PGME (Post-Graduate Medical Education) MedSIS Reporting

Target Audience: Administrators

Updated *October 19, 2021*

MEDSIS REPORTING

Through the Reporting tool in MedSIS, Program Administrators and Directors have access to aggregate evaluation reports on Events, Presenter, and Rotations for their Postgraduate (PG) programs. The data collated in these reports is based on evaluations completed for clinical and academic scheduling in MedSIS.

This report is not to be confused with a Teacher Effectiveness Score (TES), which is an overall teaching report for a faculty.

Reporting in MedSIS captures all evaluation activity from July 2017 onwards. If you require historical evaluation data, you will need to contact the Post Graduate Medical Education Office.

NOTE: In order to protect learner confidential, only aggregate scores where a minimum of 3 evaluations have been completed can be viewed. When a presenter/event/rotation reach 3 completed evaluations, scores will be displayed in the report appropriately.

REPORTING CUBES

Evaluation data is organized in reporting cubes based on the nature of the report. For PGME there are 3 different types of reports available.

1. **Event Evaluation Scores** –
   - Reporting based on academic events hosted by the various programs on relevant topics.
   - This report is date specific to the event.

2. **Presenter Evaluation Scores** –
   - Reporting based on academic teaching in the event manager.
   - This report is date specific to the event.

3. **Rotation Evaluation Scores** –
   - Reporting based on evaluations completed during clinical activities.
   - This report is based on the rotation schedule.

PRESENTER AND EVENT REPORTING

The presenter and event reporting for evaluations have two different versions in the reporting module.

Version 1

- Considered historical data; tracks evaluation data from July 2017 to December 2020.
- Are two separate evaluation reports: one for presenter, one for events
- Can be accessed through the Reporting Module

Version 2

- Tracks evaluation data from January 2021 onwards
- Combines both event and present evaluations per event.

- Collated per event reports can be accessed through the Event Manager so long as the confidentiality minimum is met, and the evaluation has expired (i.e., 15 days after the evaluations have been triggered).
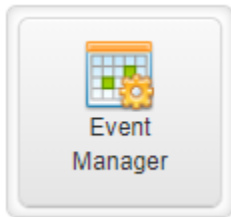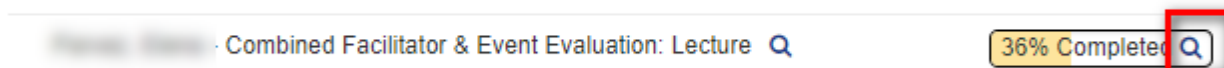

Select the event you wish to generate a collated event/presenter form on and then the "Summary" tab.
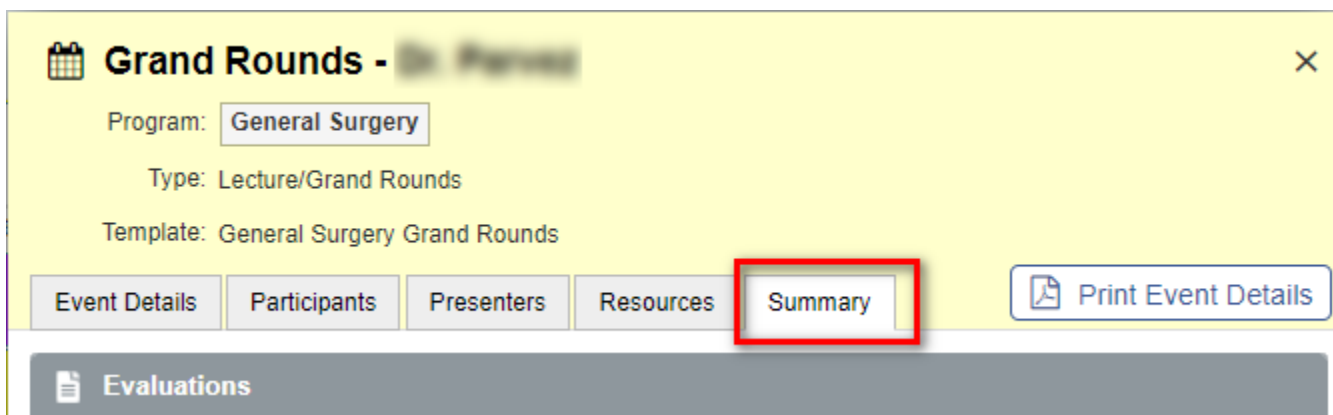
Select the magnifying glass icon beside the percentage of completion.

ROTATION REPORTING

The rotation report for evaluations has two different versions in the reporting module.

