TES Read and Review Access (PG)

Target Audience: Program Directors

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.
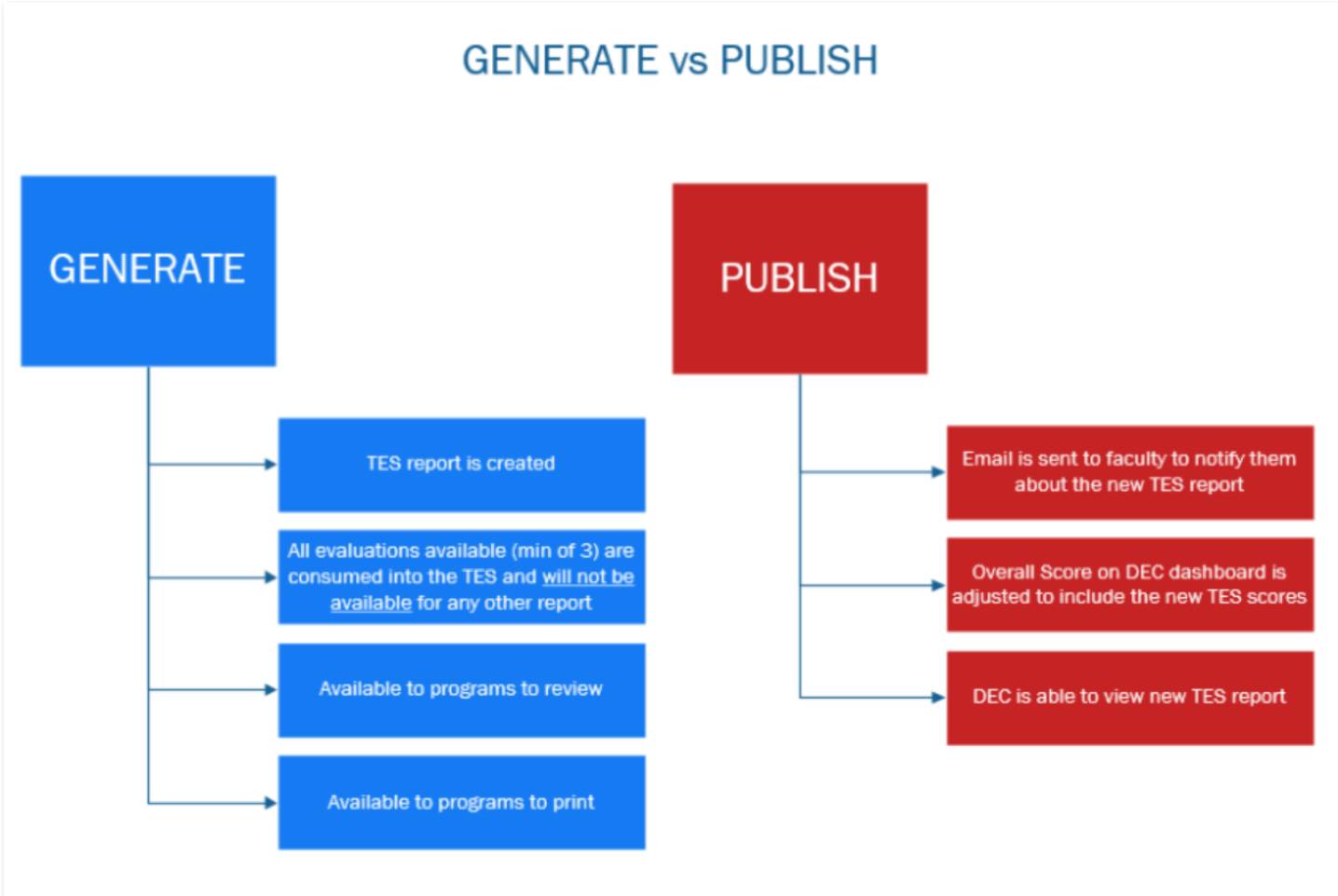
TIMELINE (YEARLY)

