

HOW TO – EXPIRED EVALUATIONS & EXPIRED ROTATIONS

TARGET AUDIENCE: ADMINISTRATORS

Updated October 31, 2024

EXPIRED EVALUATIONS

Evaluations will now expire after a designated amount of time based on the form to ensure they are completed within an appropriate amount of time.

Criteria for Expired Evaluations:

Activity	# of Days After Trigger Date Until Form Expires
ITER Evaluation	45 DAYS
Faculty Evaluation	45 DAYS
Rotation Evaluation	45 DAYS
WBA Evaluation	20 DAYS
CBME Evaluation	20 DAYS
Event Evaluation	14 DAYS
Presenter Evaluation	14 DAYS

TRIGGER DATES

Trigger dates are customized by the program for ITERs. ITERs are typically triggered 5-10 days prior to the end date of a rotation. Faculty evaluations are linked to ITERs and therefore, sent out at the same time as the ITER. The rotation evaluations are sent out on the end date of the rotation. WBA and CBME are triggered by the learners throughout the rotations. Event and presenter evaluations are triggered on the date of the event.

EXPIRED ROTATIONS

Rotations will expire **45 days** after the end date of the rotation. This is an ABSOLUTE expiry. Events will expire **14 days** after the event takes place.

After a ROTATION expires, the following restrictions will occur:

- No changes can be made to rotation by PA or MedSIS team.
- No forms will be generated (ITERs, Faculty, WBAs, CBME, Rotation & Activities).
- All "Pending", "In Progress", "Under Revision" evaluations will EXPIRE.
- No forms can be re-triggered.

Therefore, programs will have 45 days after the end of rotation to ensure all evaluations have been collected.

WHAT HAPPENS WHEN AN EVAL EXPIRES BEFORE THE ROTATION EXPIRES?

If an evaluation expires before the rotation expires, another form can be triggered by the learner or PA.

E.g. An ITER is triggered 10 days before the end of rotation. The supervisor does not complete the form and it expires. There is still 10 days left until the ROTATION expires, so another ITER can be triggered and the supervisor will have 10 days to complete it.

E.g. A CBME form is triggered 3 days into a rotation. It does not get completed within the 7 days and expires. The learner can trigger a new form as the rotation has not expired.

E.g. An ITER is triggered 10 days before the end of rotation. The evaluation does not get completed and expires. 11 more days pass before the supervisor realizes they did not complete the evaluation and asked for it to be re-triggered. This is no longer possible because it is 46 days from the end of rotation so the rotation itself has expired.

QUESTIONS?

If you have any questions or difficulties with this process, please [submit a JIRA ticket](#).