

Completing Mid/End of Rotation Assessments and Accessing Assessments Completed during the Rotation

TARGET AUDIENCE: End of Rotation Evaluators, Mid-Rotation Evaluators

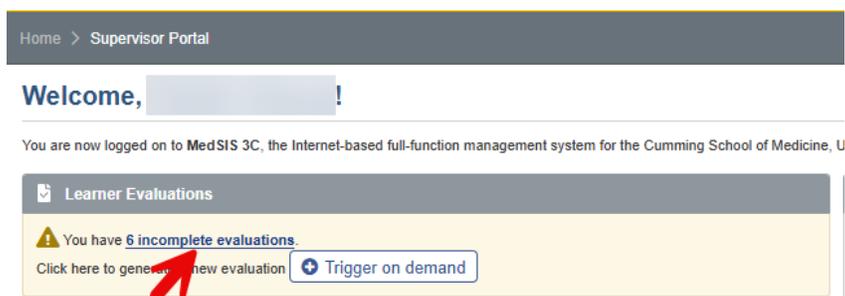
This guide is intended for Rotation Evaluators completing end of rotation and mid rotation assessments. This quick reference guide summarizes key steps required to effectively complete End of Rotation and Mid-Rotation Assessments.

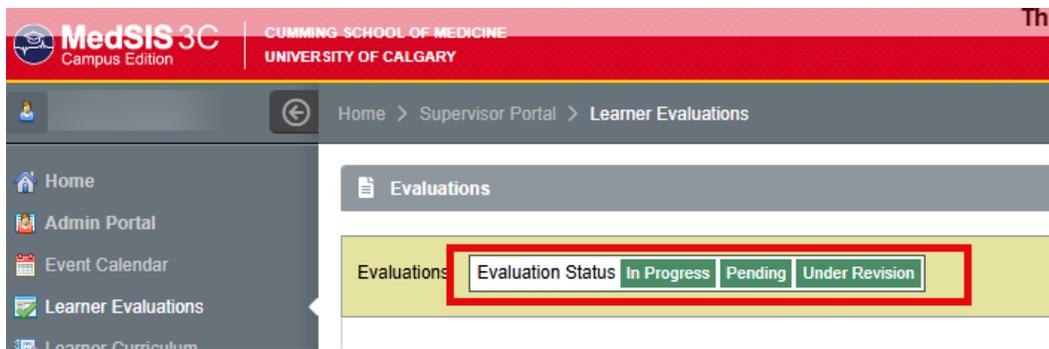
1. [Access a Mid/End of Rotation Form](#)
2. [Accessing Assessments Completed during the Rotation](#)
3. [Printing / Downloading Aggregate Assessments](#)

1-Access a Mid/End of Rotation Form

The MedSIS system will send an email to you when you have a Rotation Assessment form to complete.

1. Click the link in the body of the email and log into MedSIS. This will take you directly to the form that needs to be completed.
2. Alternatively, log into MedSIS: <https://medsis.ucalgary.ca/> and click on '**incomplete evaluations**' on your homepage, this will take you to the Evaluation Dashboard with preset filters that will show your incomplete evaluations (Pending/In-Progress or Under Revision).



