



Preceptors

How do I Access, View & Submit the Electronic MITER & FITER for my Students?

Step 1: Access

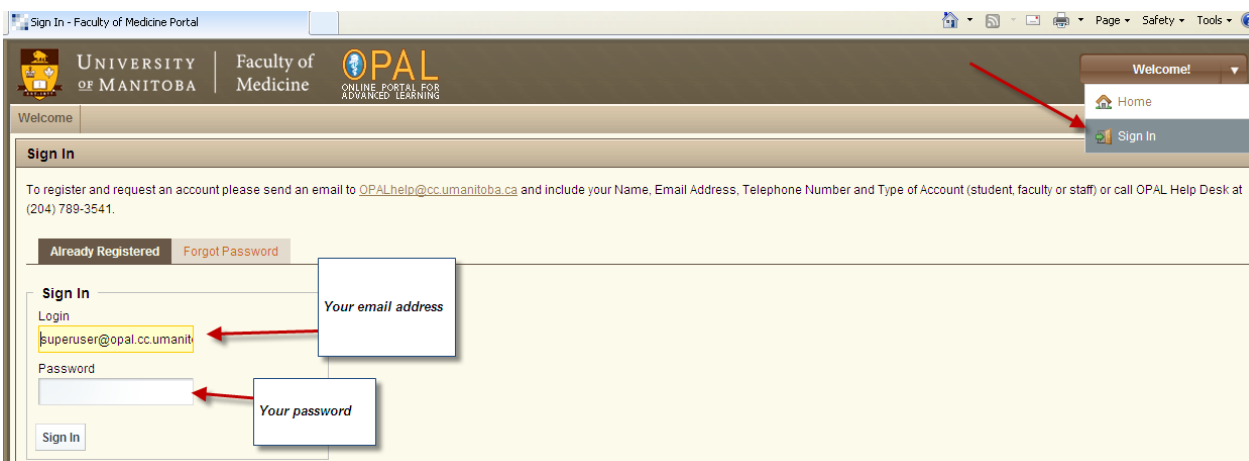
Access the **FITER** directly from **the email link** that was sent to you from your department office administrator. The **MITER**, which is the student's self- reflection, will be sent to you in the same manner after your student completes and submits it electronically. You are required to review and sign off on this form electronically.

OR

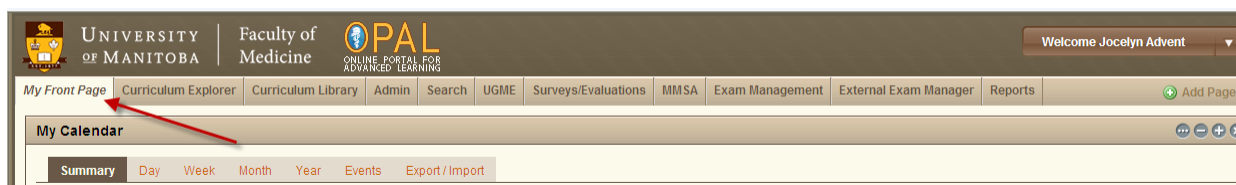
You can always access your pending FITER or MITER evaluation forms **directly through OPAL** at any time (we strongly recommend this method so you can see any and all outstanding documents at a glance and not have to rely on old email links for access)

To access through OPAL do the following:

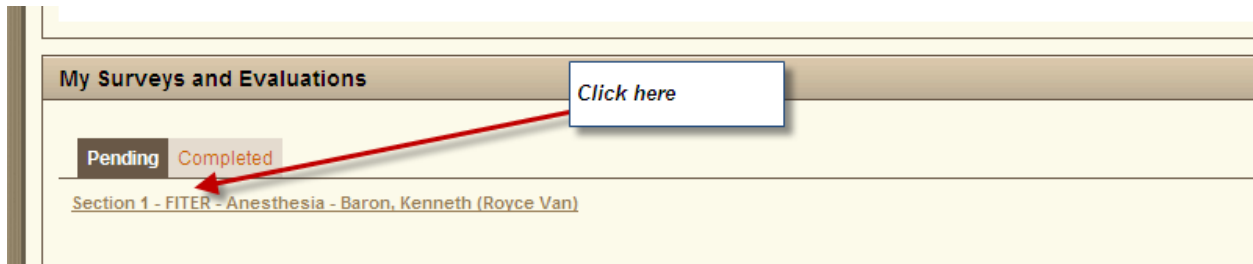
1. Access OPAL home page and bookmark it for easier future reference
<http://opal.med.umanitoba.ca/web/guest/home>
2. Sign in with your email address and password as shown (if you do not know your email/password then contact the OPAL team at 789-3541 or opalhelp@cc.umanitoba.ca)



