

User Manual – Midwifery Evaluations

TARGET AUDIENCE: ADMINISTRATORS

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Overview

Overview of Evaluation Types

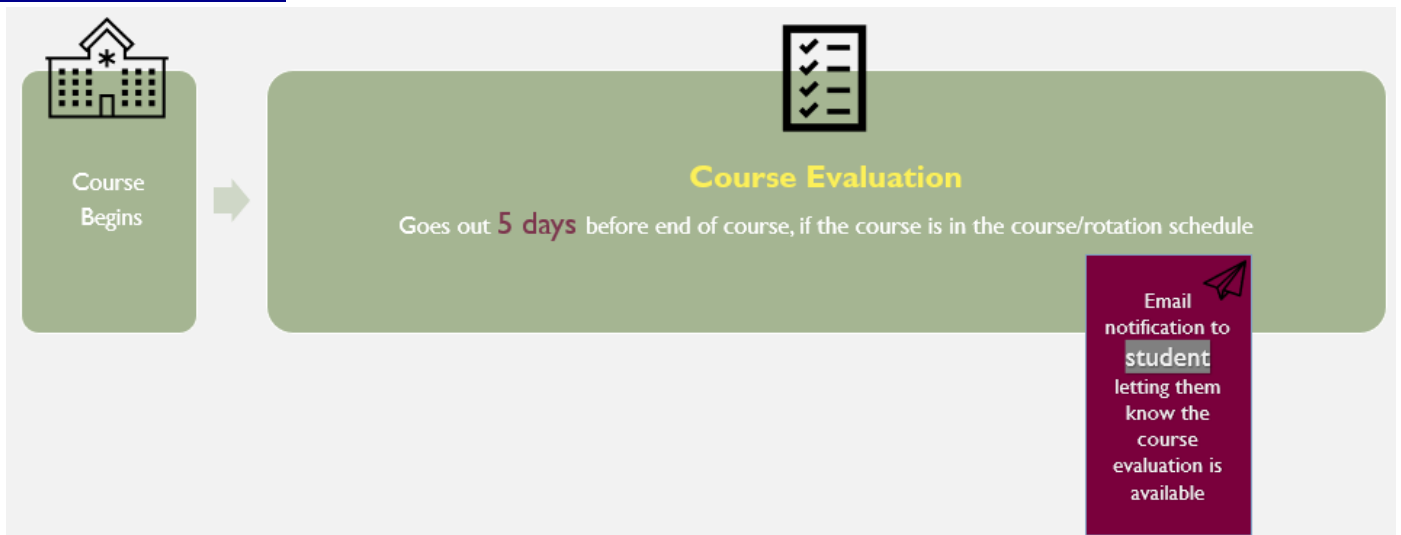
There are five evaluation types that the Midwifery Education Program (MEP) uses:

Evaluation Type	Evaluations	Brief explanation	Go out for:
1. Course/Rotation Evaluations	<ul style="list-style-type: none"> MEP Clinical Course Evaluation MEP Non-Clinical Course Evaluation 	This is the evaluation for the course.	Clinical and Academic Courses
2. Faculty Evaluations	<ul style="list-style-type: none"> MEP Faculty/Tutor Evaluation MEP Preceptor Evaluation MEP TA Evaluation 	This is the evaluation a student completes on faculty (Preceptors, TAs, Tutors, etc.)	Clinical and Academic Courses (varies depending on course)
3. Student Self Evaluations	<ul style="list-style-type: none"> MEP - Student Self Evaluation (Final) MEP - Student Self Evaluation (Mid) 	This is the evaluation a student completes on themselves.	Clinical Courses only (2H15, 3H15, 4A15, 4B15)

