

ADMINISTRATIVE TIPS FOR PRECEPTORS

ONE45

You will receive one-time only links when you have an evaluation to complete or an evaluation summary to review in One45. However, you may wish to partially complete the evaluation and log on later to complete and submit it. You may also wish to access the system to review the objectives of a rotation you are supervising; to see evaluations you have previously completed when you are asked to write a reference letter; or to see evaluation summaries of you when you are preparing an application for promotion or tenure.

ACCESSING THE SYSTEM

To access the system at any time, create a username and password for yourself as follows:

- Go to <https://one45.med.dal.ca/>
- Without filling in any fields, click 'Need help logging in?'
- In the box, enter your NSHA email address and click Submit
- You will be sent your user id and a temporary password
- Log on with this information and **CHANGE YOUR PASSWORD WHEN PROMPTED**

ASSESSMENTS AND EVALUATIONS

TEACHERS' ASSESSMENT OF STUDENTS

MID-ROTATION ASSESSMENTS: are completed by the person who supervised the student during the second week of four-week rotations; these are intended to identify problems mid-way through the rotation so that deficiencies can be addressed in time for the final assessment, so time is of the essence with these assessments. They will expire if not submitted by the time the Final ITER is released. These are an initiative of the Department of Medicine and are not mandated by UGME.

FINAL ITERs: are completed by the person who supervised the student during the last week of the rotation. The final assessment is meant to be completed and reviewed with the student on the last day of the rotation - **before** they leave the service. Timely assessment is an accreditation requirement, and is particularly critical at the end of each 12-week block prior to review of the student's record by the Progress Committee.

N.B Clicking Save on the electronic form does not submit the form; this only saves the form and allows you to go back and complete or revise it. **The form is not complete until you click Submit.**

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For preceptors who need to see assessments of students they have completed, do the following:

- On your main *'To Do'* screen, go to the left-hand menu and under *'Evaluations'* select *'Evaluations'*
- Select the *'date range'* you wish to view
- Click the right-facing arrow in front of *'Forms you Completed'*
- At the end of the row for the evaluation you want to see, click *'view'*
- In the top left corner click the *'printer'* icon or the *'pdf'* icon

For Undergrad Directors who need to see assessments of students in all their Division's rotations, do the following:
(Please note preceptors can see only evaluations that they themselves have completed):

- At the top right under *'Choose eDossier to View'*, select > Med 3 Int Med > A2 or A3 > DIVISION > SITE
- On the left menu under *'Evaluations'* select *'By Target'*
- In the centre block under *'Evals of...'*, select *'student'*
- In the next dropdown box select *'...or select dates'*
- Select *'start date'*
- Select *'end date'*
- Click *'Get Reports'* and you will see your students in the left column
- Click on their name and on the left of the listing (you may have to scroll over); you can click on *'view'* or on *'pdf'* if you want to save a copy

STUDENTS' EVALUATION OF TEACHERS

Summaries of students' evaluations of you are compiled annually and distributed to preceptors through One45. They arrive in your One45 inbox as a link which you will need to review and sign off on.

For convenience in preparing dossiers for appointment and promotion, preceptors always have access to all the evaluation summaries they have been sent. This is how to access them:

- On your main *To Do* screen, under the menu on the left, under *Evaluations* select *Results*
- Click on the *Links* to get the Reports
- Click on the *Print* button and select a *printer* or select *Adobe pdf*

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BRIGHTSPACE

ORIENTATION MATERIALS

The orientation material is intended for clerks, but the information in it can be useful for preceptors as well. Orientation Materials are on Brightspace under Med 3> Internal Medicine.

DMNB members please consult your site's Clerkship Administrator for site-specific orientation materials.

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DEPARTMENT OF MEDICINE WEBSITE

Policies and Objectives for the Internal Medicine clerkship are [here](#).

DEPARTMENTAL POLICIES

Department of Medicine policies covering Call, Electives, and Handheld IT Devices.

LEVEL 2 AND 3 OBJECTIVES

These are objectives for the MD Program and for the Internal Medicine clerkship as a whole.

LEVEL 4 OBJECTIVES

MED 3 CLERKSHIP

These are objectives for the individual learning experiences within the Internal Medicine Clerkship, sorted by Division. Please note all these objectives are also posted for the students on Brightspace,

- Med 3 Core Rotations (A1, A2 and A3); these objectives should be reviewed periodically when supervising students
- Common Clinical Problems; this is a list of common medical topics around which clerks should base their reading for internal medicine
- Wednesday Seminars

Presentations for each Wednesday Seminar are posted for the students on Brightspace at Med 3 > Internal Medicine > Seminar Presentations and Objectives.

(It is not necessary to copy and distribute paper copies of this material at the seminar, since the students have access to the material online and can print it off themselves if they wish.) In order to ensure that students have access online to the same presentation they are given in the seminar, presenters are asked not to bring the presentation on a USB key; a few presenters who use audience response systems or work through cases in the seminar are exceptions to this general rule.

MED 4 DAL ELECTIVES

As part of the learning experience of electives, students are required to develop their own objectives for that elective. Students submit their objectives through One45 to the UGME Clerkship Director, Dr. Simon Field. They are guided through the process of developing measurable and achievable electives; provided feedback and having their objectives approved. The objectives are to be submitted at least one month before the start date of the elective.

MED 4 EXTERNAL ELECTIVES

Visiting students are required to submit their objectives at the time of application, and these are forwarded to the divisions along with notification of the elective. Divisions may tailor the elective to the specific interests of the student

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or contact the student to discuss adapting the objectives to the experiences available in the division. Placements are normally made at least one month in advance of the start date of the elective.