

# USER MANUAL – LOW PERFORMANCE FLAGS

**TARGET AUDIENCE: ADMINISTRATORS/PROGRAM DIRECTORS**

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Updated April 8, 2019

## LOW PERFORMANCE FLAGS

There is a column in the Evaluation Dashboard to display any low performance rating on any ITERs completed by supervisors. The notification will be visible to Program Administrators and Program Directors as a shared flag. This means is that if the Program Director acknowledges the flag, it will be displayed as 'acknowledged' for the Program Administrator as well. The ability of 'acknowledging' the flag allows Programs to know which flags have been dealt with and which still require attention.

## ACKNOWLEDGING A LOW PERFORMANCE FLAG:

- Hover over the low performance red circle icon and click on the [Acknowledge](#) hyperlink in the pop-up window.

The screenshot shows the 'Event Evaluation' dashboard. A table lists evaluations with columns for Activity, Start Date, End Date, Evaluation, Trigger, Source, Created By, Eval, Flags, Status, and Action. A red circle icon in the 'Flags' column indicates a low performance flag. A pop-up window titled 'Alerts' is displayed over the table, showing the message 'The evaluation has all answers marked as N/A.' and an 'Acknowledge' button. A red box highlights the 'Acknowledge' button with the text 'Click on the flag to view the notification'.

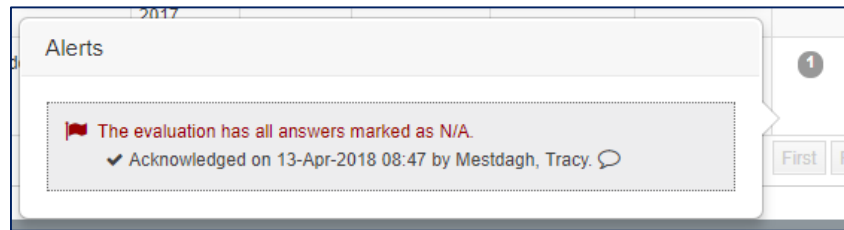
- The user can enter comments that will be viewed those that have access to the low performance flags.

The screenshot shows the 'Alerts' pop-up window. It contains the message 'The evaluation has all answers marked as N/A.' and an 'Acknowledge Alert' section. Below this section is a 'Comments:' label and a text input field containing the text 'Acknowledged.'. At the bottom of the window are two buttons: 'Acknowledge' and 'Cancel'.

- The flag will change from red to grey to differentiate the acknowledged vs not-acknowledged alerts.

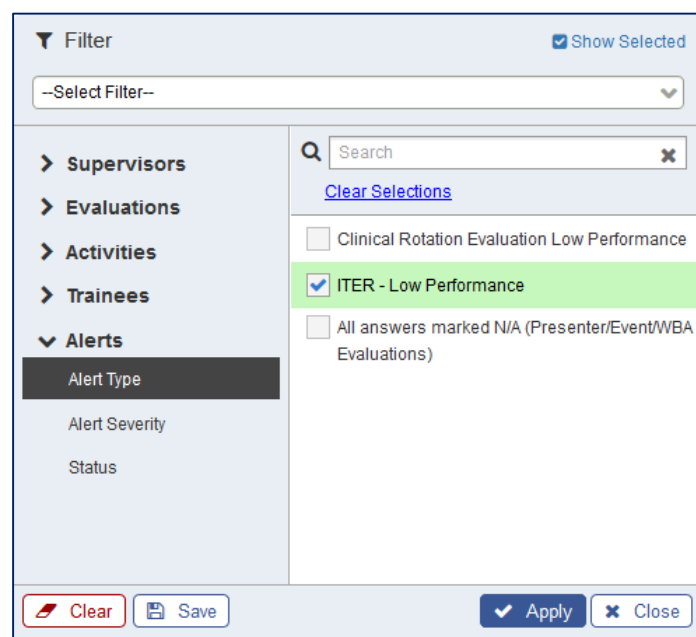
The screenshot shows the 'Event Evaluation' dashboard with the 'Alerts' pop-up window. A red box highlights the 'Flags' column with the text 'Change in color, comments below'. An arrow points from the red box to the 'Flags' column, which now shows a grey circle icon instead of a red one. The 'Status' column shows 'Completed' for the evaluation.

- The user ID and date when it was acknowledged will be displayed in the notification.



### FILTERING ON LOW PERFORMANCE FLAGS:

To view low performance flags on ITERs, you can set your filter to view only those ITERs.



### WHAT CONSTITUTES LOW PERFORMANCE FLAGS:

FORM	Rating Indication	Scale										
ITER	Overall Competence score < 4	<table border="1"> <tr> <td>Incomplete</td> <td>Unsatisfactory</td> <td>Provisional Satisfactory</td> <td>Satisfactory</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Incomplete	Unsatisfactory	Provisional Satisfactory	Satisfactory	1	2	3	4		
	Incomplete	Unsatisfactory	Provisional Satisfactory	Satisfactory								
1	2	3	4									
Any question on the ITER = 1	<table border="1"> <tr> <td>Unsatisfactory</td> <td>Provisional Satisfactory</td> <td>Satisfactory</td> <td>Very Good</td> <td>Outstanding</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>N/A</td> </tr> </table>	Unsatisfactory	Provisional Satisfactory	Satisfactory	Very Good	Outstanding	1	2	3	4	5	N/A
Unsatisfactory	Provisional Satisfactory	Satisfactory	Very Good	Outstanding								
1	2	3	4	5	N/A							
CBME ITER	Overall Competence score < 4	<table border="1"> <tr> <td>Incomplete</td> <td>Unsatisfactory</td> <td>Provisional Satisfactory</td> <td>Satisfactory</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table>	Incomplete	Unsatisfactory	Provisional Satisfactory	Satisfactory	1	2	3	4		
Incomplete	Unsatisfactory	Provisional Satisfactory	Satisfactory									
1	2	3	4									

## N/A FLAGS

If the evaluation has been completed with all N/A answers, it will generate a flag as well. This is to clean up data and ensure that evaluations with all questions marked as N/A do not skew reporting data for Programs.

Event Evaluation							Show Hidden records	Total:38		
Activity	Start Date	End Date	Evaluation	Trigger	Source	Created By	Eval	Flags	Status	Action
				Alerts						
				Event 07-Jul				1	Completed 13-Aug-2017	
				Event 11-Jul				1	Completed 13-Aug-2017	
				Event Date 14-Jul-2017	Scheduled	Automatic 17-Jul-2017		1	Completed 24-Jul-2017	
				Event Date 18-Jul-2017	Scheduled	Automatic 12-Aug-2017			Completed 05-Oct-2017	
				Event Date 18-Jul-2017	Scheduled	Automatic 19-Jul-2017		1	Completed 24-Jul-2017	

Click on the flag to view the notification

The evaluation has all answers marked as N/A. Acknowledge

## QUESTIONS?

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