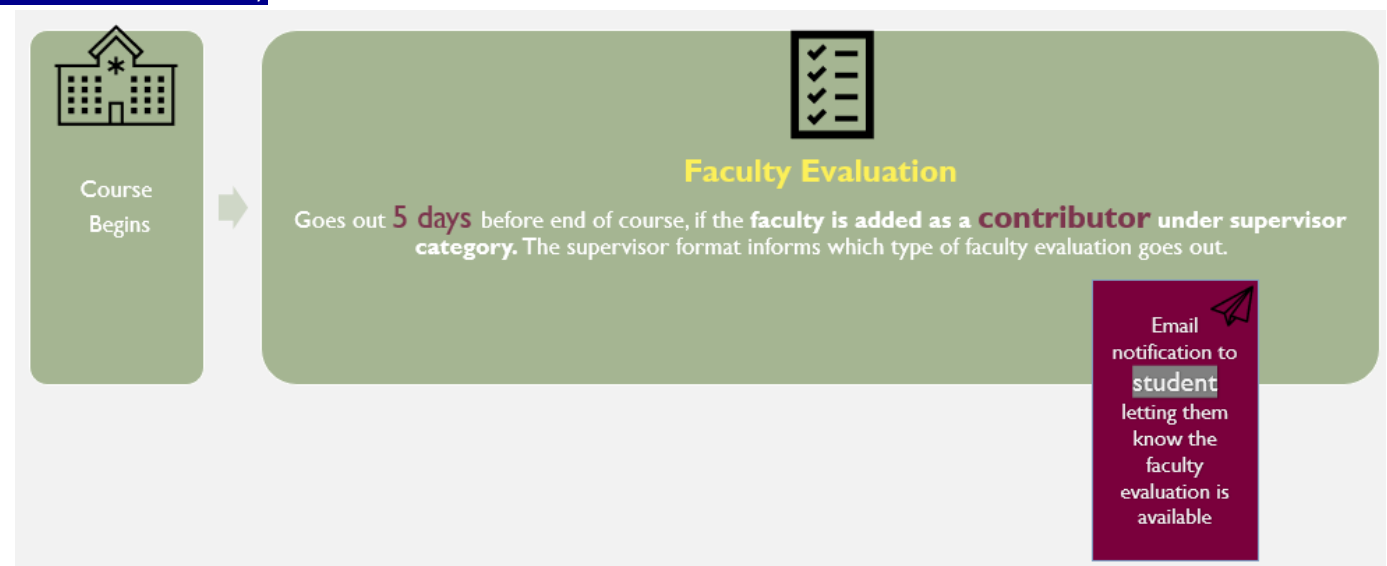
<p>4. Student Evaluations</p>	<ul style="list-style-type: none"> • MEP - Student Evaluation (Final) • MEP - Student Evaluation (Mid) 	<p>This is the evaluation completed by the preceptor on a student.</p>	<p>Clinical Courses only (2H15, 3H15, 4A15, 4B15)</p>
<p>5. Student Evaluation (Final) * Tutor Acknowledgement</p>	<ul style="list-style-type: none"> • MEP -Tutor Acknowledgement (Final Rotation) • MEP -Tutor Acknowledgement (Mid-Rotation) 	<p>This is the Tutor Acknowledgement of the self eval & student eval</p>	<p>Clinical Courses only (2H15, 3H15, 4A15, 4B15)</p>