3. Once logged on, your screen should open to **My Front Page**. If not, then click on it to open that page.

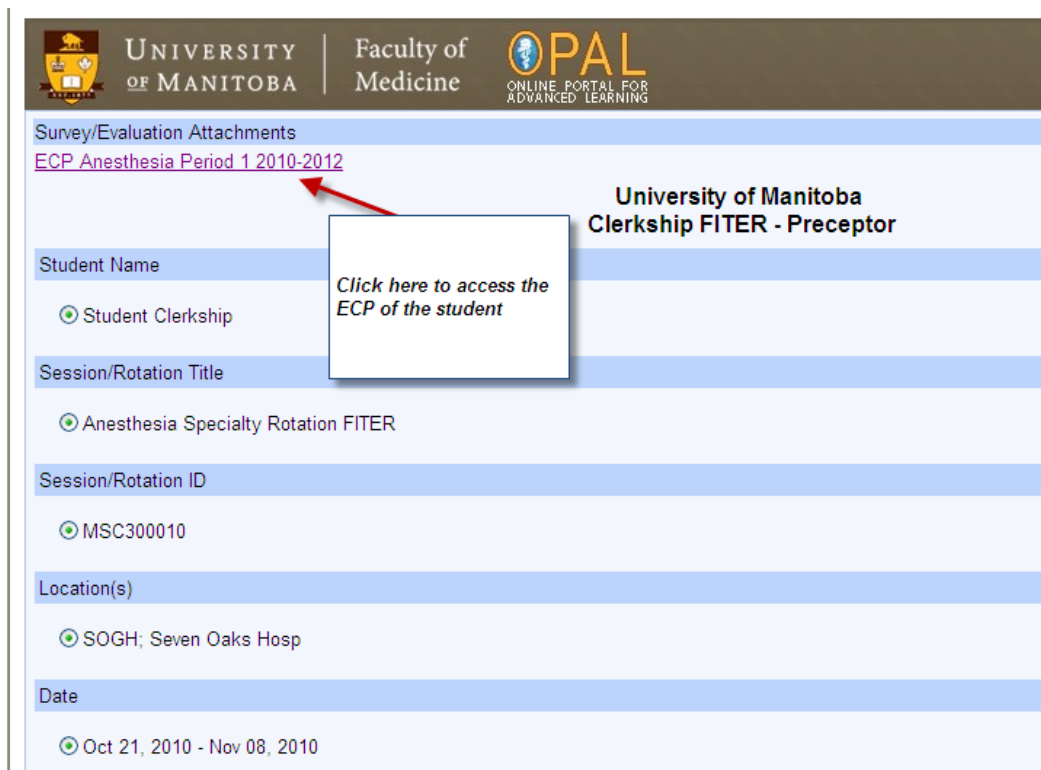


4. Scroll down the page until you get to **My Surveys and Evaluations**. Click on the MITER or FITER form that you need to complete.



Step 2: Viewing the MITER, FITER and Essential Clinical Presentations (ECP)

Once you have opened the MITER or FITER can access a read only view of the student's ECP logbook right from the top of the page. This is important for ensuring the student is on track at time of MITER and FITER. This can be accessed at any time throughout the rotation.



Once you begin to complete the questions you can save questions as you go and come back to the form at a later date by simply choosing 'Save' at the bottom of the form.

Note:

The comments section of the FITER will be directly tied to the student's **MSPR-Medical Student Performance Record (previously titled 'Dean's Letter')**.