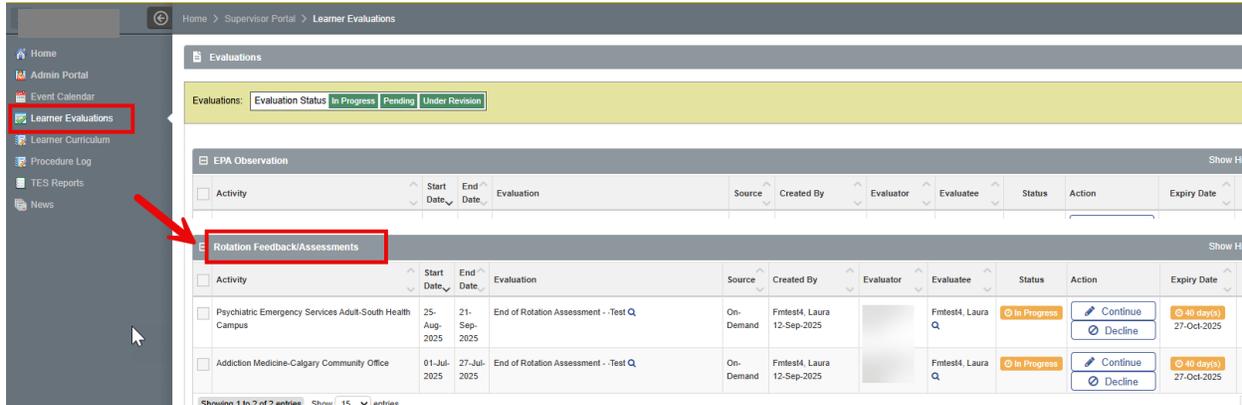


You can also Select 'Learner Evaluations' at any time from your side menu, this will also take you to the same place with the same filters preset.

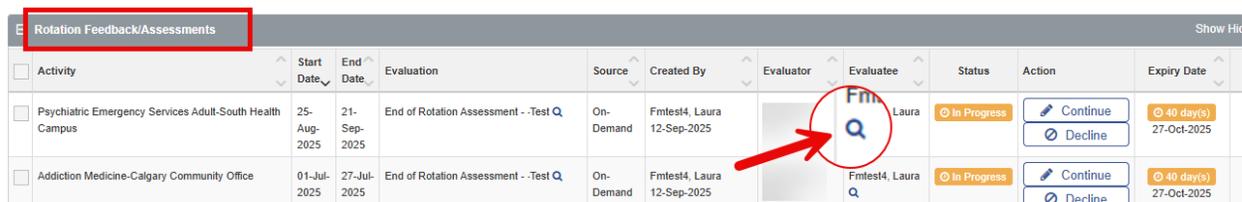
2-Accessing Assessments Completed During the Rotation (daily/weekly/mid-rotation/EPAs/narratives)

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

1. Go to 'Learner Evaluations' on the side menu and navigate to your pending Rotation Assessments under the 'Rotation Feedback/Assessments' heading.



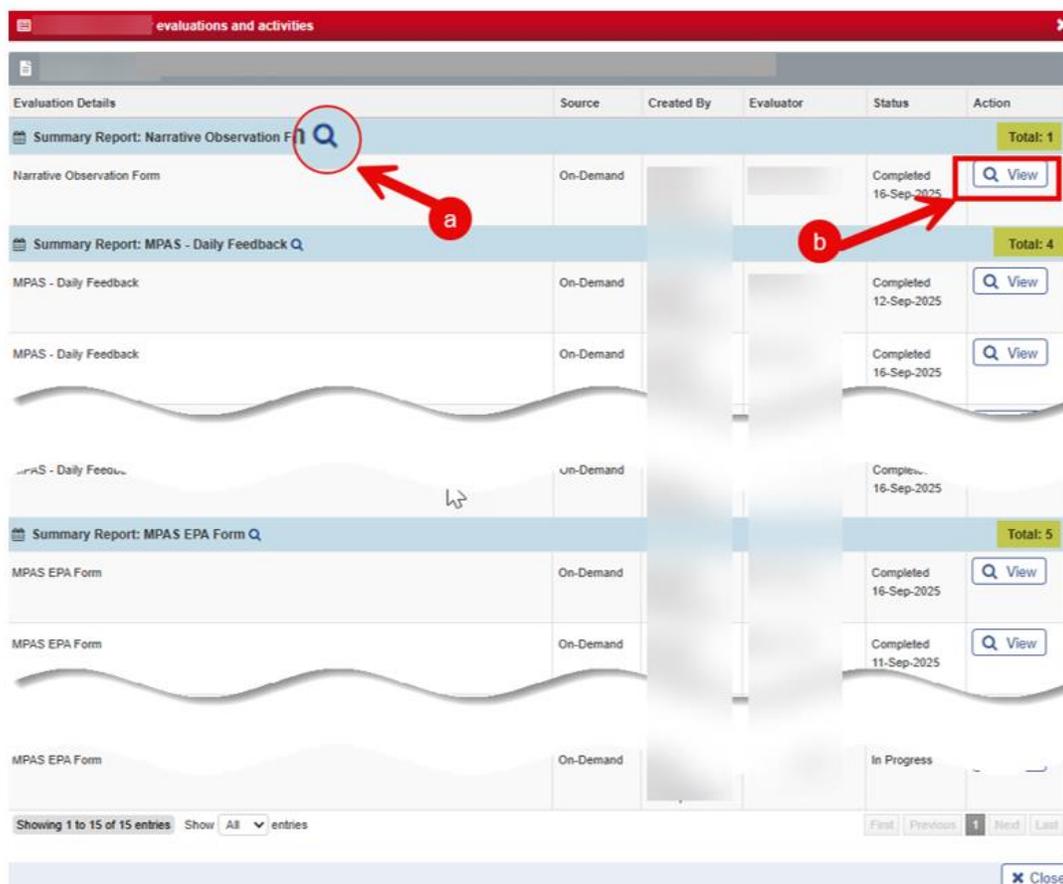
2. Click on the magnifying glass under the learner's name in the 'Evaluatee' column:





