

# Generating and Publishing TES (PG)

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Target Audience: Administrator

Updated *June 13, 2022*

## PG TEACHER EFFECTIVENESS SCORE (TES)

Aggregate teaching evaluations will now be automatically generated and published yearly through MedSIS. There are two type of reports available that capture the following:

- **PG Presenter TES**
  - This report will aggregate all academic teaching evaluations.
- **PG Clinical Supervision TES**
  - This report will aggregate all clinical teaching evaluations.

### CONFIDENTIALITY

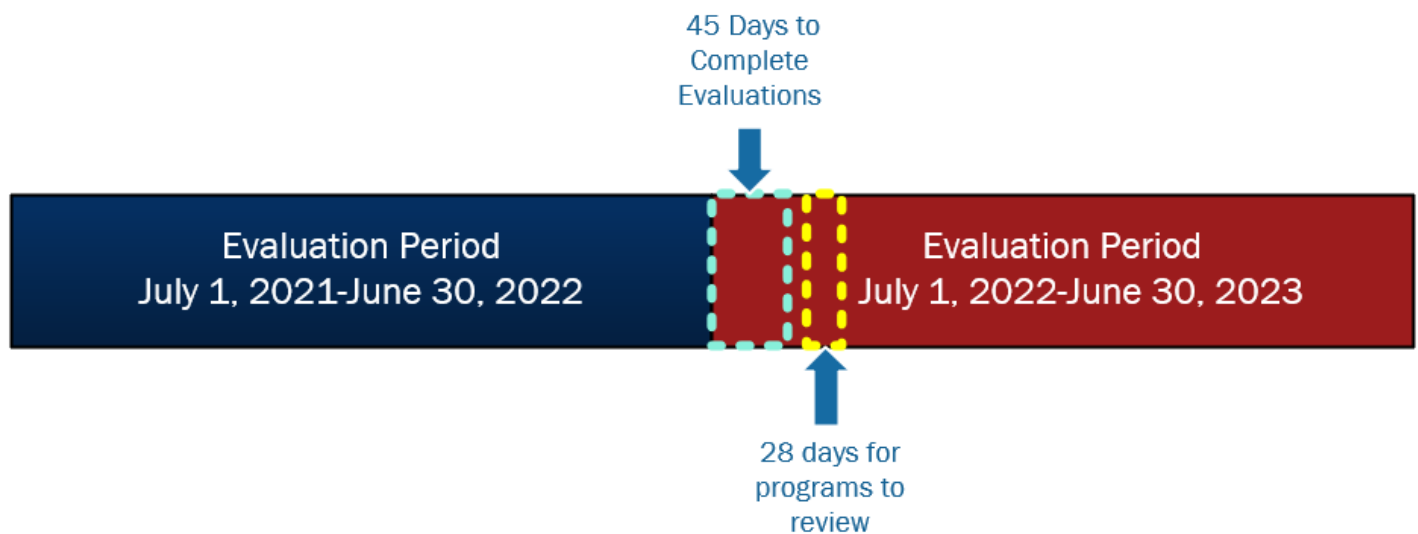
**Three or more distinct evaluations** need to be completed on behalf of a faculty/supervisor to be able to generate/publish a TES report. This measure is to protect learner confidentiality.

If you are a smaller program who may have only one resident per year, please contact the PG office. Reports that have less than three distinct evaluators, but three or more evaluations completed in a year can be released based on the discretion of PG, specifically the Associate Dean.