Overview of Evaluation Workflows

Evaluations on Courses



Evaluations on Faculty

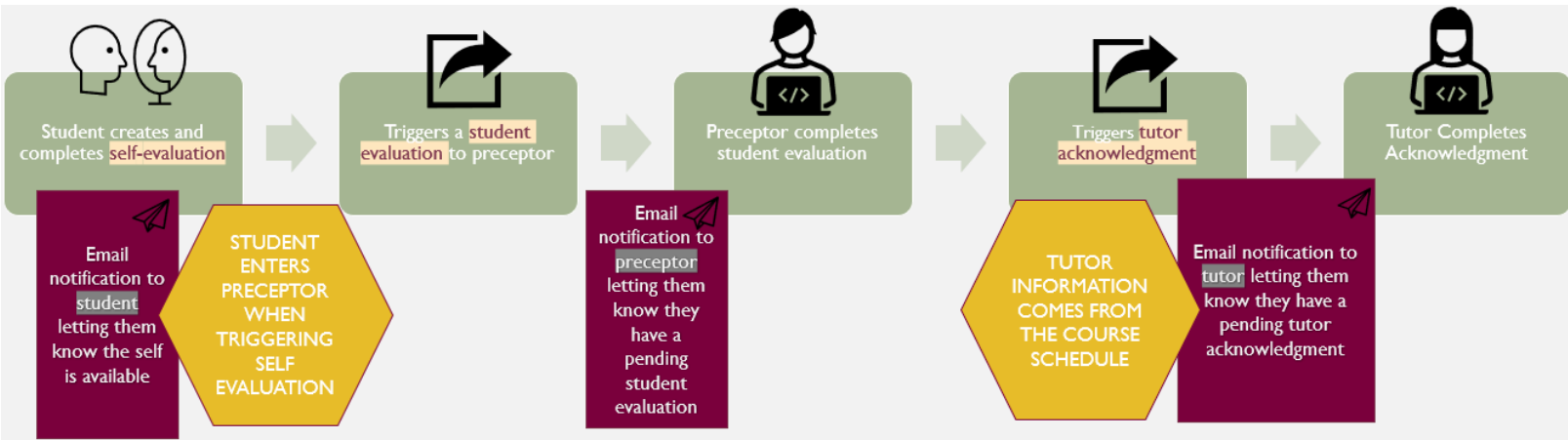


Evaluations on Students

Evaluations on Students are done using three separate forms:

- A. **Student Self Evaluation:** This is the evaluation a student completes on themselves.
- B. **Student Evaluation:** This is the evaluation completed by the preceptor on a student.
- C. **Student Evaluation (Final):** This is the Tutor Acknowledgement.

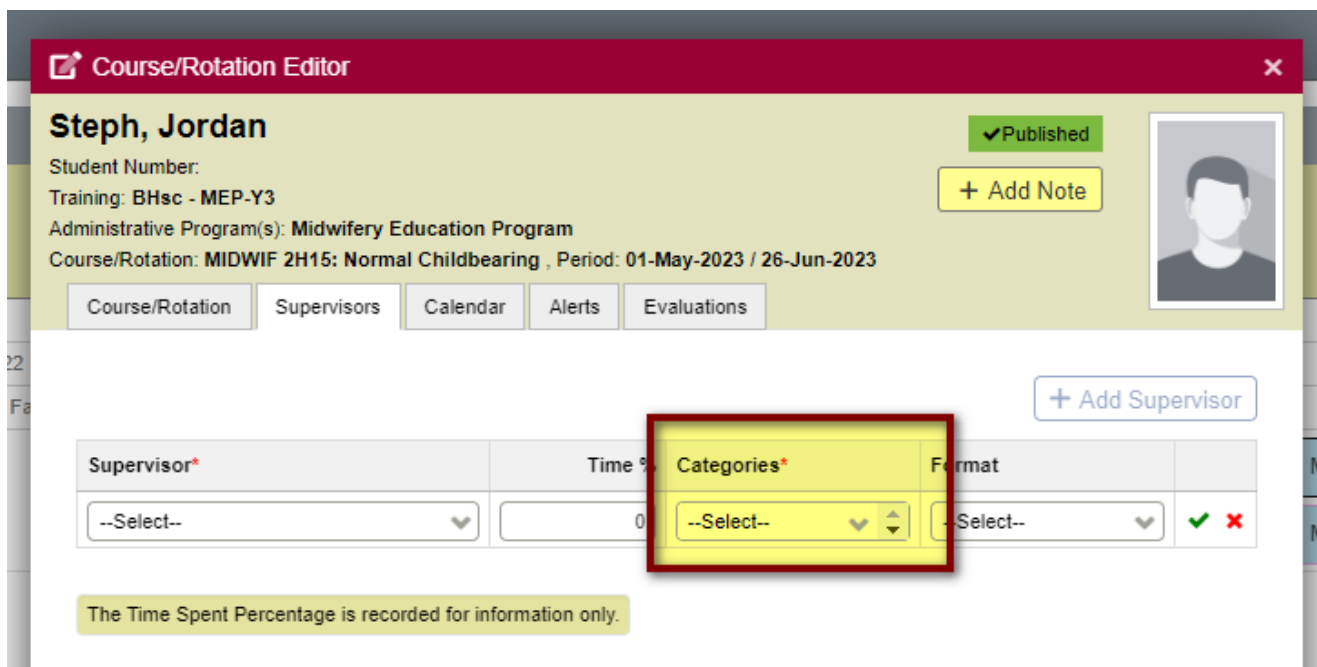
The student evaluation workflows are initiated by a student triggering a self-evaluation. When a student triggers and completes a self-evaluation, the following workflow is triggered:



