



How to – Trigger On-Demand Evaluations

TARGET AUDIENCE: SUPERVISORS

Updated April 1, 2020





DECLINED EVALUATIONS

Supervisors have the ability to decline ITERs and provide comments for the decline. Administrators are able to view these comments in their dashboard and resend accordingly.

The declined evaluation will return to sender:

- Scheduled evaluations: ITERs scheduled in the rotation schedule will come back to program admin once declined
- Single-Send evaluations: ITERs sent with Single Send feature will come back to program once declined
- **On-Demand evaluations:** ITERs sent by trainees using the on-demand process will come back to learner once declined Distributed evaluations: Distributed ITERs will come back to distributor once declined

HOW TO DECLINE AN EVALUATION

- 1. Click on the direct link sent through MedSIS or login to MedSIS to view the pending evaluation(s).
- 2. Choose the option of "Decline" on the far left side of the evaluation:

4 0	Home > Supervisor Portal > Trainee Evaluations							٠	2
🔏 Home	Evaluations								
My Profile Course Schedule	Filter : All Evaluations								
🔄 Clerkship Schedule	Evaluation Details	Source	Created By	Evaluator	Evaluatee	Status	Action		
🎽 ICalendar	Rotation: Acute Services, Location: St. Joseph's Hospital Hamilton, Period: 21-Nov-2017/18-Dec-2017								
F Student Evaluations	ITER - Respiratory Medicine/Internal Med - Acute Services Q	Distributed	Lawson, Diane 09-Jan-2018		The second	@ Pending	/ S	tart	
K Trainee Evaluations	Rotation: Allergy/Clinical Immunology, Location: Hamilton Health Sciences, Period: 24-Oct-2017/20-								
🕞 Activity Log	ITER - Internal Medicine - Allergy/ Clinical Immunology Q	Single-Send	Taylor, Jan 12 Dec 2017		to frame, taxons ingets \$	O Pending	/ S	tart	
Professionalism 🕀	Learner WBA Evaluation		12-040-2017				Ø De	cline	
TES Score	Rotation: Rheumatology, Location: St. Joseph's Hospital Hamilton, Period: 26-Sep-2017/22-Dec-201								

3. Leave a comment indicating why you are declining the evaluation and the supervisor that the learner did work with if you are aware.

Decline Evaluation	×
I did not work enough with the trainee.	
	O Decline X Cancel

Once the evaluation is declined, it will disappear Evaluation Dashboard.

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca