

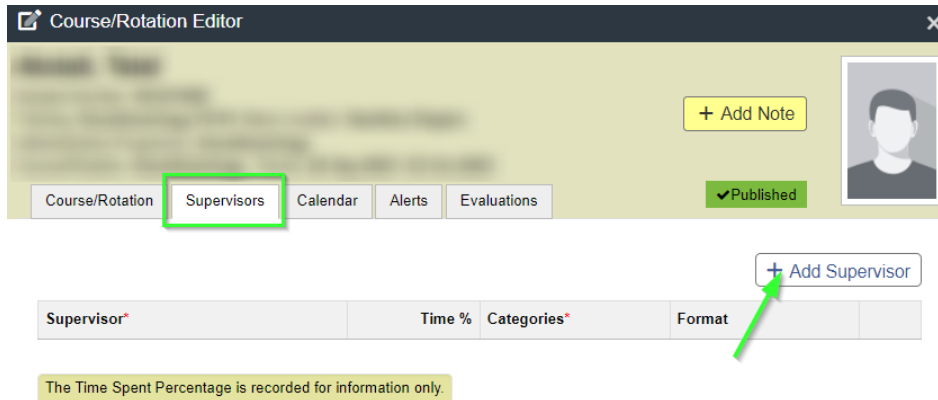
USER MANUAL – ADDING SUPERVISORS TO ROTATIONS

TARGET AUDIENCE: PROGRAM ADMINS

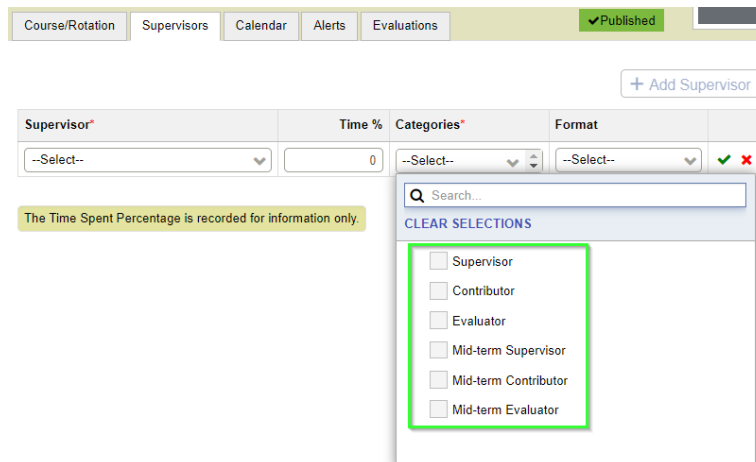
Updated November 23, 2023

ADDING A SUPERVISOR

1. Double click on the rotation and choose the “Supervisor” tab in the rotation details. Then choose “Add Supervisor”:



2. Choose the supervisor and category for the supervisor. The category chosen determines which evaluations are triggered for the rotation.



Criteria for which evaluations will generate based on each category:

Supervisor Category	ITER	Faculty Evaluation
Supervisor	✓	✓
Contributor		✓
Evaluator	✓	
Mid-Unit Supervisor	✓	✓
Mid-Unit Contributor		✓
Mid-Unit Evaluator	✓	

Note: "Evaluator" enables a supervisor to view on-demand ITERs and ITERs scheduled through the rotation completed by other supervisors. It also enables them to view field notes scheduled through the rotation.

3. Click the green check mark beside each supervisor to save them.

Course/Rotation
Supervisors
Calendar
Alerts
Evaluations
✓ Published

+ Add Supervisor

Supervisor*	Time %	Categories*	Format	
<input style="width: 95%;" type="text" value="Aalders, Ryan"/>	<input type="text" value="0"/>	<input style="width: 95%;" type="text" value="Supervisor"/>	<input style="width: 95%;" type="text" value="--Select--"/>	✓ ✗

The Time Spent Percentage is recorded for information only.

Click to save

- From this point, you can continue to add supervisors. Once you are finished adding supervisors, click the “Save” button in the bottom right corner.

Course/Rotation Supervisors Calendar Alerts Evaluations Published

[+ Add Supervisor](#)

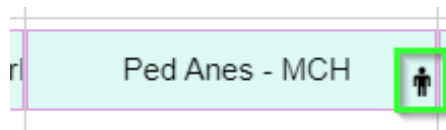
Supervisor*	Time %	Categories*	Format	
Aalders, Ryan	0	Supervisor	--Select--	✘

The Time Spent Percentage is recorded for information only.

Last modified on 24-May-2023, 15:43 by Candice Stroud
 Last published on 01-Jun-2023, 14:25 by Candice Stroud

[Save](#) [Close](#)


Note: A rotation has a supervisor attached when the rotation had an icon of a man in the bottom right corner:



5. Hover your mouse over the rotation to see all supervisors that have been attached:

Ped Anes - MCH	Thoracic Anes - SJHH/Charl	Obstet Anes - M	Reg Anes - SJH	Anes
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Abdali, Talal
Student #: 001211890
Training: Anesthesiology-PGY4
Base Hospital: Hamilton Region
Administrative Program(s): Anesthesiology



Learner Program: Anesthesiology [ANES] Published
Course/Rotation Program: Anesthesiology
Course/Rotation: Pediatric Anesthesia [Ped Anes]
Format: Core
Service: Pediatric Anesthesia [PANE]
Location: McMaster Children's Hospital [MCH]
Location Categories: Not specified
Supervisors: Ryan Aalders
Period: 21-Nov-2023 / 18-Dec-2023 - 28 days [Block6]
Time %: 100 %

QUESTIONS?

If you have any questions or difficulties with this process, please [submit a MedSIS JIRA ticket](#)