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இலங்கை மருத்துவ பேரவை
Sri Lanka Medical Council

SLMC Internship Evaluation System

Hospital Director User Guide for Changes

Login, dashboard navigation and access to the beginning of a Director 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	MySLMC Account	Click this button to continue to the system login page.
2	Interns	Shows the main tasks available to Intern Medical Officers.
3	Supervisors	Shows the main tasks available to Consultants/Supervisors.
4	Directors	Shows the main tasks available to Hospital Directors.
5	Role Instructions	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

The screenshot shows the login interface for the SLMC Internship Evaluation System. On the left, a white card contains the SLMC logo and a 'Sign in to your account' section. This section includes an email input field (1), a password input field (2) with a 'Forgot Password' link, a 'Sign In' button (3), and two links: 'Are you an intern? Click here to check your eligibility here.' (4) and 'Need assistance? Submit an inquiry here.' (5). On the right, a dark blue sidebar contains the system title, a welcome message, and three user role sections: 'Interns' (6) with eligibility criteria and a 'Check your eligibility here' link, 'Consultants / Supervisors' with login instructions, and 'Hospital Directors' with login instructions. A 'Need Assistance?' section (7) at the bottom provides contact information via WhatsApp or an inquiry link.

SLMC Internship Evaluation System

Welcome to the Sri Lanka Medical Council Internship Evaluation System. This portal provides secure access to Internship evaluation services for Interns, Consultants, and Hospital Directors.

Interns

- Only interns belonging to the following batches are eligible to access this Evaluation System:
 - Batch XXXX - 2026
 - Batch XXXX - 2026
- If you belong to one of the above batches, you may log in to the system using your registered credentials.
- To check whether you are eligible to access the system, click ["Check your eligibility here."](#)

Consultants / Supervisors

If you are a Consultant serving as an Internship Supervisor at any hospital, SLMC will send your username and password to the email address registered with the Sri Lanka Medical Council.

Please use the credentials provided by SLMC to access the system.

Hospital Directors

If you are a Hospital Director, SLMC will send your username and password to the email address registered with the Sri Lanka Medical Council.

Please use the credentials provided by SLMC to access the system.

Need Assistance?

Please use the credentials provided by SLMC to access the system.

- Click the WhatsApp icon to contact SLMC.
- Or click ["Submit an inquiry here."](#)

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.

Hospital Director 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

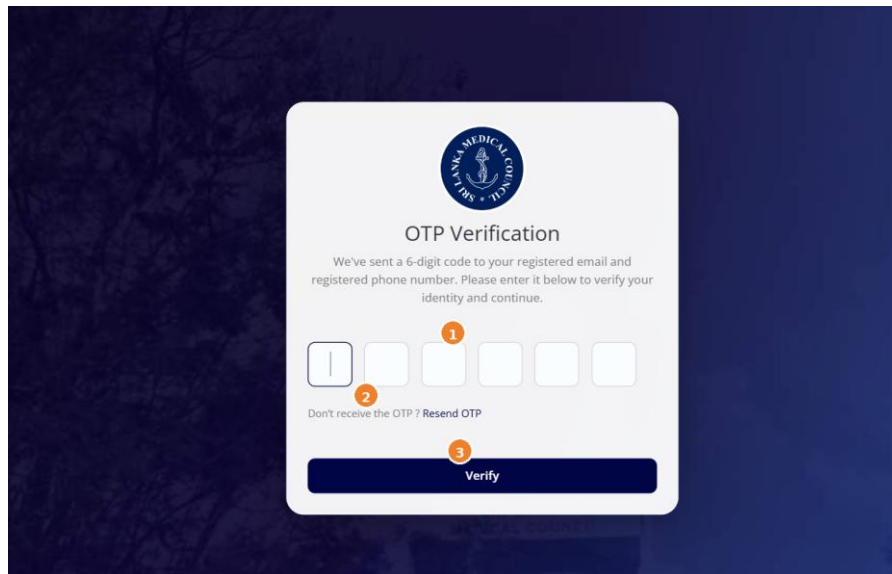


Figure 3A: Enter the OTP

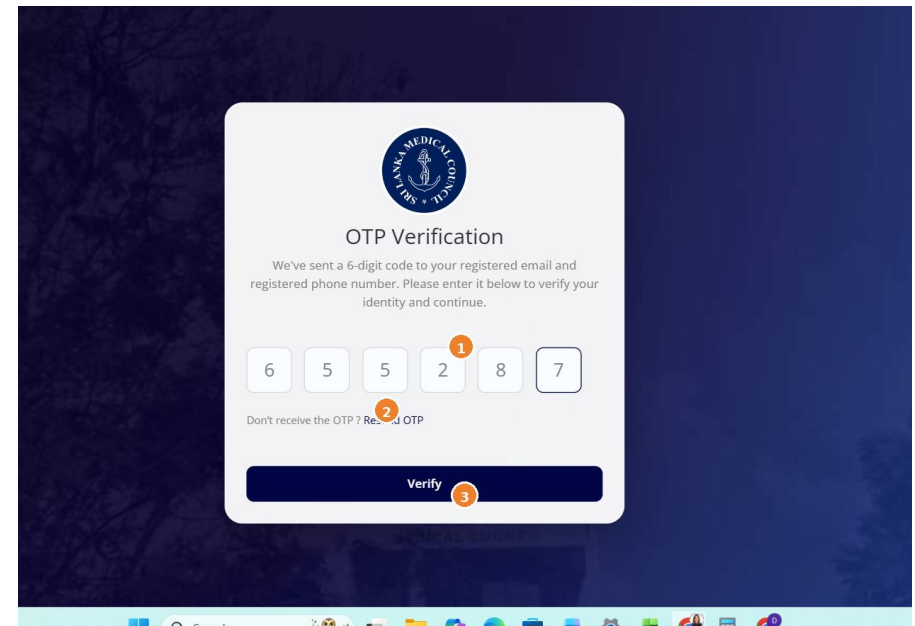


Figure 3B: OTP entered and ready to verify

- 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 Hospital Director Dashboard

