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Ministry of Health & Mass Media


All Hospital Directors
All Provincial Directors of Health Services
All Regional Directors of Health Services
Medical Superintendents of Hospitals with Intern Medical Officers Attached

Online Internship Monitoring and Evaluation System

The Sri Lanka Medical Council (SLMC) has introduced an online system for the monitoring and evaluation of internship training. This system will enable Intern Medical Officers, Supervisory Consultants, and Hospital Directors to carry out the relevant processes online, in place of the present paper-based submission of **Form A** and **Progress Reports**

You are kindly requested to inform all relevant consultants attached to your institution of this new system and advise them to familiarize themselves with its contents and requirements to ensure smooth implementation.

Your cooperation in this regard is appreciated.


Dr. Asela Gunawardena
Director General of Health Services

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இலங்கை மருத்துவப் பேரவை

Sri Lanka Medical Council

16 March 2026

Director,
Tertiary Care Services,
Ministry of Health,
Colombo 10.

THE ONLINE INTERNSHIP MONITORING AND EVALUATION MECHANISM

As per your request at the Internship Committee, please find the brief description of the system and you are requested to communicate with us if further information is needed.

The Sri Lanka Medical Council (SLMC) plans to introduce an online system to monitor internship progress and evaluations. This system will allow Intern Medical Officers (IMOs), Supervisory Consultants, and Hospital Directors to access the platform using secure login credentials.

Please note that this system does not change the existing administrative structure. It will only replace the current paper-based submission of "Form A" and "Progress Reports", which are presently sent to the SLMC by post.

Following the allocation of IMOs to hospitals by the Ministry of Health, the IMOs should report to their assigned hospitals. The Director of the hospital will then allocate them to the relevant Supervisory Consultants as per the standard procedure.

The process will proceed with slight deviations, depending on the practical requirements, as follows:

1. Initiation by the Intern Medical Officer

The IMO logs into the system and enters details of the assigned Supervisory Consultants and the planned duration of appointments. This information is then submitted to the Hospital Director.

2. Verification by the Director

Once submitted, both the Director and Supervisory Consultants will receive a notification requesting them to log in. The Director verifies the information and submits it to the SLMC, completing the online submission of the existing Form A.

3. Self-Assessment by the Intern

IMOs will conduct a self-evaluation of their competencies using a five-point scale and submit the evaluation for review by the Supervisory Consultant.

4. Assessment by the Supervisory Consultant

Supervisory Consultants will be notified to log in and review the intern's self-assessment. As the final assessor, the consultant may confirm or modify the marks. If changes are made, the consultant may include comments or explanations.

5. Reflective Discussion

The intern will receive a notification of any changes and is expected to communicate with the Supervisory Consultant. This feature is introduced to encourage reflective learning and professional development. Interns may also consult the Hospital Director if further guidance is required.

6. Final Submission

Once the evaluation is agreed upon, it will be forwarded to the Hospital Director, who will then submit the final evaluation to the SLMC.

Key benefits of the system include:

- Enabling self-assessment and reflective practice among IMOs.
- Monitoring progress in achieving the Intern Outcomes defined by the SLMC.
- Improving transparency in evaluation and progress monitoring.
- Facilitating timely submission and feedback.
- Providing secure online access to records at any time.

The **Internship Unit of the SLMC** will manage the system. Each user will receive an **email containing login instructions**. After entering login credentials, a **One-Time Password (OTP)** will be sent to the registered mobile number for **two-factor authentication**, ensuring secure access.

Initial Steps

1. User Registration

You will first need to register on the system. During registration, you will be required to upload a scanned image of your signature, which will be used for electronic certification.

2. Accessing the System

Once registered, you could log in and proceed with the required functions.

If you require any clarification, please contact the Internship Unit via email at office.internship@slmc.gov.lk.

Your cooperation and support in implementing this system are greatly appreciated.