Once you click on the magnifying glass, a new summary window will open outlining all assessments completed during the specified rotation period. You will see all forms that were submitted during the rotation period and the total number of each form type.

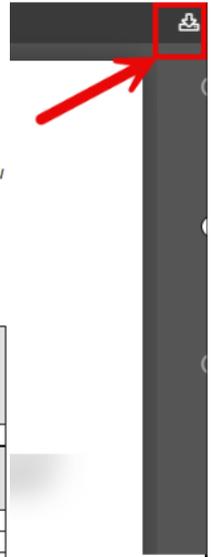
- a. You can see an aggregate report of each form type by clicking on the magnifying glass beside the form of interest.
- b. You can look at each form individually by clicking 'View'



3. To go back to the dashboard view, click 'Close'
4. **Not seeing the forms you need?** In order for a supervisor to view all assessments completed during a rotation, the Program Administrator is required to designate that supervisor as a Rotation Evaluator within the rotation schedule. Please reach out to your program administrator if you do not have access to the rotation assessment data that you require.

3-Printing/Downloading Aggregate Assessments

When viewing aggregate assessments, click the download icon in the top-right corner to print or download a PDF copy to your computer.



SUMMARY OF ASSESSMENTS

Learner: **Abbatest, John**

Learner Program /Level:

Rotation/Program : **Adult Emergency Medicine/Psychiatry**

Supervisors who contributed to this evaluation : **Chavez, Evelyn/ Chavez, Evelyn/ Chavez, Evelyn/ Chavez, Nicolas/ Chavez, Nicolas/ Chavez, Nicolas/ Chavez, Nicolas/ Chavez, Nova/ Chavez, Nova/**

Number of evaluations completed : 10

Evaluations completed between: 10-Sep-2024 / 12-Sep-2024

Evaluations for activities between: 26-Aug-2024 / 22-Sep-2024

Questions	Rating Scales					Mean Value	
	I had to do 1	I had to talk them through 2	I needed to prompt 3	I needed to be there just in case 4	I didn't need to be there 5		N/A
Based on this observation overall :	0	0	1	6	3	0	4.20
Questions	Rating Scales				Mean Value		
	Not Observed 1	In Progress 2	Achieved 3	N/A			
Synthesize clinical information for presentation to supervisor	0	0	2	0	3.00		
Document the mental status exam accurately	0	4	1	0	2.20		
Document an accurate and up-to-date medication list	0	1	1	0	2.50		
Document information about patients and their medical conditions	0	2	1	0	2.33		