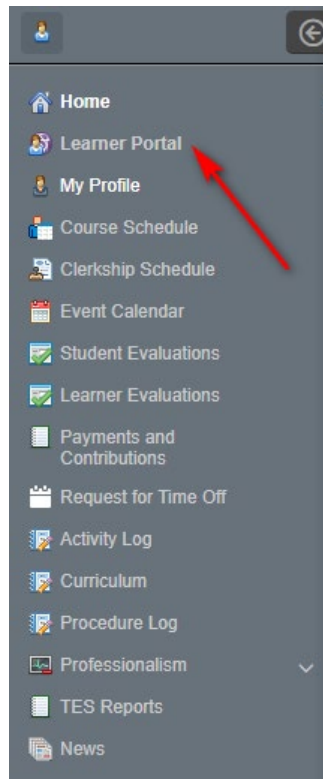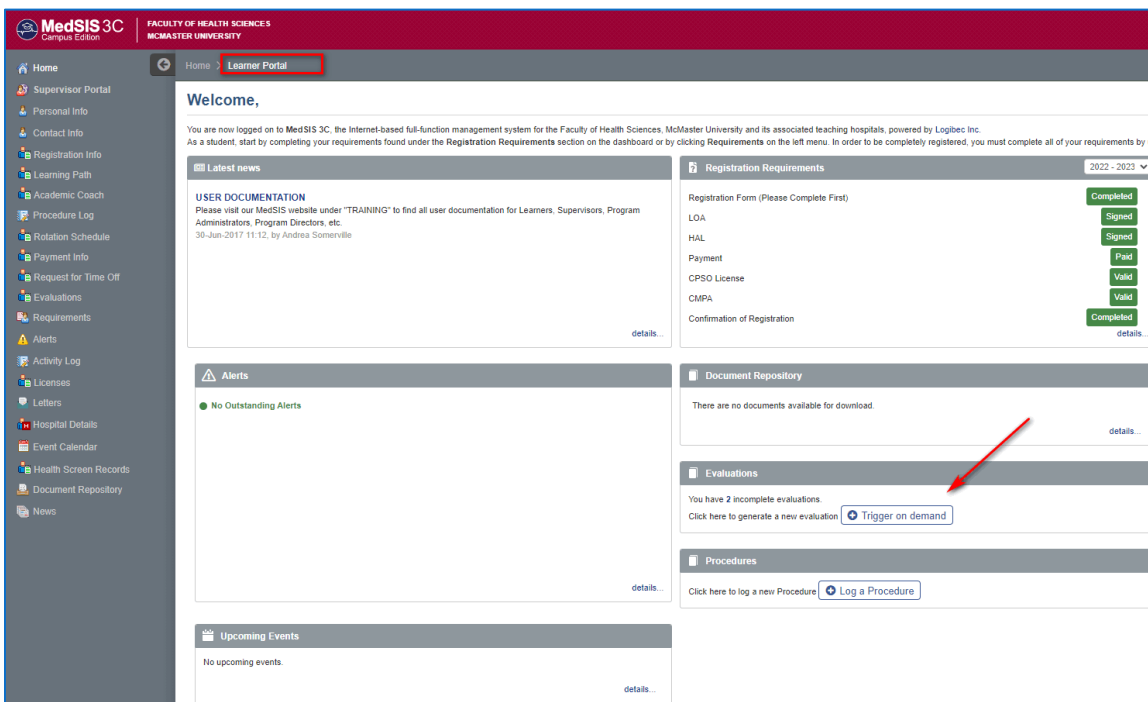# HOW TO TRIGGER A CBME FORM ON MY DESKTOP COMPUTER

TARGET AUDIENCE: TRAINEES

Updated July 10, 2023

1. Once you have logged into MedSIS, ensure you are in your Learner Portal as some users may have multiple portals.

2. From the Learner Portal Home Screen, click Trigger on Demand.

3. Select the Evaluation Type 'CBME Evaluation'.
   a. Trainee field should default to your name.
   b. The Learning Path field will automatically populate unless the resident is registered into more than one learning path.
   c. Under Activity select the current rotation.
   d. Select the EPA you would like to assess.
   e. The Evaluation form will automatically populate.
   f. Select your supervisor from the "Supervisor (Evaluator)" database.
      - *If you cannot find your supervisor, select " + Add Supervisor"*

4. Hit "send" and the CBME form will open:
   a. Fill out all contextual variables and additional context information.

Contextual Variables
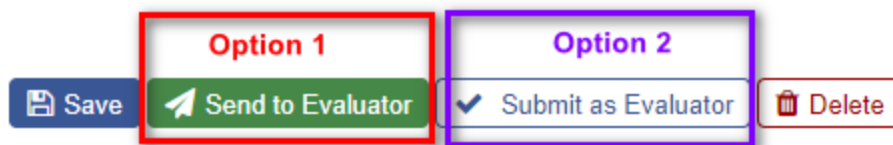
Case type	--Select--
Complexity	--Select--
Observation	--Select--
Observer role	--Select--
Setting	--Select--

Additional Context Information:

4000 characters remaining

   b. **OPTION 1:** select "Send to Evaluator" to send email link directly to evaluator to complete.
   c. **OPTION 2:** pass your device to your evaluator to complete in person and select "Submit as Evaluator" once complete.
      ▪ *NOTE: If you pass the device and submit it as your evaluator, your evaluator will receive an automated email notification advising that an evaluation has been completed on their behalf.*

Option 1   **Option 2**

💾 Save   ✈ Send to Evaluator   ✔ Submit as Evaluator   🗑 Delete

QUESTIONS?

If you have any questions or difficulties with this process, please submit a MedSIS Support Ticket:

   o To submit a ticket, please visit medsishelp.mcmaster.ca

      ➤ User Guide: How to Submit a Ticket