Version 1

- Tracks evaluation data from July 2017 to June 2021.
- Has two rating scales
  - The Learning Environment question is out of a rating scale of 3
  - The Clinical Experience questions are out of a rating scale of 5
  - As a result of two rating scale values, you would have to calculate mean per rating scale, i.e., a mean value for the learning environment and a mean value for the clinical experience.

Version 2

- Tracks evaluation data from July 2021 onwards.
- Is indicated by the title "Form 2.0"
- Has only one rating scale that is out of 5, and therefore can accurately show one mean value.

ACCESSING REPORTS

From the MedSIS Homepage, select Reporting.

Reporting

Select "Public Bookmarks" either in the top menu or bookmark option.

Home | Public Bookmarks | Private Bookmarks | Settings

Public Bookmarks
10
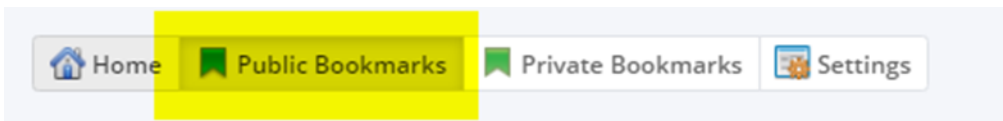
Click on the cube you wish to access the reports for and select a report in the right panel.

Public Bookmarks

Groups
- PG Cardiology
  - Event Evaluation Scores

Event Evaluation Scores
Report
Event Scores by Question (Rating Scale)
Event Scores per Event (Mean Value)

NOTE: If you cannot see the right panel, it is because you are magnified on the internet browser and will need to adjust your screen resolution.
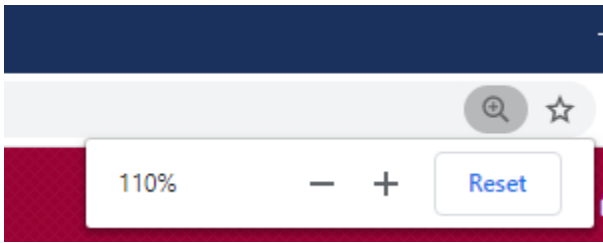
FORM FILTERS

You can select the number of rows to display on your report. Make sure that you have selected "1000" when running your report or searching for a particular events or rotation. This will allow you to see all eligible records.
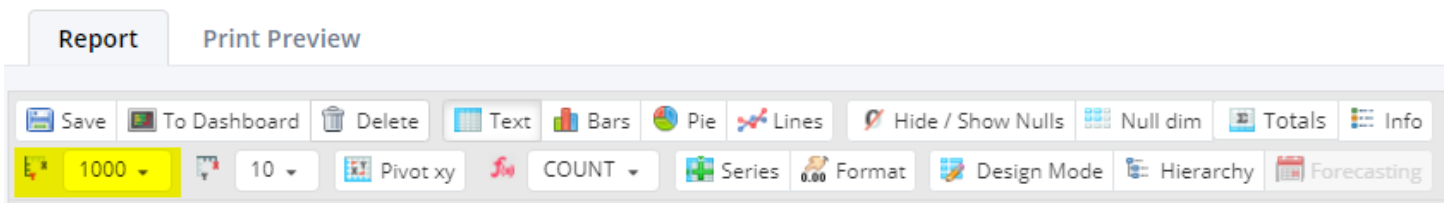
You can filter on any of the selected fields at the top of the report screen. If you do not see all records, please make sure that your filters are clear.
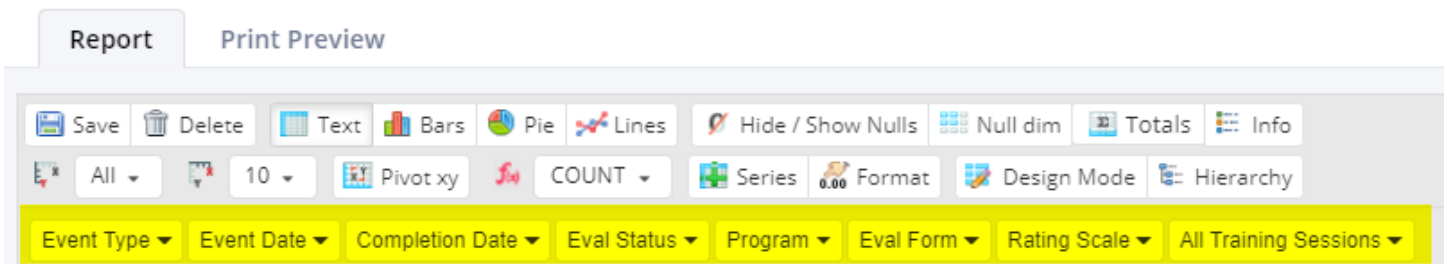
The filters available will differ from report to report.