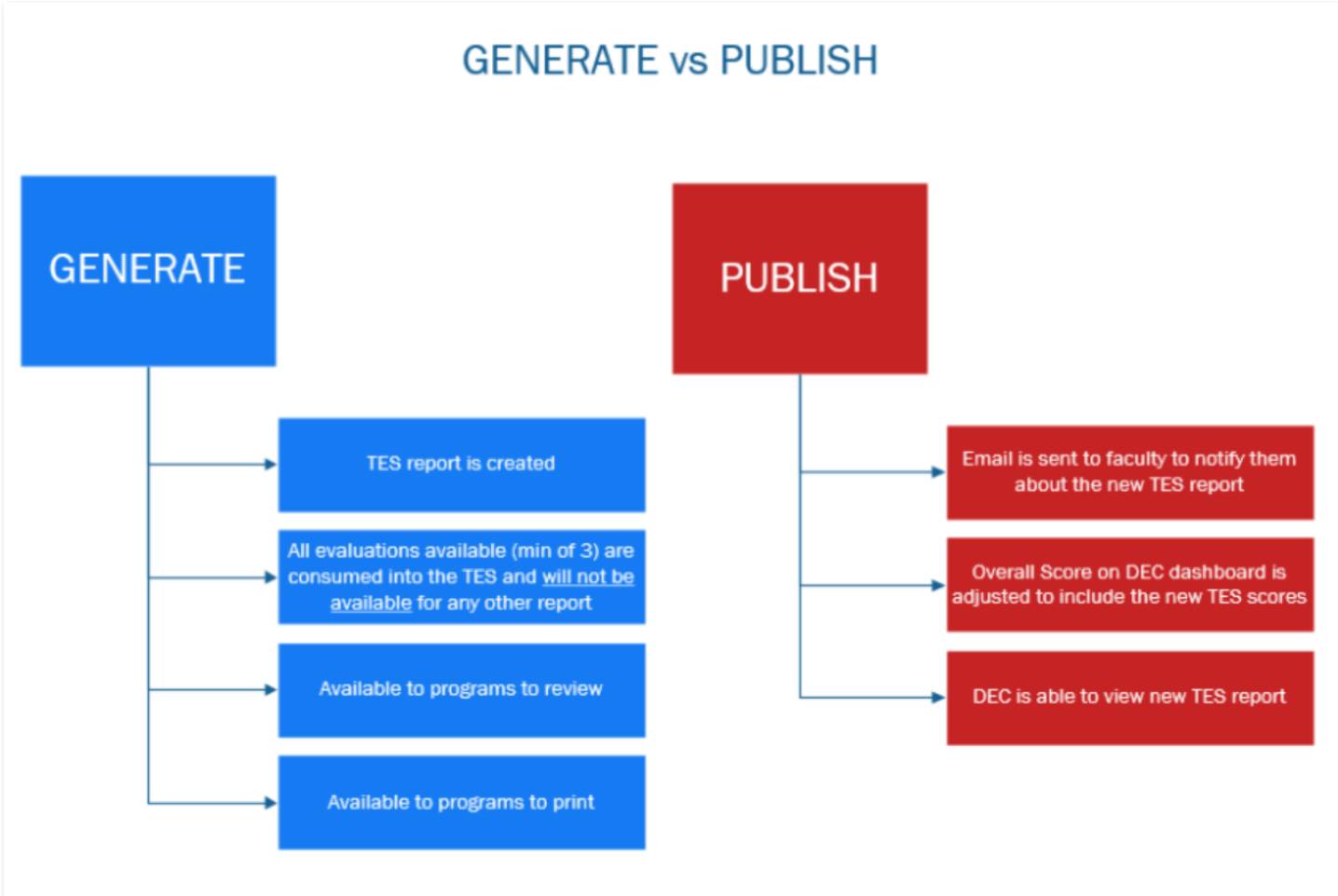
### TIMELINE (YEARLY)

TES Reports will be automatically generated every year, 45 days after the end of a training session. As PG training sessions end on June 30<sup>th</sup>, TES reporting for both academic and clinical teaching **activities will be generated in August**. This 45-day period will allow all evaluations for teaching within that training session to be completed and captured in the teaching report.

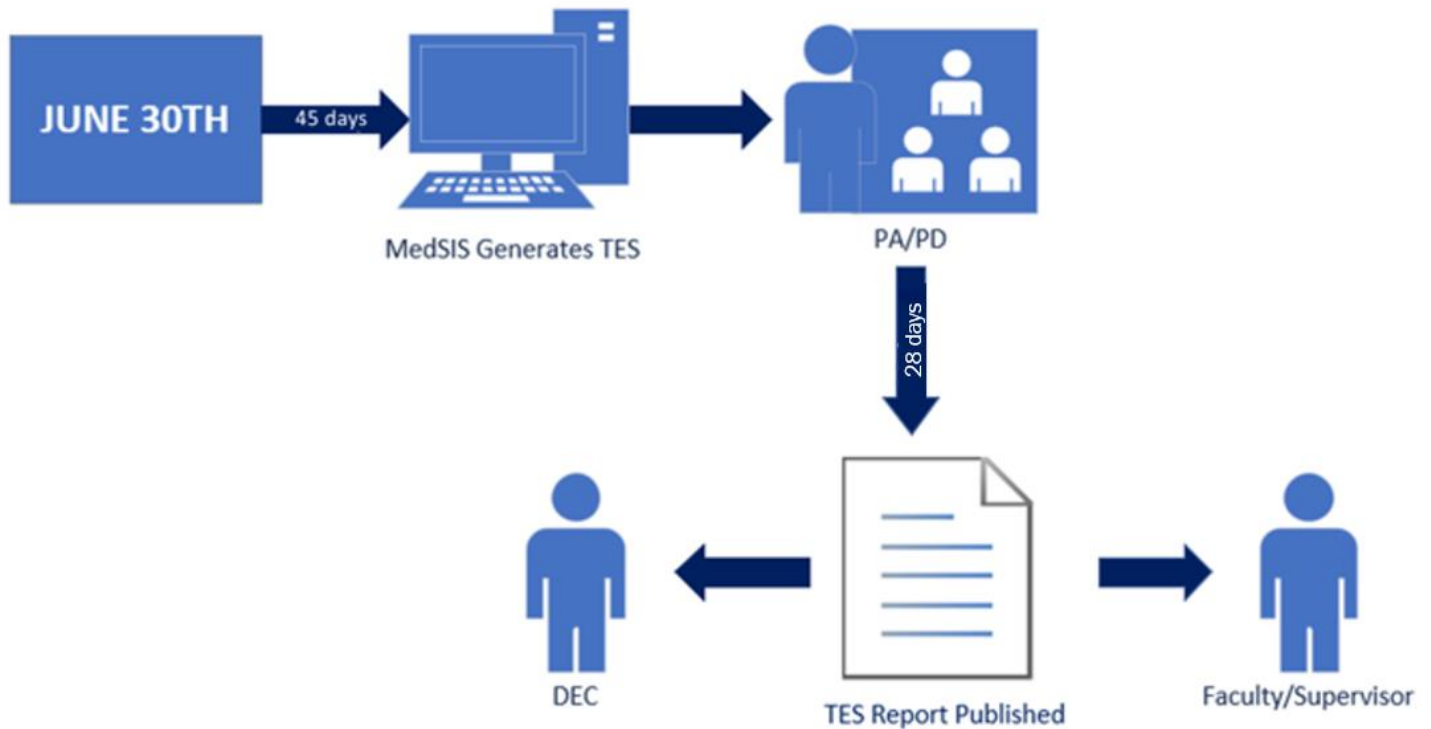
The associated program (both Program Administrators and Directors) **will then have a four-week window to review the evaluations**. They can choose to publish these themselves, or the system will do it automatically after the four week period has ended, i.e. the evals will get distributed to the associated faculty at that time. Applicable faculty will get an email notification that they have an eligible TES in the system once a TES is published. The TES score will also inform an overall score that is available to the DEC's and Division Heads.