The Director dashboard gives a batch-based view of interns, consultants, submissions and SLMC notices for the hospital.

The screenshot displays the Hospital Director Dashboard for Odill at Lady Ridgeway Hospital. The dashboard is divided into several sections:

- Header (1):** Includes the SLMC logo, user profile (Odill), and a Logout button (10).
- Left Sidebar (2):** Contains navigation links: Dashboard, Allocated Interns, Evaluation Submissions, Consultants, Intern Medical Officers, Colombo Cluster Interns, My Inquiries, Documents, and Notifications.
- Active Intern Batches (3):** Shows the 2025 Current Year Batch with 29 Interns (5).
- Current Interns (4):** Displays 03 Current Interns.
- Supervisors (5):** Displays 01 Supervisors.
- Consultant Details (7):** A table showing consultant information:

Registration No	Consultant Name	Contact No	Assigned Interns
PR/12345 (6)	Dr. Priyal	0768655590	02

- How to Review the Evaluation:** A video guide section.
- Recent Evaluation Submissions:** A section with a dropdown menu (All Batches) and a View All button. It currently shows "No Data to Display".
- Important Notices from SLMC:** A section titled "Submission of Hospital Internship Evaluation Reports" with a reminder from the SLMC to submit pending reports by the deadline (Mar 31, 2026).

Figure 4: Hospital Director dashboard with numbered areas

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

5. Hospital Director Dashboard – Detailed Explanation

Each numbered item matches the annotated dashboard screenshot

No.	Dashboard Area	What it shows / what to do
1	Profile and Hospital Header	Displays the Director's name, role, hospital and SLMC identification/registration details. Confirm the correct hospital account is open.
2	Main Navigation Menu	Allocated Interns supports intern assignment activities. Evaluation Submissions opens evaluations for review. Consultants, Intern Medical Officers and Colombo Cluster Interns provide hospital-level management views.
3	Active Intern Batches	Displays active hospital batches. Select a batch card to work with interns, consultants and evaluations within that batch.
4	Current Interns and Supervisors	Shows the number of current interns and supervisors/consultants connected to the hospital.
5	Consultant Details	Lists consultant registration number, name, contact number and assigned intern count. Use this information to verify hospital consultant allocation.
6	Recent Evaluation Submissions	Shows recent evaluations awaiting or completing Director-level review. Use the batch filter and View All to locate the required evaluation.
7	Guidance and SLMC Notices	The video explains the review process. The notices panel displays deadlines, instructions and other important SLMC communications.

Before an evaluation becomes available

Before the intern can submit Form A, the Director must assign the relevant consultant and specialty for the internship period.

The intern reviews the Form A and approves it or change request it with comments then director can change and submit it to the SLMC

The evaluation reaches the Director after the intern and consultant stages are completed and the record is ready for final review.

Appendix C - Electronic Signature Upload or Change

Conditional page displayed when a usable signature is not available

For Hospital Directors, this page appears when no signature is available in the system. A valid signature must be uploaded before approving or submitting records that require the Director's electronic signature.

The screenshot shows the 'Upload Signature' page for Sarah Ann Perera, an Intern in the 2025 (Current Batch). The page is divided into several sections:

- Download Signature Sheet:** A button labeled 'Download Signature Sheet' (1) is available. Below it, text states: 'Download the official signature sheet, print it on A4 paper, sign it, and upload the completed document.'
- Upload Signature:** A dashed box (2) contains a sample signature. Below the box are buttons for 'Remove Signature' (5) and 'Submit Signature'.
- Signature Guidelines:** A section (3) with a list of guidelines:
 - 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).A note below states: 'This signature will be used for official SLMC ID card. Incorrect or unclear signatures may delay your registration process.'
- How the Sheet Looks:** A section (4) with a preview image of the signature sheet. Text states: '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.'

The left sidebar shows the user's profile and navigation menu. The profile section includes a 'Logout' button. The navigation menu includes links to Dashboard, Evaluations, My Inquiries, Documents, and Notifications. Below the menu, there are two sections for the '1st Six Month' and '2nd Six Month' periods, each showing a table of information.

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

Attachment C: Electronic signature upload page

No.	Area	Explanation
1	Download Signature Sheet	Download the official signature sheet and print it on A4 paper.
2	Upload Signature	Sign only inside the designated area, prepare a clear image of the signature and upload it to the system.
3	Signature Guidelines	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	Sheet Example	Use the displayed sheet example to confirm where the signature must be placed before scanning or photographing it.
5	Replace and Submit	Remove the current signature when it is incorrect, upload the replacement and select the blue Submit Signature button.