

MacFACTS

Program Secretary User Manual

MacFACTS offers a new interface for Programs, which allows for quicker data entry by the program secretary. Everything can be done in one form.

The screenshot shows the MacFACTS web interface. At the top left is the McMaster University Health Sciences logo. The main header features the MacFACTS logo with the tagline "CVs made simple". A user greeting "Welcome, Barbara Halliday" and a "McMaster Speed Form" button are visible. The form contains several fields: "Select Program" (dropdown), "Select Role" (dropdown with "Lock" and "Review" buttons), "Select Faculty Member" (dropdown with "Lock" and "Review" buttons), "Academic Year Start - End" (dropdown with "Unlock Date" and "Review" buttons), "Number Of Times" (text input), "Percentage Credit" (text input), "Number Of Trainees" (text input), and "Program Secretary Description" (text area). A "Select Department" dropdown is on the right. An "Add New" button is at the bottom left. Utility links for "Logout", "Larger Text", and "Smaller Text" are in the top right.

The steps are simple. You have mandatory and optional fields to fill in for each entry, much like users would have to do in STAR. The difference in this interface is **everything** can be done in the same form.

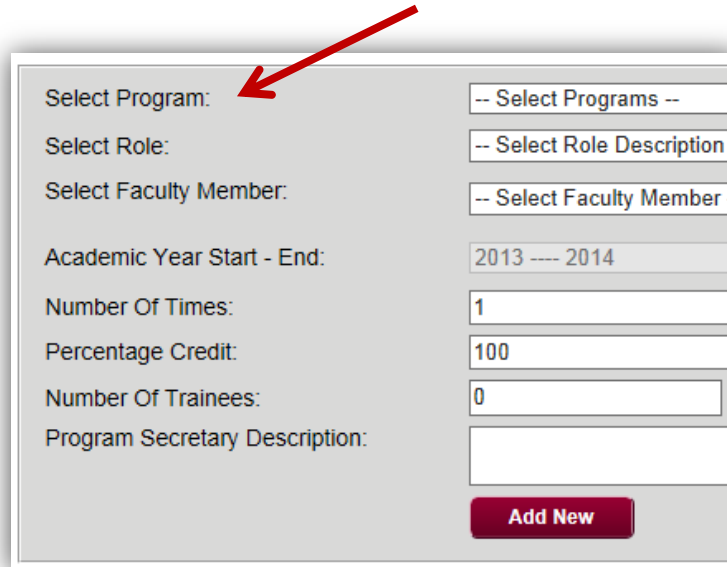
Mandatory Fields:	Program
	Role Description
	Faculty Member Name
	Academic Year Start – End
	Number of Times
	Percentage Credit
Optional Fields:	Number of Trainees (if applicable)
	Program Secretary Description*

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***Program Secretary Description is quite useful to list student names, exact dates and titles of presentations, etc. These will help to reference the entries for CV data entry and for departmental records**

In the form you can see there is a field for a program choice.



The screenshot shows a form with the following fields:

Select Program:	-- Select Programs --
Select Role:	-- Select Role Description --
Select Faculty Member:	-- Select Faculty Member --
Academic Year Start - End:	2013 ---- 2014
Number Of Times:	1
Percentage Credit:	100
Number Of Trainees:	0
Program Secretary Description:	

An "Add New" button is located at the bottom right of the form. A red arrow points to the "Select Program:" label.

If you are assigned to a program, you will see it displayed in the drop down box choices.

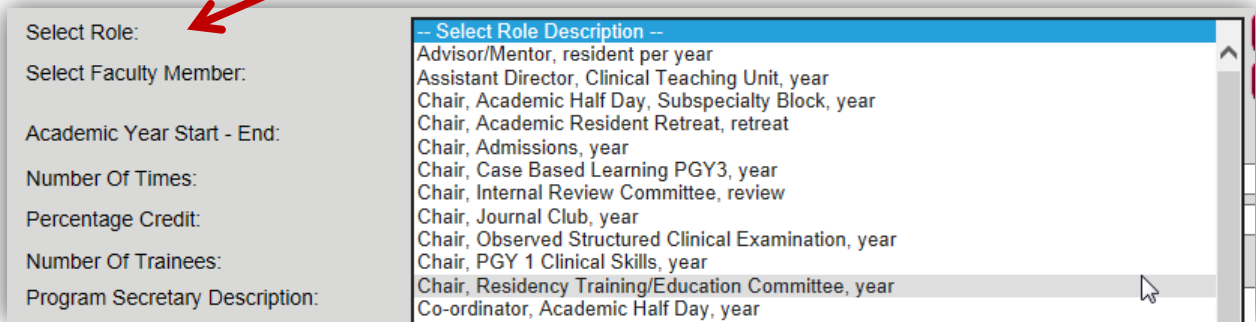
Select Program:

