

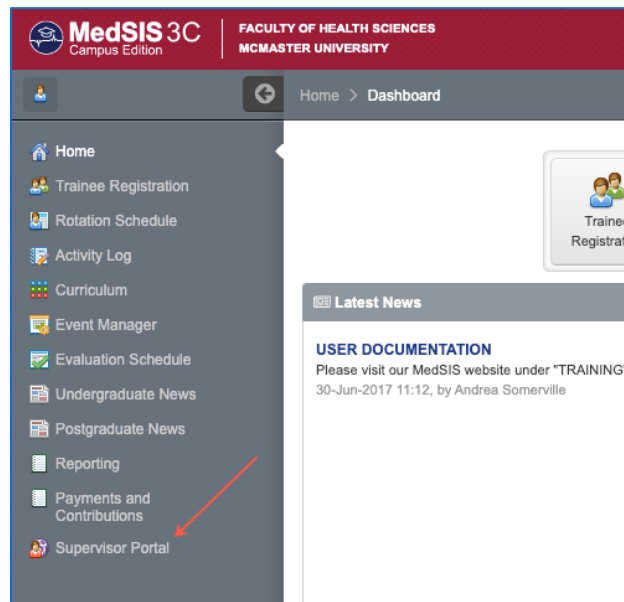
# HOW TO TRIGGER A FM FIELD NOTE ON MY DESKTOP COMPUTER

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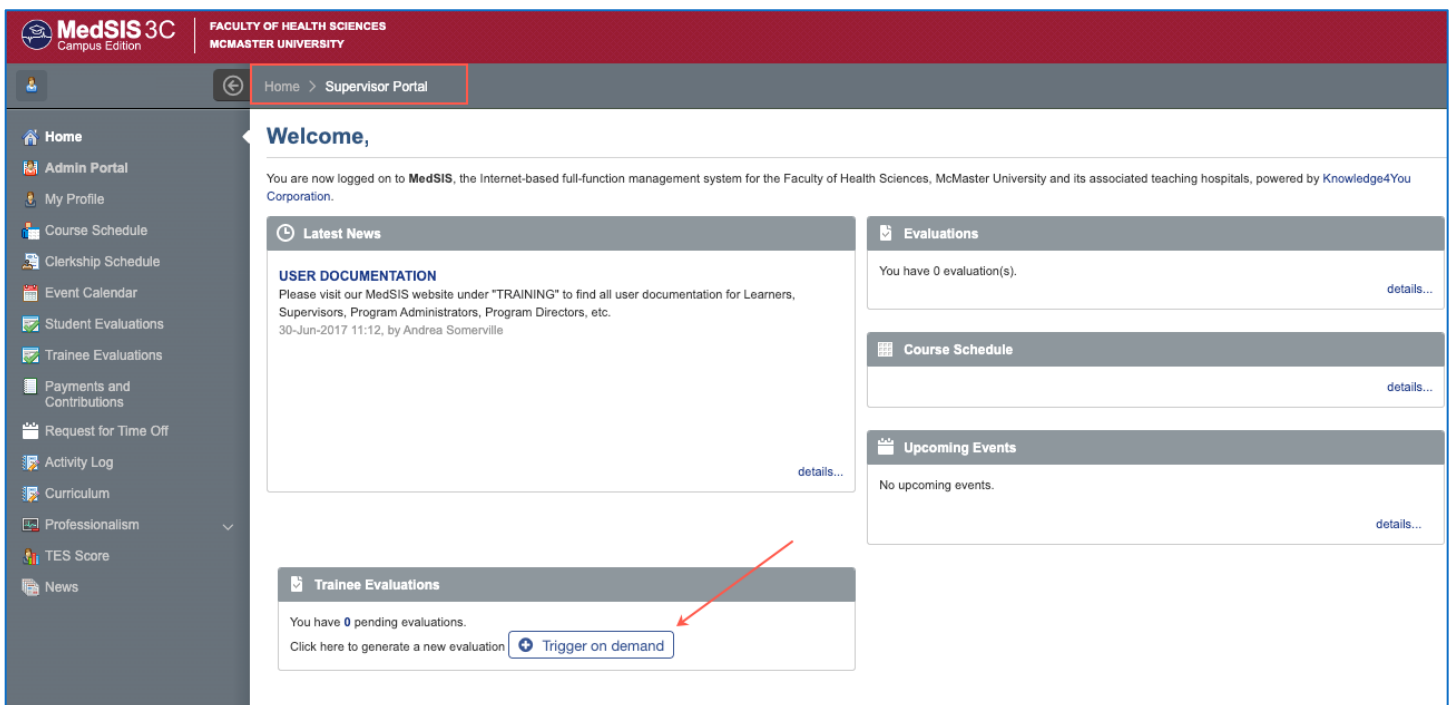
TARGET AUDIENCE: SUPERVISORS

Updated July 2, 2020

1. Once you have logged into MedSIS, ensure you are in your Supervisor Portal as some users may have multiple portals.



2. From the Supervisor Portal Home Screen, click Trigger On Demand.



3. Select the Evaluation Type 'Field Note Evaluation'. The fields highlighted in purple are the ones you are expected to fill in. The others will pre-populate.

The screenshot shows a web form titled 'Evaluations'. The fields and their values are: Evaluation Type: Field Note Evaluation; Trainee(Evaluatee): Abu-Ghazaleh, Nadine; Learning Path: Family Medicine-Hamilton - FM 1.0 (01-JUL-20); Activity: Rotation: Family Medicine, Location: Brantford General Hospital, Peri...; Item: Care for adults with common specific conditions; Eval Form: Family Medicine Field Note; Supervisor(Evaluator): (empty). The 'Evaluation Type', 'Trainee', 'Activity', and 'Item' fields are highlighted in purple. There are 'Send' and 'Cancel' buttons at the bottom right.

4. Under the field 'Item' you will choose the Domain of Care and the EPA you will be assessing. If you select the wrong EPA or Domain of Care you can click on 'Domains of Care' highlighted in purple to go back and make a new selection.

The screenshot shows the 'Evaluations' form with the 'Item' dropdown menu open. The dropdown menu contains a search bar, a 'CLEAR SELECTION' button, and a list of domain options. The 'Root > Domains of Care > Care of Adults' option is highlighted in purple. A red arrow points to the 'Care for adults with common specific conditions' option. There is a 'Cancel' button on the right side of the dropdown menu.

5. Once all the fields have been selected, click Send.

- 6. The FM Field Note will open. Complete all the appropriate fields and click 'Save'. A message will pop up indicating the form has been saved successfully.

**Family Medicine Field Note**

**Learner:**  
**Learning Program:** Family Medicine-Hamilton  
**Domain of Care:** Care of Adults  
**EPA Title:** Care for adults with common specific conditions  
**Date Of Observation:** 02-Jul-2020  
**Supervisor:** Kinzie, Sarah C

Clinical Topic:

Procedure:

Review Type: --Select--

Roles: --Select--

Setting: --Select--

Skills: --Select--

Additional Context Information:  
 4000 characters remaining

Done Well :  
 4000 characters remaining

Work On :  
 4000 characters remaining

Supervisor Required to Take Over	Close Supervision	Minimal Supervision	Performs with Independence	Can Teach
1	2	3	4	5

Based on this observation overall :

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**QUESTIONS?**

If you have any questions or difficulties with this process, please contact MedSIS at [medsis@mcmaster.ca](mailto:medsis@mcmaster.ca)