TES Reports will be automatically generated every year, 45 days after the end of a training session. As PG training sessions end on June 30th, 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.** Once this review period has ended, the system will automatically publish TES reports, 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.
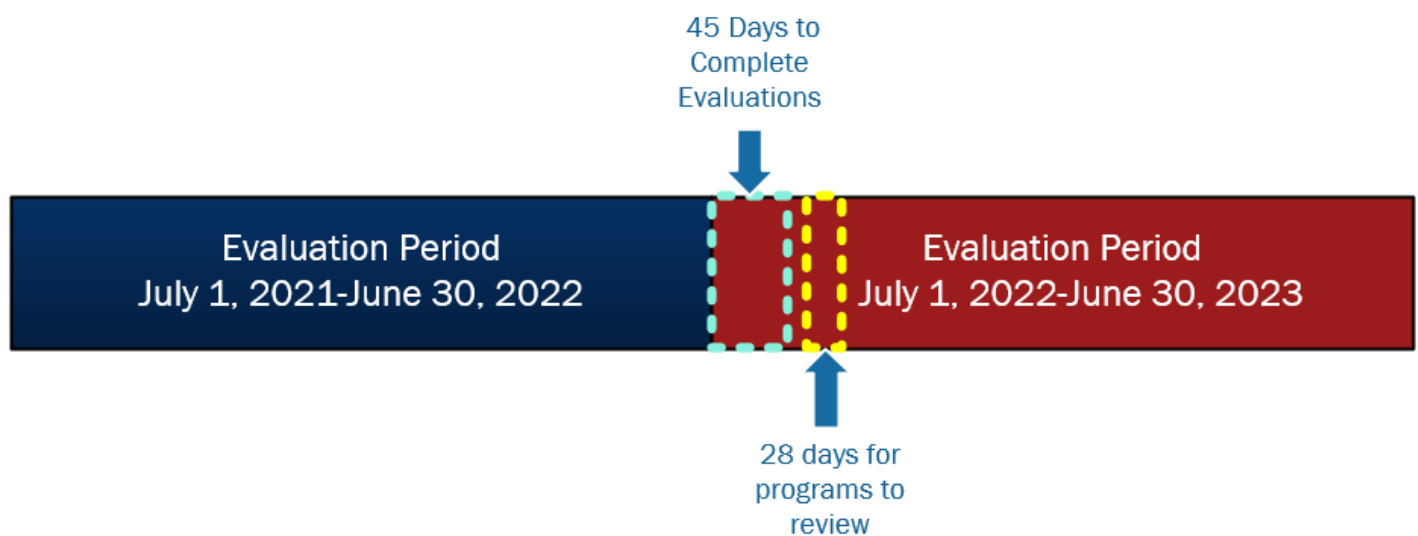
GENERATING VS. PUBLISHING