Internal Medicine and its subspecialties

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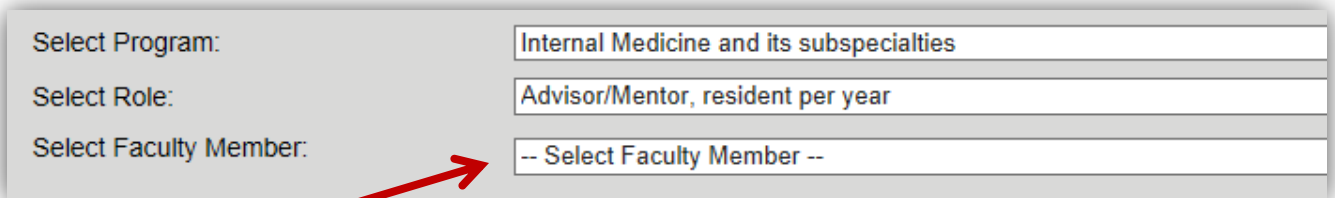
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Once you choose a program, the role drop down box is populated with the choices for that particular program. Choose the role you need. You can choose your faculty member after this is set.



A screenshot of the MacFACTS form. The 'Select Role:' dropdown menu is open, showing a list of roles. A red arrow points to the 'Select Role:' label. The roles listed are:

- Select Role Description --
- Advisor/Mentor, resident per year
- Assistant Director, Clinical Teaching Unit, year
- Chair, Academic Half Day, Subspecialty Block, year
- Chair, Academic Resident Retreat, retreat
- Chair, Admissions, year
- Chair, Case Based Learning PGY3, year
- Chair, Internal Review Committee, review
- Chair, Journal Club, year
- Chair, Observed Structured Clinical Examination, year
- Chair, PGY 1 Clinical Skills, year
- Chair, Residency Training/Education Committee, year
- Co-ordinator, Academic Half Day, year



A screenshot of the MacFACTS form showing the 'Select Program:', 'Select Role:', and 'Select Faculty Member:' fields. The 'Select Program:' field contains 'Internal Medicine and its subspecialties'. The 'Select Role:' field contains 'Advisor/Mentor, resident per year'. The 'Select Faculty Member:' field is currently set to '-- Select Faculty Member --'. A red arrow points to the 'Select Faculty Member:' label.

Dropping the list down will allow you to see faculty members and make your choice.

By default, this list will contain all faculty members in the Faculty of Health Sciences. They are displayed last name, first name and the department in brackets within this drop down box.

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If you would like to narrow down your choices by department, you have the option of selecting the department, and eliminating any faculty outside of the chosen department.

The screenshot shows the MacFACTS Program Secretary User Manual interface. The header includes the McMaster University logo and the MacFACTS logo with the tagline "CVs made simple". Below the header, there is a "Welcome, Barbara Halliday" message and a "McMaster Speed Form" button. The main form area contains several fields: "Select Program:" (dropdown), "Select Role:" (dropdown with "Lock" and "Review" buttons), "Select Faculty Member:" (dropdown with "Lock" and "Review" buttons), "Academic Year Start - End:" (dropdown with "Unlock Date" and "Review" buttons), "Number Of Times:" (text input), "Percentage Credit:" (text input), "Number Of Trainees:" (text input), and "Program Secretary Description:" (text area with "Add New" button). A "Select Department:" dropdown menu is located on the right side of the form, highlighted by a red arrow.

A close-up of the "Select Department:" dropdown menu, showing the text "-- Select Department --" and a downward arrow.

Making a choice in this field will change the display in the Faculty Member field to “Last name, First Name” and show only the faculty members in this department.

You will notice the Academic Year Start – End is locked (field will appear grey)

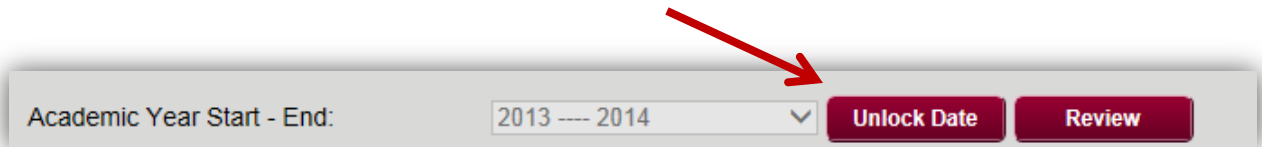
A close-up of the "Academic Year Start - End:" field, which is locked and appears grey. The field shows "2013 ---- 2014" and a downward arrow. To the right of the field are two buttons: "Unlock Date" and "Review". A red arrow points to the field.

