

# USER MANUAL – DECLINED EVALUATIONS

**TARGET AUDIENCE: ADMINISTRATORS**

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Updated April 8, 2019

## 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

Example of the Supervisor's view to decline an evaluation:

The screenshot shows the 'Supervisor Portal > Trainee Evaluations' interface. A table lists evaluations with columns for 'Evaluation Details', 'Source', 'Created By', 'Evaluator', 'Evaluatee', 'Status', and 'Action'. The first row is highlighted in yellow and has a 'Decline' button in the 'Action' column, which is circled in red. The table includes details for 'Learner ITER Evaluation' and 'Learner WBA Evaluation'.

Evaluation Details	Source	Created By	Evaluator	Evaluatee	Status	Action
<b>Learner ITER Evaluation</b>						
Rotation: Acute Services, Location: St. Joseph's Hospital Hamilton, Period: 21-Nov-2017/18-Dec-2017						
ITER - Respiratory Medicine/Internal Med - Acute Services	Distributed	Lawson, Diane 09-Jan-2018			Pending	Start Decline
Rotation: Allergy/Clinical Immunology, Location: Hamilton Health Sciences, Period: 24-Oct-2017/20-Nov-2017						
ITER - Internal Medicine - Allergy/ Clinical Immunology	Single-Send	Taylor, Jan 12-Dec-2017			Pending	Start Decline
<b>Learner WBA Evaluation</b>						
Rotation: Rheumatology, Location: St. Joseph's Hospital Hamilton, Period: 26-Sep-2017/22-Dec-2017						
WBA - Assessment/Verification Period (AVP)	Single-Send	Admin, KAY			Pending	Start

They will have the ability to leave a comment:

The dialog box is titled 'Decline Evaluation'. It contains a text input field with the text 'I did not work enough with the trainee.' Below the input field are two buttons: 'Decline' and 'Cancel'.

The sender will **delete** declined evaluation and re-distribute one of the following ways:

- Remove supervisor from rotation and enter correct supervisor
- Single send to correct supervisor

If you hover over the decline button, it will display the comment if one was written.

Activity	Start Date	End Date	Evaluation	Trigger	Source	Created By	Evaluator	Evaluatee	Status	Action
Acute Services-St. Joseph's Hospital Hamilton	21-Nov-2017	18-Dec-2017	ITER - Respiratory Medicine/Internal Med - Acute Services Q	End of Rotation 13-Dec-2017	Scheduled	Lawson, Diane (Distributor)		Bhalla, Anurag Q	Active	Distribute
Acute Services-St. Joseph's Hospital Hamilton	21-Nov-2017	18-Dec-2017	ITER - Respiratory Medicine/Internal Med - Acute Services Q	End of Rotation 13-Dec-2017	Distributed	Lawson, Diane 09-Jan-2018	Abbey, Susan	Bhalla, Anurag Q	Declined	Actions
Cystic Fibrosis/Labs-Hamilton Health Sciences	21-Nov-2017	18-Dec-2017	ITER - Respiratory Medicine/Internal Med - Cystic Fibrosis/Labs Q	End of Rotation 13-Dec-2017	Scheduled	Lawson, Diane (Distributor)		Scallan, Ciaran Q	Active	Delete

## QUESTIONS?

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