Supervisor Tab

Supervisor Category

Supervisor Categories inform who will complete tutor acknowledgement and if faculty evaluations go out.

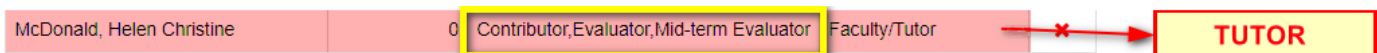
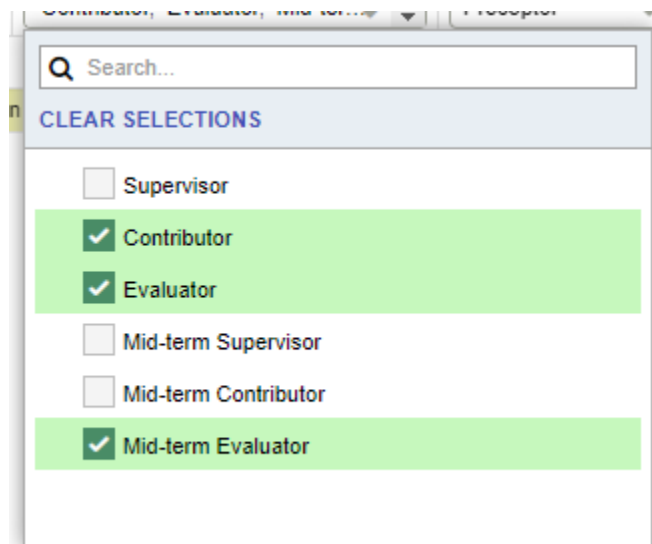


Supervisor Category	Tells the system:
Mid-term Evaluator	Who will be completing a MEP - Tutor Acknowledgement (Mid Rotation) on the student.
Evaluator	Who will be completing a MEP Tutor Acknowledgement (Final Rotation) on the student.
Contributor	<p>If a faculty evaluation is needed</p> <p>*Tip: if all supervising need faculty evaluations, ensure to select contributor under supervisor category.</p>

Example of Tutor Supervisor Categories

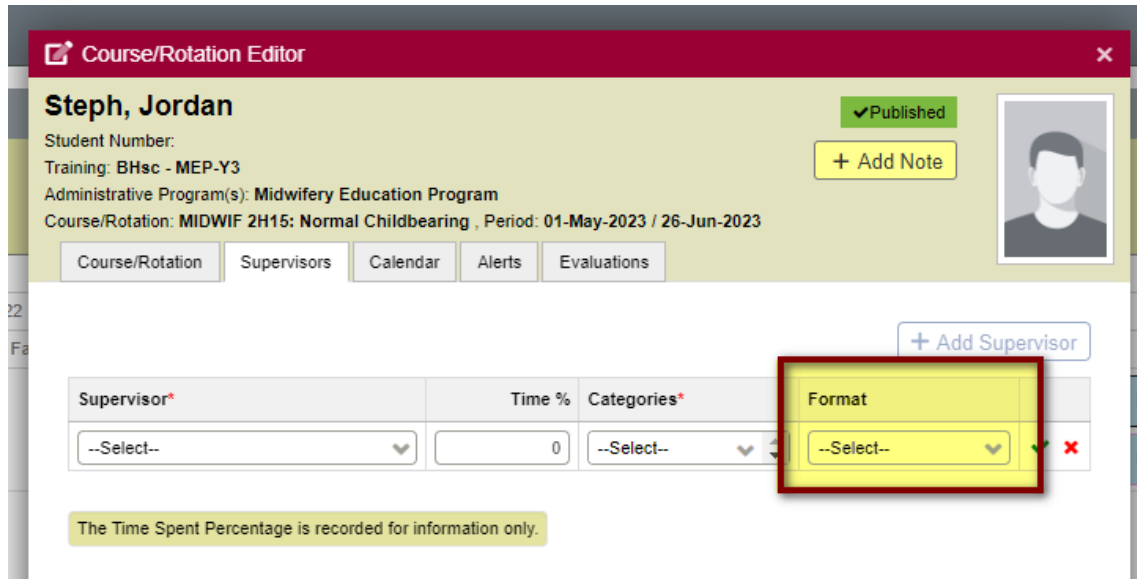
The example below would be the supervisor categories for a tutor.