TIMELINE OVERVIEW FOR YEARLY CYCLE
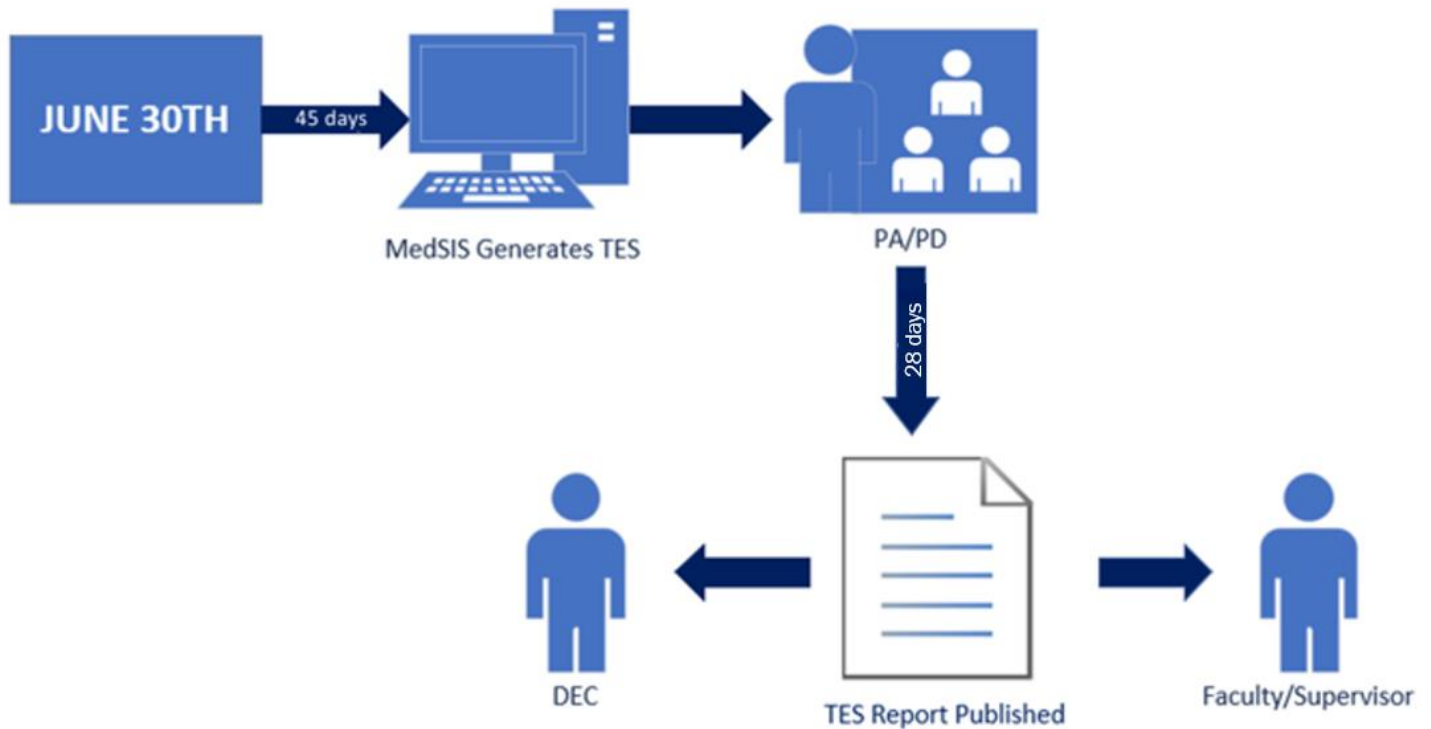
MANUAL GENERATING/PUBLISHING (OFF CYCLE)

You can also request for your program admins to generate and publish TES reports 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.**
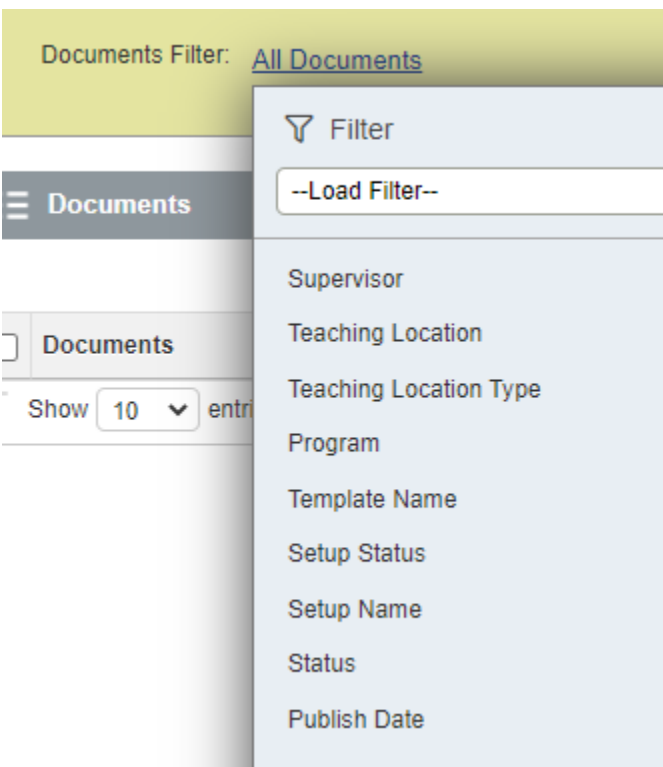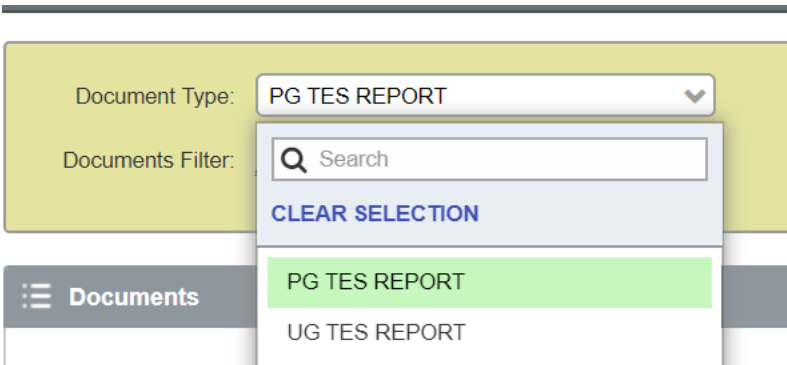
How To View and Download Generated TES

