Signature Upload or Change

Conditional page displayed when a usable signature is not available

For Consultants, this page appears when no signature is available in the system. A valid signature must be uploaded before completing any action that requires an electronic signature.

**SLMC Internship Evaluation System**

**Sarah Ann Perera**  
Intern  
2025 (Current Batch)

**Logout**

**Upload Signature**

**Download Signature Sheet**

Download **1** signature sheet, print it on A4 paper, sign it, and upload the completed document.

**Download Signature Sheet**

**Upload Signature**

**2**

**Remove Signature** **5** **Submit Signature**

**Signature Guidelines** **3**

- Sign on a clean white paper using black or blue ink only.
- Signature must be clear, complete, and legible.
- Do not use pencil or colored ink.
- No background marks, stains, or lines.
- Do not digitally edit or modify the signature.
- Upload signature only (no full page).

This signature will be used for official SLMC ID card. Incorrect or unclear signatures may delay your registration process.

**How the Sheet Looks** **4**

This signature will be used for official SLMC ID card. Incorrect or unclear signatures may delay your registration process.

Please ensure your signature is placed only in the designated area shown in the image.

**1st Six Month**

|            |              |
|------------|--------------|
| Hospital   | LRH          |
| Specialty  | Not Assigned |
| Supervisor | Not Assigned |
| Start Date | 01 Jan 2025  |
| End Date   | 30 Jun 2025  |
| Status     | Pending      |

**2nd Six Month**

|          |     |
|----------|-----|
| Hospital | LRH |
|----------|-----|

**Logout**

Attachment C: Electronic signature upload page

| No. | Area                            | Explanation                                                                                                                                              |
|-----|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | <b>Download Signature Sheet</b> | Download the official signature sheet and print it on A4 paper.                                                                                          |
| 2   | <b>Upload Signature</b>         | Sign only inside the designated area, prepare a clear image of the signature and upload it to the system.                                                |
| 3   | <b>Signature Guidelines</b>     | Use clean white paper and black or blue ink. The signature must be complete and legible, with no stains, lines, pencil, coloured ink or digital editing. |
| 4   | <b>Sheet Example</b>            | Use the displayed sheet example to confirm where the signature must be placed before scanning or photographing it.                                       |
| 5   | <b>Replace and Submit</b>       | Remove the current signature when it is incorrect, upload the replacement and select the blue Submit Signature button.                                   |