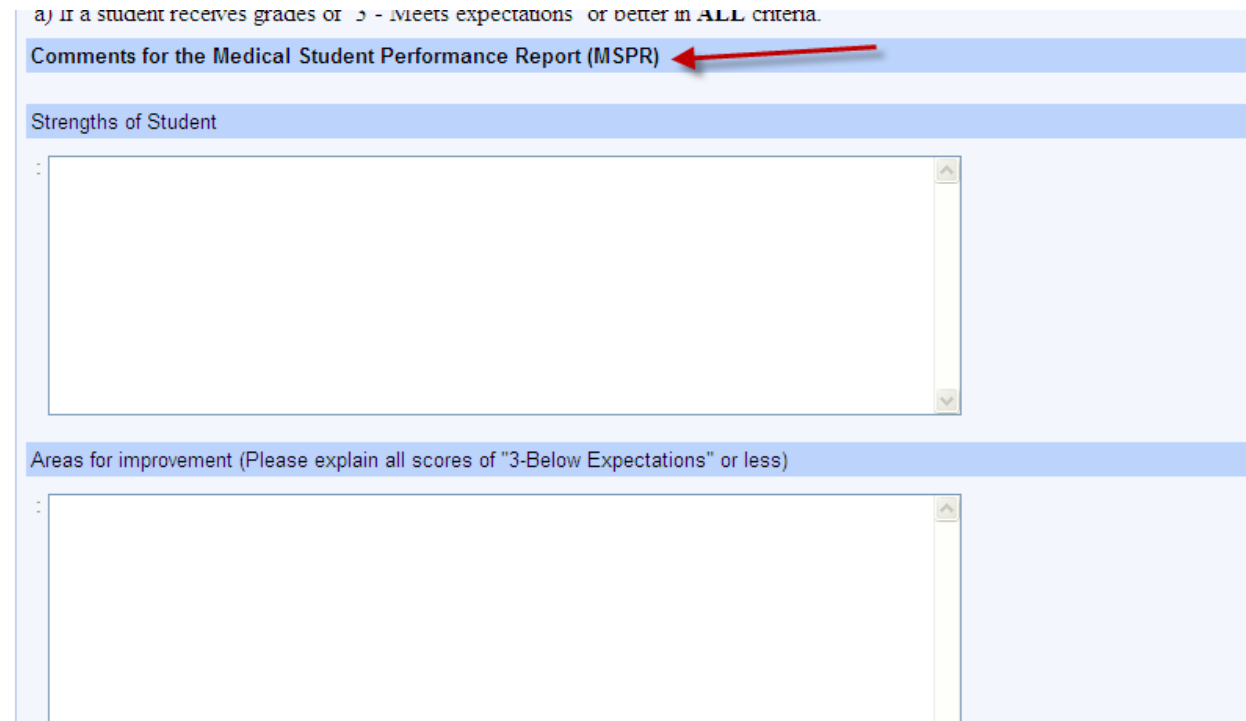
Please note that both the *Strengths* and *Areas for Improvement* comments that you write here will be applied to the student's permanent record.

a) If a student receives grades of 3 - meets expectations or better in ALL criteria.

Comments for the Medical Student Performance Report (MSPR) ←

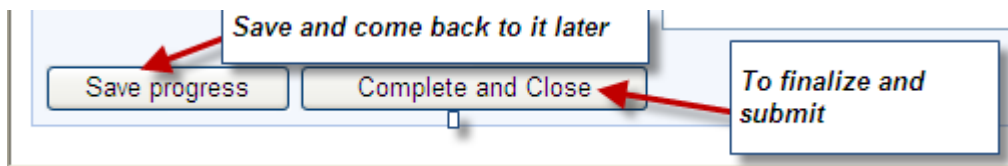
Strengths of Student

Areas for improvement (Please explain all scores of "3-Below Expectations" or less)



3. Submitting the MITER and FITER

Note: Through all of your evaluations you may **save** it and come back to it later. When you are ready to submit it to the UGME office then click **complete & close** (as shown below)



For technical assistance while you are filling out any of the evaluations please call opal help at 789-3541. For all other program or deadline inquiries contact your Dept Program Assistant.