User Manual – Supervisor Tab

TARGET AUDIENCE: ADMINISTRATORS

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Supervisor Tab

This document is a summary of how to schedule supervisors. For more information on MEP evaluation workflows, please refer to User Guide: Midwifery Evaluations

Supervisor Category

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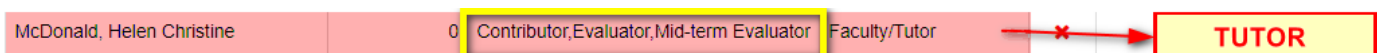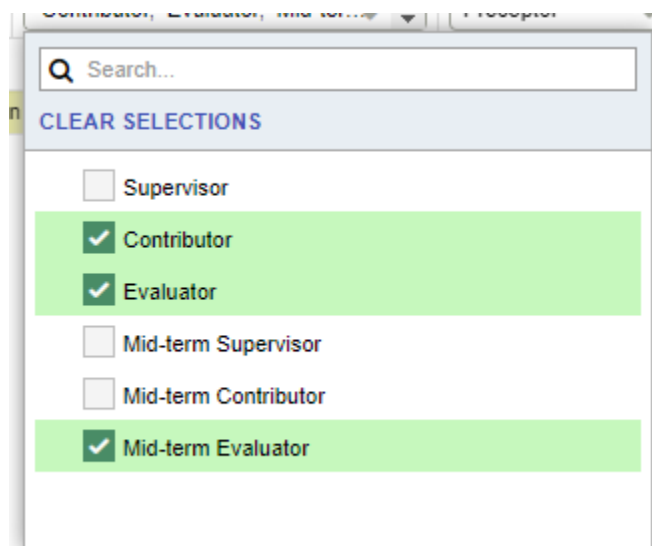

*Please see chart on next page for Supervisor Category specifics

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	**If a faculty evaluation is needed** ***Tip: if all supervising need faculty evaluations, ensure to select contributor under supervisor category.**

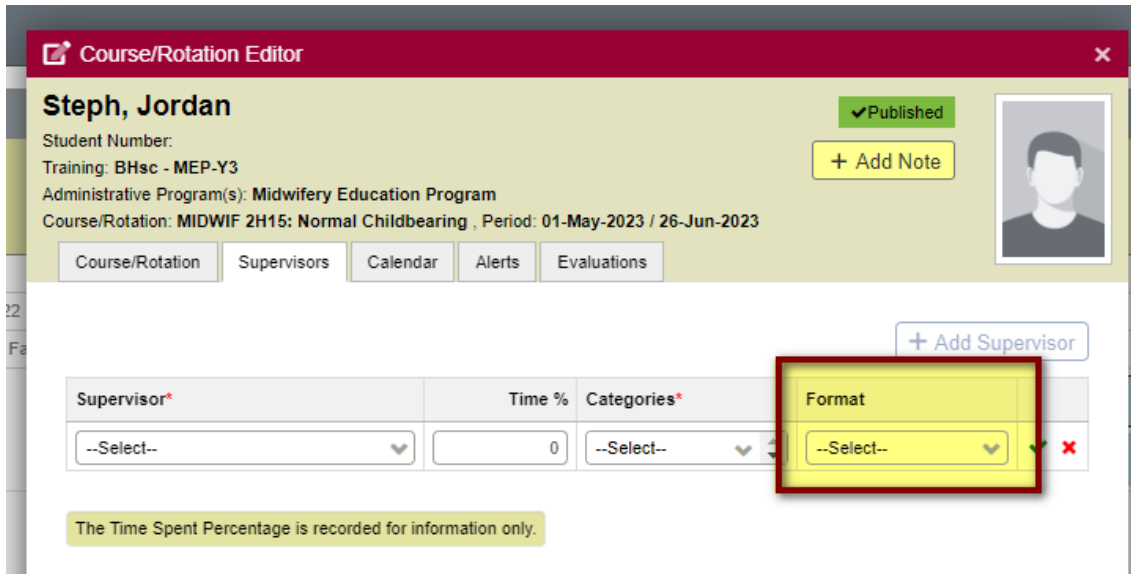## Example of Tutor Supervisor Categories

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	✗	**PRECEPTOR**
McDonald, Helen Christine	0	Contributor,Evaluator,Mid-term Evaluator	Faculty/Tutor	✗	**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	**Tutor 1**
Moore, Andrea	0	Contributor	Faculty/Tutor	**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.

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