The display in the field will tell you which academic year you are entering for. Academic years run between July 1st and June 30th of the year. This is set in the background for the teaching entry and there is no need to enter particular months and days in order to have activity entered.

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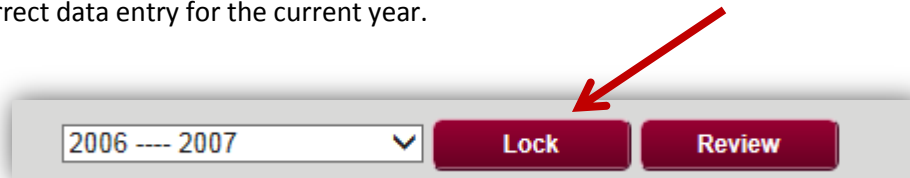
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By default the academic year is set to the current academic year. If you need to enter something from a previous year, click on Unlock Date and the field will automatically become available for change.



Academic Year Start - End: 2013 --- 2014 [v] [Unlock Date] [Review]

Please note that you will be able to add the data from other academic years in the past, however you cannot lock the year. If you click on the “Lock” button, it will default back to the current year in order to prevent incorrect data entry for the current year.



2006 --- 2007 [v] [Lock] [Review]

Months and dates will not be visible for change. Each year shown has been set to the academic year of July 1st to June 30th. Simply choose the academic year and make your entry.

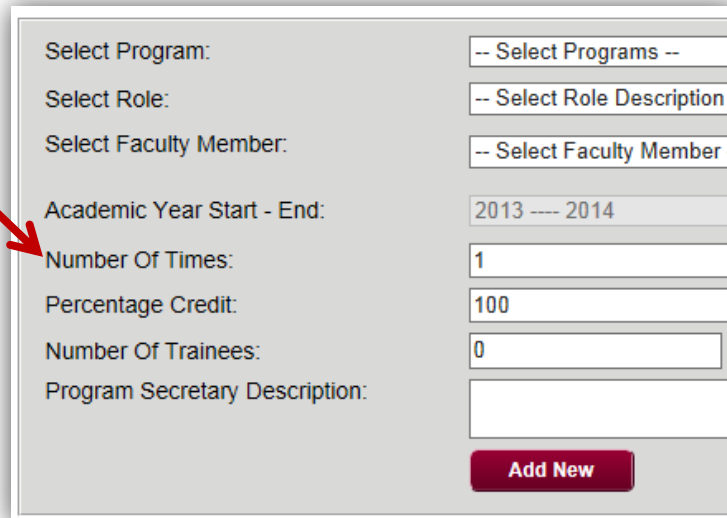
The number of times and percentage credit fields are used to enter how many times the role was performed in that academic year and if the entire role was performed for credit. The defaults for these are set to 1 in the number of times, and 100 in the percentage credit. These can be changed if required.

Please Note: the number of times should remain a whole number (IE: 2)
 A number should never be recorded as 1.5, or 0.25 (these are examples)
 The percentage credit should be used to show less than a whole number as opposed to using the Number of Times field to indicate this. (i.e. Number of times = 1, Percent Credit = 50% used to indicate to show someone did half of the role and shared with someone else)

****If you have any questions at all about this, please contact Education Services – Anita Riddell for clarification in entering accurately. Anita can be reached by emailing riddella@mcmaster.ca**

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Select Program: -- Select Programs --

Select Role: -- Select Role Description --

Select Faculty Member: -- Select Faculty Member --

Academic Year Start - End: 2013 ---- 2014

Number Of Times: 1

Percentage Credit: 100

Number Of Trainees: 0

Program Secretary Description:

Add New

The Number of Trainees Field and Program Secretary Description field are not mandatory, however may be useful in recording details. The Program Secretary Description field can be used for recording names, dates and other useful details that can be used for reference and CV detail.

Once you are done entering your fields, click on “Add New”. You will see a message at the top of the form indicating that you have entered the record.

Record has been added successfully.