This individual would receive a mid and final tutor acknowledgment for the student and have a faculty evaluation completed on them by the student.



Supervisor Formats

Supervisor formats tell the system which faculty evaluations will be triggered.



Supervisor Formats	Faculty Evaluation
Faculty/Tutor	MEP Faculty/Tutor Evaluation
Preceptor	MEP Preceptor Evaluation

Supervisor Tab Examples by Course Type

Clinical Courses

For Clinical Courses:

Supervisor*	Time %	Categories*	Format
Keen, Ashley	0	Contributor	Preceptor
McDonald, Helen Christine	0	Contributor, Evaluator, Mid-term Evaluator	Faculty/Tutor

PRECEPTOR

TUTOR

In this case, Ashley is the preceptor and Helen is the tutor.

The preceptor has the supervisor category “Contributor” and supervisor format “Preceptor” selected because they need to have a preceptor faculty evaluation completed on them by the student. Adding the supervisor category “Contributor” informs the system a faculty evaluation is needed. Keep in mind, this does not mean a student evaluation will go to Ashley. The student, when completing their self-evaluation, will need to select their preceptor and this will dictate where the student evaluation is sent.

The tutor has the supervisor categories “Contributor”, “Mid-Term Evaluator” and “Evaluator” selected because they need to complete 2 tutor acknowledgements throughout the course on this student and need a faculty evaluation completed on them by the student. Adding the supervisor category “Contributor” informs the system a faculty evaluation is needed. Adding the supervisor categories “Mid-Term Evaluator” and “Evaluator” informs the system this person will be completing both the mid and final tutor acknowledgments for this student.

It is very important to note that who completes the student evaluation as a preceptor is determined when the student enters their preceptor’s name during their self-evaluation, whereas who completes the tutor acknowledgement as a tutor is determined by the supervisor category “Mid-term Evaluator” and “Evaluator”.

Academic Courses

For Academic Courses:

Supervisor*	Time %	Categories*	Format
Smith, Claire	0	Contributor	Faculty/Tutor
Moore, Andrea	0	Contributor	Faculty/Tutor

Tutor 1

Tutor 2

In this case, Claire and Andrea are both preceptors and there is no tutor.

Both preceptors have the supervisor category “Contributor” and supervisor format “Faculty/Tutor” selected because they need to have a faculty/tutor faculty evaluation completed on them by the student. Adding the supervisor category “Contributor” informs the system a faculty evaluation is needed.

Summary of Midwifery Evaluation Workflows

Evaluation Type	Go out for:	Information in course/rotation OR information entered by the student that informs which evaluations go out
Course/Rotation Evaluations	All courses	Course/Rotation (In course/rotation schedule)
Faculty Evaluations	All courses	Supervisor Category and Format in the Course/Rotation (In course/rotation schedule)
Student Self Evaluations (completed by learner)	Clinical Courses (2H15, 3H15, 4A15, 4B15)	Triggered by Student in MedSIS (through student’s MedSIS)
Student Evaluations	Clinical Courses (2H15, 3H15, 4A15, 4B15)	Which preceptor the student entered when triggering their self-evaluation (through student’s MedSIS)
Student Evaluation (Final) * Tutor Acknowledgement	Clinical Courses (2H15, 3H15, 4A15, 4B15)	Supervisor Category (in course/rotation schedule)

QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

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

User Guide: [How to Submit a Ticket](#)