GENERATING VS. PUBLISHING



### TIMELINE OVERVIEW FOR YEARLY CYCLE

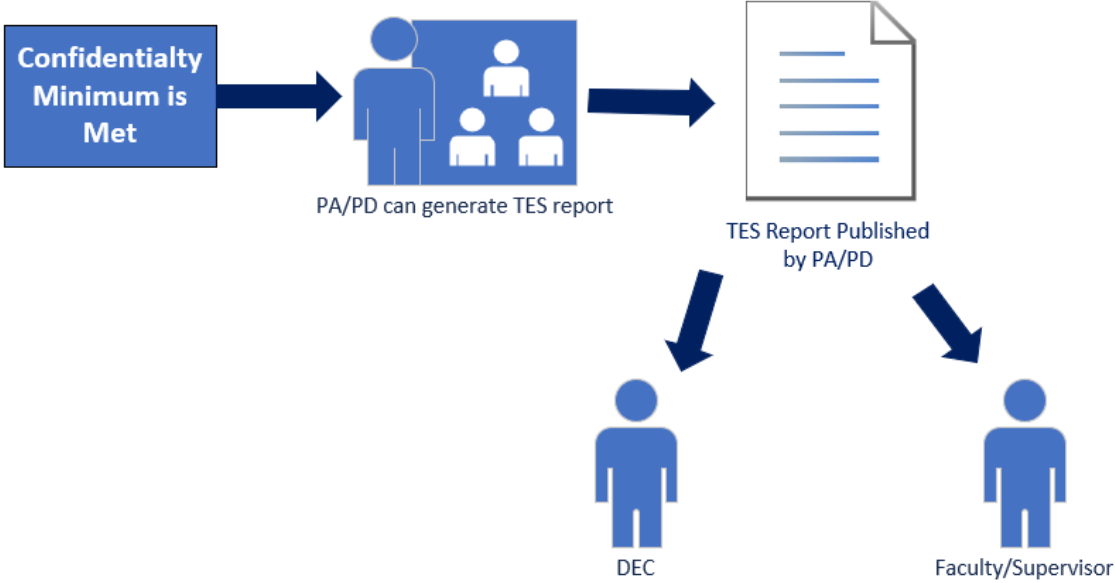


### MANUAL GENERATING/PUBLISHING (OFF CYCLE)

Programs also have the option of generating and publishing evaluations throughout the year, so long as the minimum of three is met. **However, once an individual TES report is generated, that evaluation data will not be captured in future individual TES reports.** If a program chooses to generate and publish a report in the middle of the year, this may also influence the ability to generate a year-end report, as the three minimum still needs to be met.

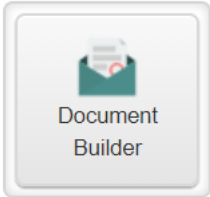


**TIMELINE OVERVIEW FOR OFF CYCLE REPORTING**

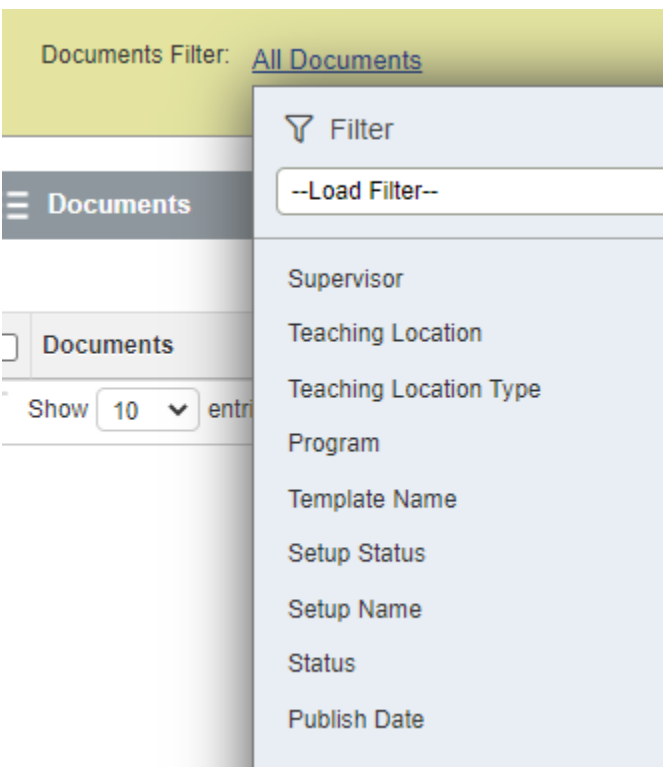
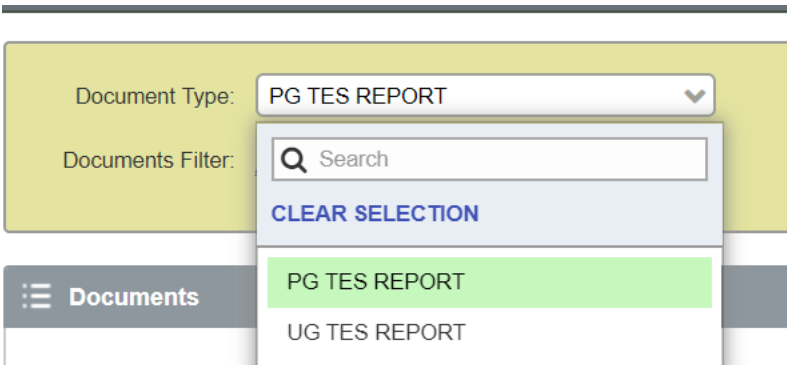