Dr. H. D. B. Herath
Registrar

- N.B:**
1. The system will use the email address and telephone number currently recorded with the SLMC. If any changes are required, kindly inform us at your earliest convenience.
 2. Please note that some screenshots illustrating the login process are provided in the attached annexure, and more details will be available with further correspondence. The Intern Outcome Statements can be accessed through the following Link: ([IOS](#))

-/ hm

Annexures

01. Login interface

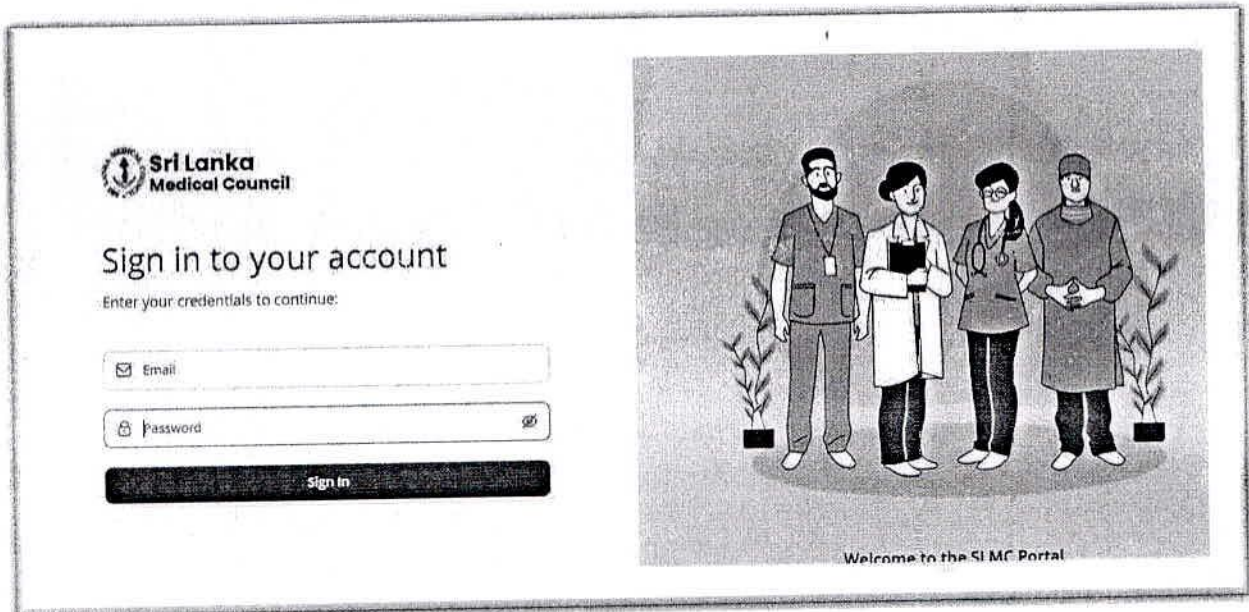


Figure 1 . Login Interface of the system

02. Intern View

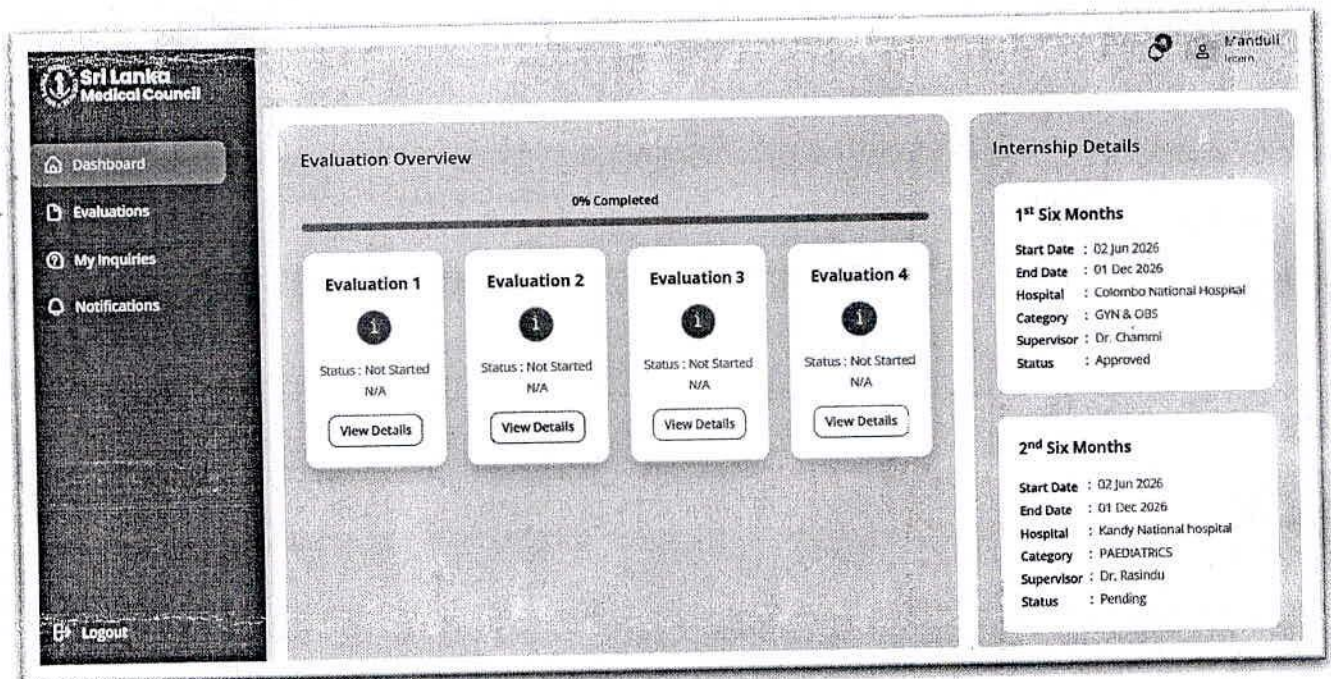


Figure 2 . Intern Dashboard View

03. Hospital Directors view

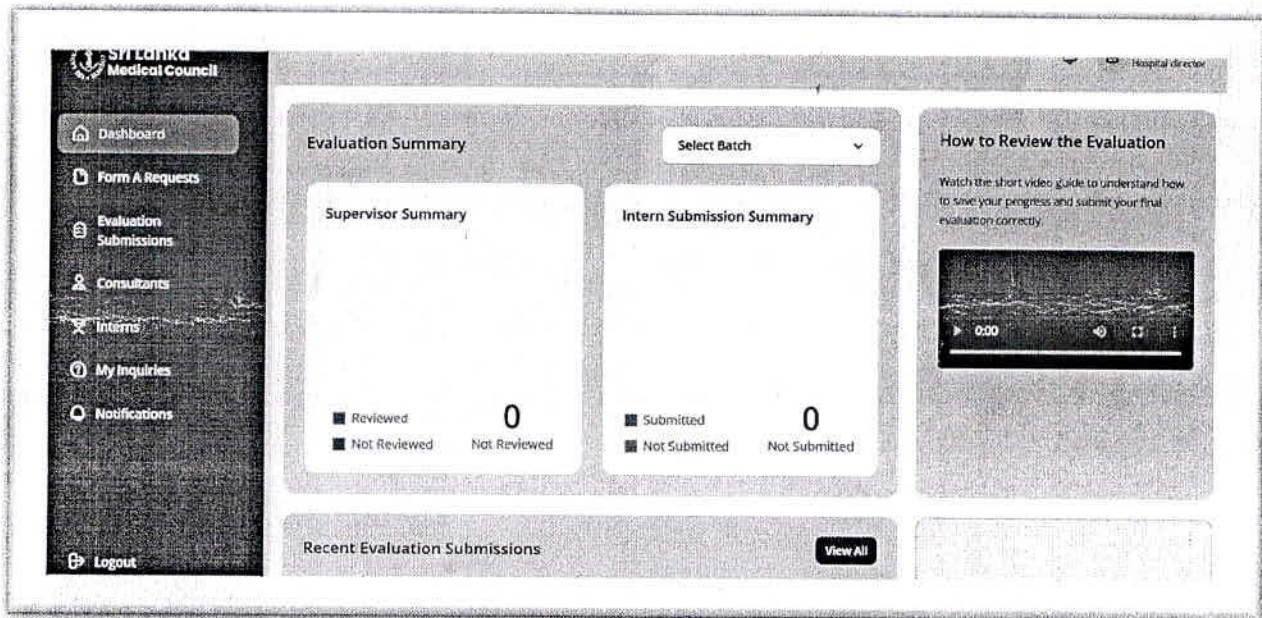


