



How to View all Evaluations Attached to Rotation to Inform Overall ITER Score

TARGET AUDIENCE: EVALUATING ROTATION SUPERVISORS Updated November 13, 2023





Navigating to Supervisor Portal

When logging into MedSIS, first ensure that you are accessing your Supervisor Portal (many users may have multiple portals based on their role settings).

1. Confirm current portal on top left-hand side:



2. If you need to switch portals, navigate to the correct portal using the left-hand navigation menu:

🞢 Home	G Home > Learner Portal
Supervisor Portal	Welcome
Personal Info	weicome,
🚨 Contact Info	You are now logged on to Mec As a learner, start by completin

Navigating to Learner Evaluations

Navigate to Learner Evaluations through the left-hand navigation menu to open Evaluation Dashboard:

MedSIS 3C	FACULT	Y OF HEALTH SCIENCES TER UNIVERSITY	Ensure that you are on your		
4	¢	Home > Supervisor Portal	"Supervisor Portal"		
Mune		Welcome, You are now logged on to MedSIS 3C, th	e Internet-based full-function management system for the Facu	Ity of Health Sciences, Me	cMaster University and its associated teaching hospitals, powered by Logibec Inc.
Course Schedule		Learner Evaluations			Student Evaluations
🛱 Clerkship Schedule		You have 11 incomplete evaluations. Click here to generate a new evaluation	n Trigger on demand		You have 12 outstanding evaluation(s) for current and past sessions awaiting your attention (12 new and 0 pending) details
Student Evaluations					翻 Course Schedule
Payments and Contributions	E	Navigate to "Learner valuations" to open your Evaluation Dashboard			details
Request for Time Off			J		Upcoming Events
Activity Log			-		No upcoming events.
Procedure Log					details
Professionalism					
TES Reports				details	

Viewing all Evaluations Attached to Rotation

Your Evaluation dashboard typically defaults to any evaluation that is *Pending/In-Progress or Under Revision*.

- 1. Navigate to the pending ITER evaluation under the "Learner ITER Evaluation" heading.
- 2. Click on the magnifying glass under the "Evaluatee" column:





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Home > Supervisor Portal > Learner Evaluations															ت ھ
Evaluations														🔴 11 incomp	lete evaluations
Evaluations: Evaluation Status In Progress Pending	Under R	evision		/										• Trigger on	demand
CBME Evaluation				or	^	Evaluatee	^	Status					Show	Hidden records 🕻	Hidden Evaluation
Activity	Start Date	End ^ Date	Evaluation		\sim		\sim		luator	Evaluatee	Status	Action	Expiry Date	Feedback	Files
Emergency Psychiatry Call-St. Joseph's Healthcare Hamilton West 5th Campus	01-Jul- 2023	30- Jun- 2024	RC - FORM 1 Q EMERGENT			Q	-	O Pendin	9	rana Aus Lang B	O In Progress	Continue	@ 12 day(9) 25-Nov-2023		•
Showing 1 to 1 of 1 entries Show 15 v entries		2024													1 Next Last
		-													
Learner ITER Evaluation													Show	Hidden records 🤇	No Total:1
Activity	Start Date	End ^ Date	Evaluation				_	ereated By	Evaluator	Evaluatee	Status	Action	Expiry Date	Feedback	Files
Emergency Psychiatry-St. Joseph's Healthcare Hamilton	26- Sep- 2023	23- Oct- 2023	ITER - Psychiatry - Emergency	y Psychiatry Q			Scheduled	Automatic 09-Oct-2023	Neorollony Fulge 100 Date	۹	O Pending	Start	O 10 day(s) 23-Nov-2023		•
Showing 1 to 1 of 1 entries Show 15 v entries															1 Next Last
Learner WBA Evaluation													Show	Hidden records C	No Total:9
														Copyright Logibe	c Inc. 2020 - 2023

Once you click on the magnifying glass, a new summary window will open outlining all evaluations completed during the specified rotation period.

1. Click on the magnifying glass under each evaluation heading to open an aggregate report.

evaluations and activities					
Emergency Psychiatry, Location: St. Joseph's Health	hcare Hamilton, Period: 26-Sep-2023	/23-Oct-2023	Rotation Details		
Evaluation Details	Source	Created By	Evaluator	Status	
Summary Report: ITER - Psychiatry - Emergency Psychiatry Q					
ITER - Psychiatry - Emergency Psychiatry	Scheduled	Automatic 09-Oct-2023	(Supervisor)	Pending	
🖀 Summary Report: RC - FORM 1 Q 🚤					
RC-FORM 1	On-Demand	Revail Nambis 28-Sep-2023	Date: Incards	Completed 02-Oct-2023	
RC - FORM 1	On-Demand	Second Standing	Post Interaction	Expired	
RC - FORM 1	click on magnifying glass under each	Annal Annalis	Eatter Talbarat	Completed 13-Oct-2023	
RC - FORM 1	aggregate report	areast. Namelies.	Hug. Saturation Displaces	Expired	
RC - FORM 1	On-Demand	Reveal Association	Eatter Tallantel	Completed 13-Oct-2023	
RC - FORM 1	On-Demand	Recent. Variable (A-Sap. 2011)	Date: Incarde	Completed 02-Oct-2023	
RC - FORM 1	On-Demand	Reveal Association	Lords, Versena	Completed 10-Oct-2023	
RC - FORM 1	On-Demand	Reveal Association	Denne, America Estant	Completed 12-Oct-2023	
Showing 1 to 9 of 9 entries Show 50 v entries			First Previous	s 1 Next L	

QUESTIONS?

If you have any questions or difficulties with this process, please submit a help ticket.

• To submit a ticket, please visit <u>medsishelp.mcmaster.ca</u>.