## How To

**Step 1:** Select “Document Builder” on the MedSIS dashboard.



**Step 2:** Select “PG TES REPORT” under Document Type. You can also use the filters if you are looking for a specific supervisor, type of report, status of the report, etc.



**Step 3:** Select the report you wish to generate and then select “Generate.” You will only be able to generate reports that are ready (i.e. the report meets the confidentiality 3 minimum).

**\*\*\*As soon as you generate a TES report, all evaluations captured in that report will NOT be captured in any other future individual TES report.**

Supervisor

Documents

Total: 1

Generate Publish Print

Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
<input checked="" type="checkbox"/>	Alvarez, Silvia / PG Pediatrics Clinical Supervisor TES						0 Historical TES Reports, 4 Unpublished Evaluations, 4 Distinct Evaluators Ready

Showing 1 to 1 of 1 entries Show 10 entries

First Previous 1 Next Last

Type of TES report

As there are 4 distinct evaluators who completed 4 evaluations, this report can be generated

Once you generate a report, you will then have the option of previewing it.

Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
<input type="checkbox"/>	Alvarez, Silvia / PG Pediatrics Clinical Supervisor TES						1 Historical TES Reports, 4 Unpublished Evaluations, 4 Distinct Evaluators Ready
<input type="checkbox"/>	PG Clinical Supervisor TES	Eval Form: Faculty Evaluation - Clinical Rotation Program: Pediatrics Evaluation Period: 03-Dec-2019/01-Jun-2020	Not Published		Melissa Bauce	24-Aug-2020	Preview

Showing 1 to 1 of 1 entries Show 10 entries

First Previous 1 Next Last

Timeframe the report is capturing

**Step 4:** Select the record that you generated and then select “Publish.”

**\*\*\*Once you publish a TES report, a notification will go to the associated supervisor.**

Documents

Total: 1

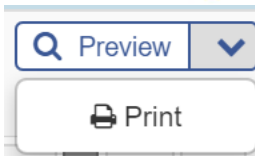
Generate Publish Print

Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
<input type="checkbox"/>	Alvarez, Silvia / PG Pediatrics Clinical Supervisor TES						1 Historical TES Reports, 4 Unpublished Evaluations, 4 Distinct Evaluators Ready
<input checked="" type="checkbox"/>	PG Clinical Supervisor TES	Eval Form: Faculty Evaluation - Clinical Rotation Program: Pediatrics Evaluation Period: 03-Dec-2019/01-Jun-2020	Not Published		Melissa Bauce	24-Aug-2020	Preview

Showing 1 to 1 of 1 entries Show 10 entries

First Previous 1 Next Last

If you wish to view/download published or historical TES reports, you select “Preview” and then “Print.”



## BEST PRACTICES

- Presenter TES is meant as an overall TES report for academic teaching – please do not generate TES reports for individual Academic Sessions.
- TES reports will be auto generated on September 1 every year for the past training session. There is no need for you to generate TES reports during the training session unless requested by faculty for Promotion and Tenure.

## QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)