Figure 3 . Directors Dashboard View 1

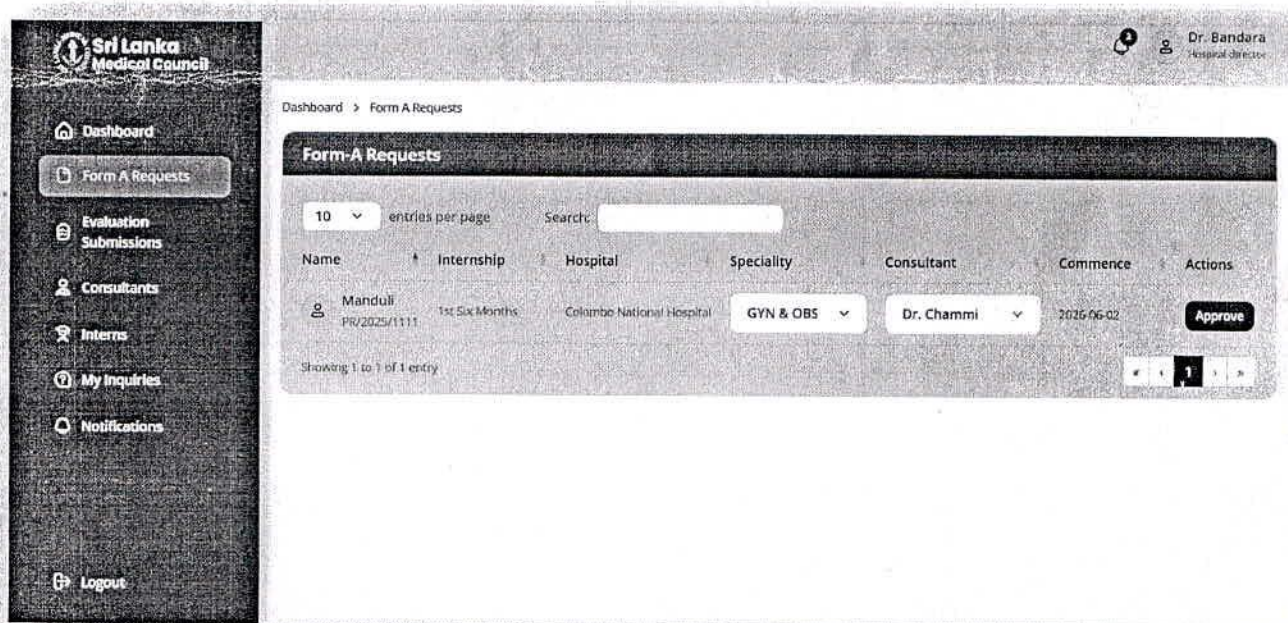


Figure 4. Directors View 2

04. Consultant view

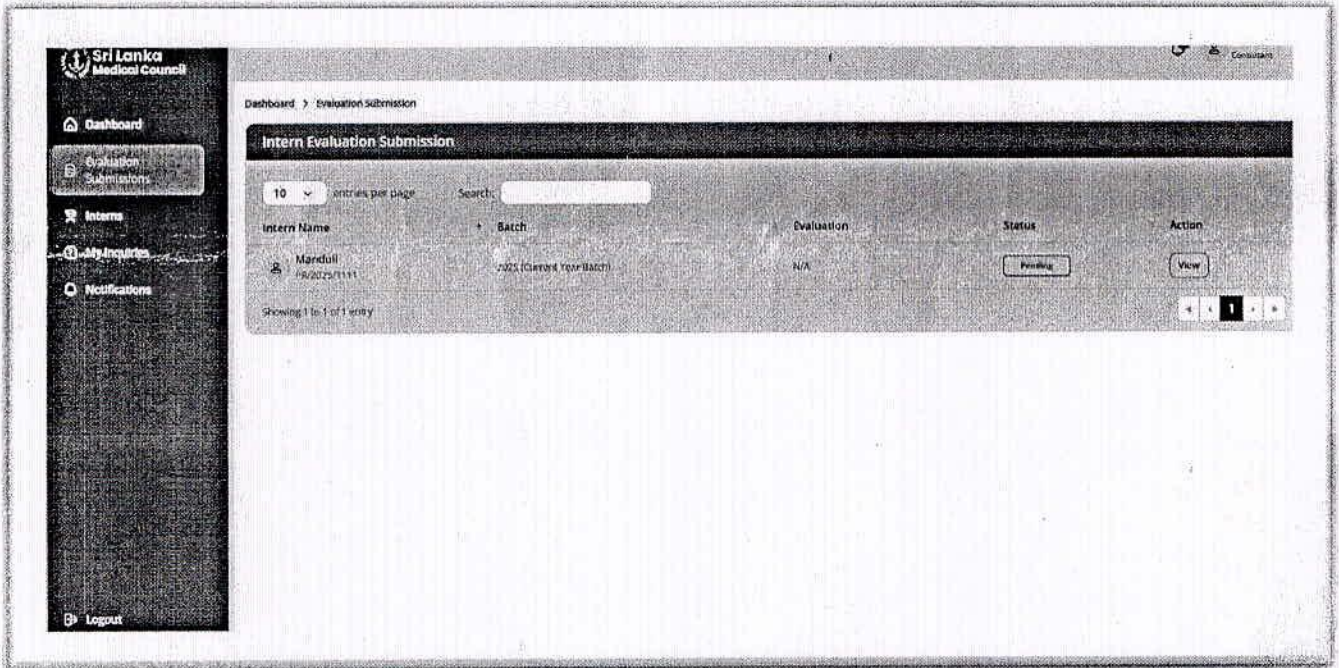


Figure 5. Consultants view

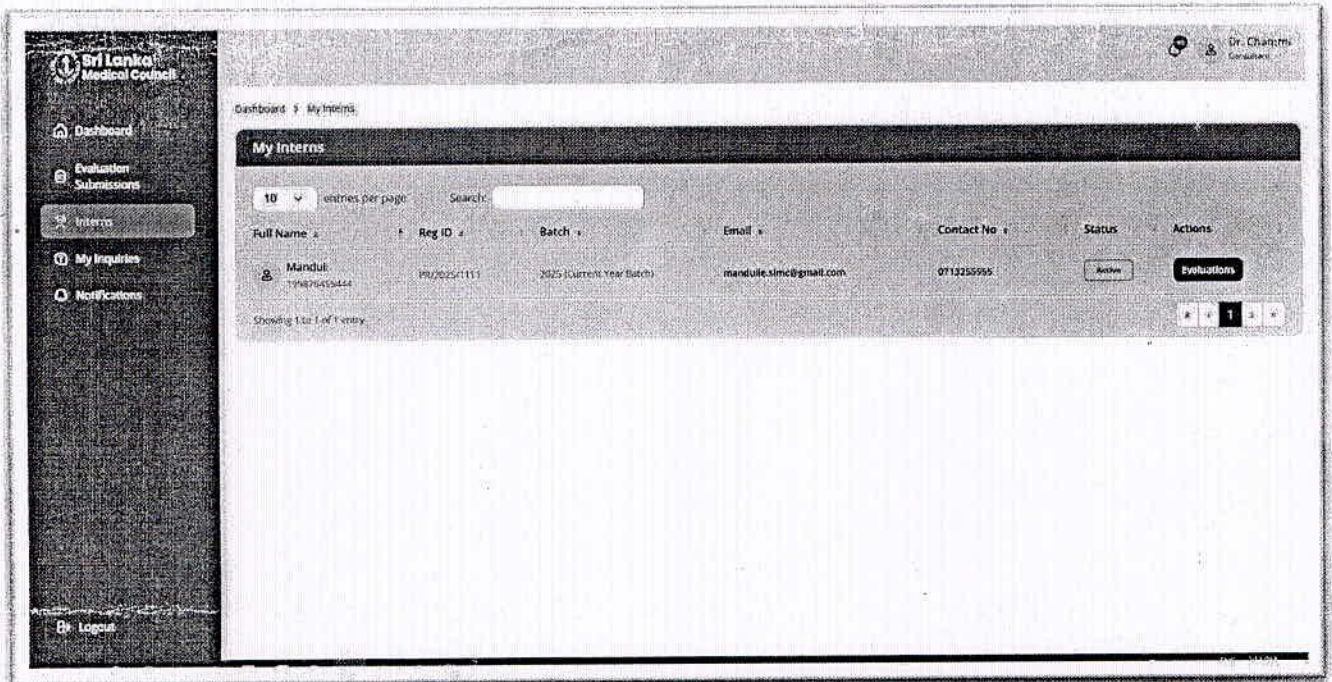


Figure 6. Consultant view 2