Step 1: Select "Document Builder" on the MedSIS dashboard.

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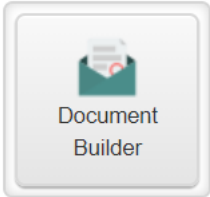
Step 2: Select "PG TES REPORT" under Document Type. You can also use the filters if you are looking for a specific supervisor, type of report, status of the report, etc.

Document Type: PG TES REPORT

Documents Filter:
Q Search
CLEAR SELECTION
PG TES REPORT
UG TES REPORT

Documents Filter: All Documents

▽ Filter
--Load Filter--

Supervisor
Teaching Location
Teaching Location Type
Program
Template Name
Setup Status
Setup Name
Status
Publish Date

Step 3: Select the report you wish view or download. **Please be aware, that you will only be able to view and download a TES once it has been generated or published.**

Generated TES will have the status of "Not Published."

| PG Clinical Supervisor TES | Eval Form: Faculty Evaluation - Clinical Rotation
Program: Anesthesiology
Evaluation Period: 07-May-2019/18-Nov-2019 | Not Published | | | Admin K4y_HD | 01-Sep-2020 |

Published TES will have the status of "Published."

| PG Clinical Supervisor TES | Eval Form: Faculty Evaluation - Clinical Rotation
Program: Anesthesiology
Evaluation Period: 01-Aug-2017/12-Feb-2018 | Published | Melissa Bauce | 20-Jul-2020 | Melissa Bauce | 17-Jul-2020 |

TES reports that have not been generated or published will have the status of either "Ready," which means the minimum of 3 has been met and the report can be generated, OR "Not Ready," which means the minimum of 3 was NOT met and the report cannot be generated.

Ready...

☐ Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
☐ PG Pediatrics Clinical Supervisor TES					0 Historical TES Reports, 7 Unpublished Evaluations, 5 Distinct Evaluators		Ready

Not Ready...

☐ Documents	Details	Status	Published By	Published Date	Generated By	Generation Date	Actions
☐ Anesthesiology - PG Clinical Supervision TES					0 Historical TES Reports, 1 Unpublished Evaluations, 1 Distinct Evaluators		Not Ready

Step 4: Select "Preview" to view the report and "Print" to download the report.

🔍 Preview ⌄
🖨 Print
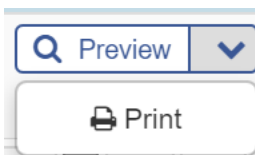
BEST PRACTICES

- Presenter TES is meant as an overall TES report for academic teaching – please do not request your admins to 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 your admins 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 medis@mcmaster.ca