Select Program:

Internal Medicine and its subspecialties

Once the record has been added, you should see the Role Description and the Faculty Member fields revert back to default.

Select Role:

-- Select Role Description --

Select Faculty Member:

-- Select Faculty Member --

You can begin the process again to add another record on this form. This is the basic data entry model for this interface. Now we will talk about some of the variations you can do on this form.

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Two new features in MacFACTS allow you to lock the role description or the faculty member. This is useful if you are entering a number of roles from a program for a specific faculty member, or if you are entering the same role for a number of faculty members.

Lock

Lock Button

When you lock the **Role Description** with the Lock button located next to this field, the Role Description will appear grey. You will not be able to change this role until you click on the Unlock button.

Simply choose the faculty member, fill out the remaining fields and click on “Add New”. Choose the next faculty member, complete the remaining fields, and click on “Add New” again. This can be repeated as many times as necessary to complete data entry for the role.

When you lock the **Faculty Member** with the lock button located next to this field, the Faculty Member field will appear grey. You will not be able to change this role until you click on the Unlock button.

Similar to the Role Description, you will be able to add many roles to the same Faculty Member without having to choose again.

Review

Review Button

Next to the lock buttons in the form, you will see a “**Review**” button. Depending on which field you wish to review, clicking on one of these buttons will bring up a grid containing data. This grid appears under the data entry form.

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The screenshot shows the MacFACTS web application interface. At the top left is the McMaster University Health Sciences logo. The main header area contains the MacFACTS logo with the tagline "CVs made simple" and a "Logout" button. Below the header, there is a "Welcome, Barbara Halliday" message and a "McMaster Speed Form" button. The main content area is a form for adding a new program entry. It includes several dropdown menus and input fields: "Select Program" (set to "Obstetrics & Gynecology and its subspecialties"), "Select Role" (set to "-- Select Role Description --"), "Select Faculty Member" (set to "Academic, Belinda (Obstetrics and Gynecology)"), "Academic Year Start - End" (set to "2010 -- 2011"), "Number Of Times" (set to "1"), "Percentage Credit" (set to "100"), and "Number Of Trainees" (set to "0"). There are "Lock" and "Review" buttons next to several of these fields. A "Program Secretary Description" field is also present. Below the form is a table with the following columns: Record ID, Academic year, InstructorID, Department, Program, Role, Number Of Times, Percentage Credit, Program Secretary Description, and Number Of Trainees. The table contains several rows of data, each with a "Select" button in the first column.

Record ID	Academic year	InstructorID	Department	Program	Role	Number Of Times	Percentage Credit	Program Secretary Description	Number Of Trainees	
Select	199525	2010-11	Academic, Belinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Advisor/Mentor, resident per year	1.000	100.000	(PG 43) Fellow advisor/Resident Mentor (4 points per student, per year)	
Select	199515	2010-11	Academic, Belinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Advisor/Mentor, resident per year	1.000	100.000	ombudsperson - (PG 34) Resident Ombudsperson (10/year)	
Select	206595	2010-11	Academic, Belinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Chair, Residency Training/Education Committee, year	1.000	100.000	(A 56) Chair, Academic Committee (2 points/hour), Residency Training	
Select	199524	2010-11	Academic, Belinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Co-ordinator, Intern, year	1.000	100.000	(PG 42) Intern Coordinator (15 points/year)	
Select	199507	2010-11	Academic, Belinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Examiner, Observed Structured Clinical Examination, half-day	1.000	100.000	Chief Resident OSCE - (PG 24) Coordinator - Chief Resident OSCE (2/OSCE)	
Select	199506	2010-11	Academic, Belinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Examiner, Observed Structured Clinical Examination, half-day	1.000	100.000	Practice OSCE - (PG 23) Practice OSCE - OSCE Assessor (1 point/hour)	
Select	199512	2010-11	Academic, Belinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Interviewer, Admissions, hour	1.000	100.000	(PG 28) Interviewer - Resident applications (1 point/hour)	

There are several ways to filter the viewable grid.

If you choose to review the year in a particular program, you would choose the appropriate academic year, and program. Leave the Role Description null and the faculty member null. (Do not choose anything from the drop down box). Click on the Review button next to the academic year.

You will see data displayed in the grid which shows you all entries in that year for that program, sorted by roles.

If you choose to review by faculty member, you would choose the appropriate academic year and program. Leave the Role Description null and then choose your faculty member. Click on the review button beside the Faculty Member's name.

Select

Select: This appears next to entries in the grid, and allows you to select an entry