You can also filter your data using the filters at the bottom of the report by selecting the column name. Once you make your selections, remember to click "Submit."

NOTE: If you do not see all records, please make sure that your filters are reset. You can tell if a column is filtered as there will be a star next to the column name.

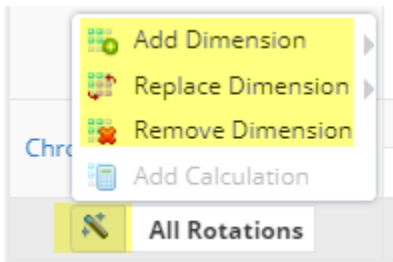If you want to include comments in your report, select "Show Comments."

FORM LAYOUT

Updating Columns

If you wish to add, remove, or replace a column in your report, you will need to select the wand icon that is next to the bottom filters.

If you are adding a new column, the column will appear after the column you have selected.

**The columns available will differ from report to report. The options for columns are static in each report.

Showing Null Values

If you notice that you are missing a rating scale value in your report, it means that based on the parameters of the report, that value was not selected in the evaluations captured.

To show the null/zero value in the rating scale header, you would select the Rating Scale filter and select all values and unselect "show all dimensions values."

Dimension Values Selection

Filter [🔍]
Enter first characters or full dimension name

Sort By ⚪ Alphabetic 🔘 Data Source Order

Dimension: Rating Scale	
Value	Display
▦ NA	☑
▦ One (1)	☑
▦ Two (2)	☑
▦ Three (3)	☑
▦ Four (4)	☑
▦ Five (5)	☑

☐ Show all dimension values   Select all   Clear All

Select the dimension values for which you want to refine your report. Please note that an asterix sign (*) will be displayed as a suffix for the dimensions where subset values are selected.

Show Example

✔ Submit   ✖ Cancel

You would then select the "Hide/Show Nulls" filter option and select "Show" for rating scales.
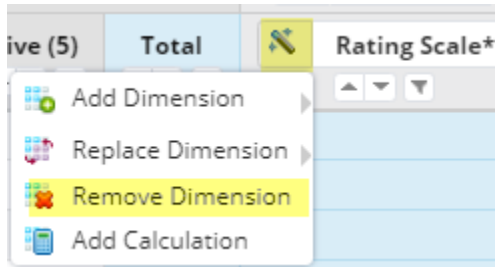
🖋 Hide / Show Nulls

Hide / Show Nulls   ✕

Dimensions		
Name	Show	Hide
All Groups	⚪	🔘
Rating Scale	🔘	⚪
All Rotations	⚪	🔘
All Questions	⚪	🔘

✔ Submit   ✖ Cancel

Changing Rating Scale Counts to Mean Values

If you wish to see mean values instead of rating scale counts, you will remove the rating scale column dimension.

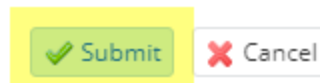Then select the "Series" filter option. You will then display the mean value and under operation select the "average."
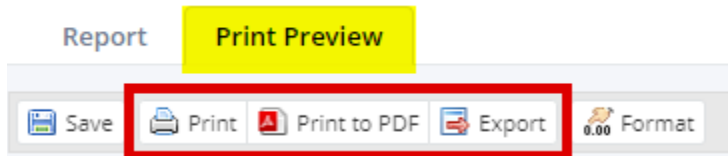
DOWNLOADING/PRINTING REPORTS

To print your report, you have the option to either print to pdf or excel or directly to the printer.
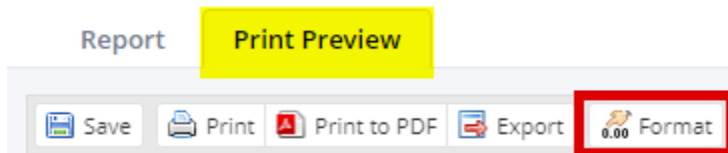
Print = Directly to Printer
Export = Excel
Print to PDF = PDF

FORMATTING THE REPORT

You can also adjust the format if you want your report to have a different date, title, colour scheme, etc.

SAVING REPORT FORMATS

If you select "Save," you will overwrite the existing template. Please only save your report if you are confident in how you have adjusted the format, layout, and filters. If you do not save a report and leave the reporting tool, the report you were working on will resort back to the original saved template
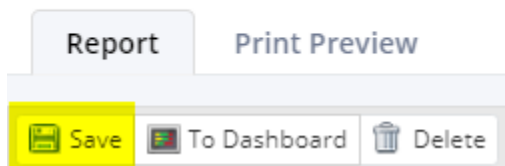
QUESTIONS?

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