General Update – April 2024

Welcome everyone! This is the inaugural newsletter from the FHS-DB team. We hope to create a sense of community amongst all users and our team, and provide some information and updates that users may be interested in.

Since our launch in May 2023, we have been busy working on enhancements to the original functionality. These newsletters will provide updates on these enhancements, as well as highlight new or existing instructional resources to optimize your use of FHS-DB.

In addition to this, we will have interesting tips and stories from users to share. Feel free to send an email if you have something you want to share in our next newsletter!

Customization of faculty details using our new Department-Specific fields

The FHS-DB Personnel Info section has been expanded to facilitate the inclusion of more information in faculty profiles. There are eight new fields available now in the Personnel Info screens of the FHS-DB, five of which are customizable to include relevant options only.

To assist FHS departments to understand how to use this new feature effectively, we are offering a training session via zoom in April. In addition to this, there is a document on our FHS-DB website with instructions and information on how to tailor these customizable fields to your department. Users can find this document from our website here.

> How to Select and Assign Department-Specific Faculty Information in FHS-DB

The eight new fields consist of:

1. Contact/Engagements
2. Practice Details
3. Sabbatical Eligibility
4. Department customizable field of Awards/Nominations
5. Department customizable field of Interest Category
6. Department customizable field of Professional Development Events
7. Department customizable field of Program role (e.g. department specific roles such as leadership, clinical or research or external roles such as CIHR Institute Advisory Board)
8. Department customizable role of Specialty (e.g. areas of teaching specialization and number of learners per year)

FHS-DB Success Stories

Katherine Wilson
Academic Coordinator, Department of Surgery, FHS

I frequently work with CVs in my role as an academic coordinator in the Department of Surgery, and have been very pleased with the new FHS-DB.

Substantial improvement from the previous MacFACTS platform, with several new features. More streamlined, very quick, intuitive and user-friendly.

The FHS-DB website contains loads of easy to follow training resources, and in my experience the DB team has been very quick to respond to requests for support and to resolve outstanding issues. The team also encourages feedback and is open to suggestions on how the system might be made even better. The new DB has significantly reduced the time I spend working with faculty CVs and that is definitely a welcome change!

Personnel Info – Faculty Export Enhancements

Departments can export a variety of faculty member information into an excel spreadsheet

One of the features in the FHS-DB is undergoing some new enhancements to improve the search results for users. This very helpful export can be used in a variety of ways by departments. Since we expanded functionality in the system during the last year, the need for new options to choose from and a clearer organization of the growing option lists has emerged.

FHS-DB administrative users will be able to search for and export relevant faculty data, based on their access level. For example, a department can search on their faculty but Faculty Relations can search for and export on all faculty members within FHS. A program administrator may be able to search and export teaching capacity but not hospital privileges.

Some additional fields include a middle initial to assist with identification of faculty members with the same names and the expansion of college IDs so in addition to the CPSO, users can search and export CMO (Midwifery) and CNO (Nursing). With the growing list of fields and users, the export form will be grouped into sections depending on the type of search fields. Check out our website soon for more information and instructions.

Did you know that programs can assist their team in adding the contributions correctly and quickly by creating a Tooltip in a contribution role? Because roles can be very generically worded, the data entry can be confusing or inconsistent. Roles can sound similar or can be tracked by a unit of measurement such as per project or per week. If the wrong role is chosen, this can affect the program, the faculty member and the department. One of the new enhancements added to the FHS-DB is the inclusion of a Tooltip option. Information, examples or a brief description for the correct tracking of the role can be added by the program and viewed in the FHS-DB speedform every time the role is chosen for data entry. Find out how to add a ToolTip on our website

How to Add a Tooltip to your Program Contribution Roles
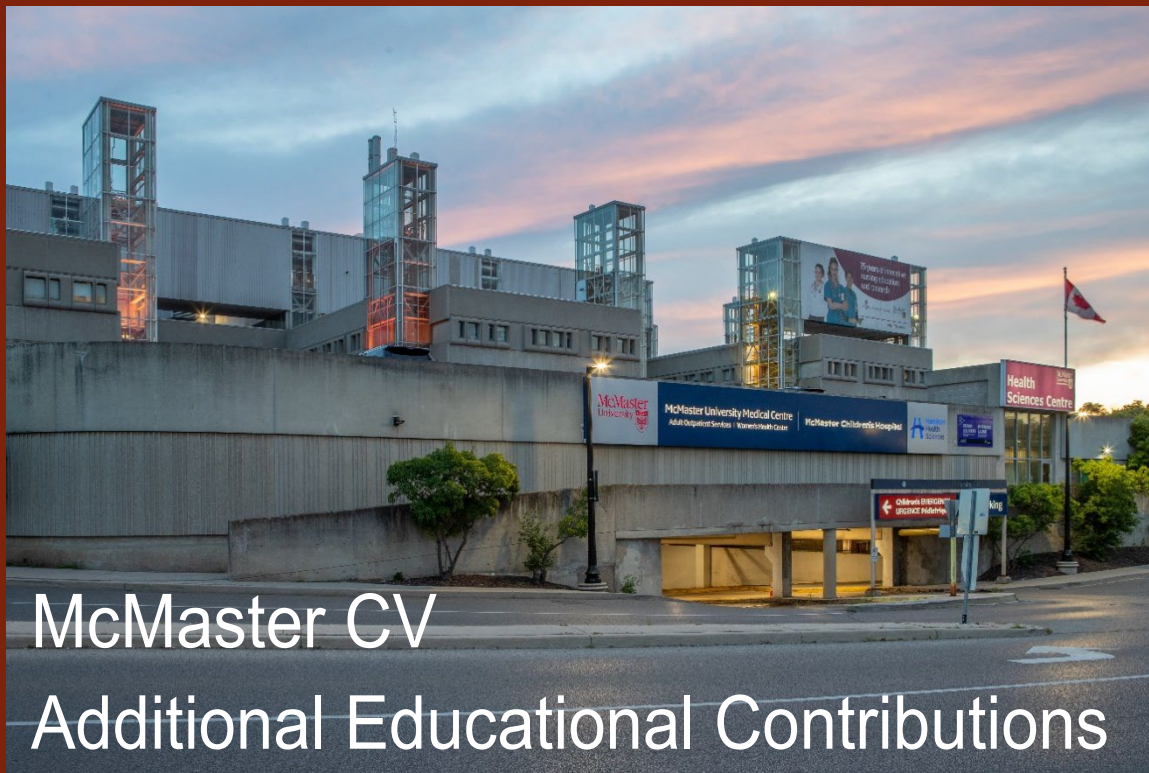
McMaster CV
Additional Educational Contributions

We are improving the Additional Educational Contributions on the McMaster CV and search screen in CV Management. These improvements are almost completed and should be available for users soon. These include:

- ✓ Uncredited teaching with a date range of several years will be shown in the search screen by any year within the date range.
- ✓ The "To Present" end date will show on the CV.

- ✓ All dates entered will not default to the academic year they are in, but will display according to the entry.
- ✓ All subheadings and all FHS program names will appear in the CV section of Additional Educational Contributions.
- ✓ The detailed CV and summary CV output will be matched in style, with the number of times showing in the detailed CV and Summary CV.

User info and videos coming soon!

This Month's FHS-DB User Question

Q: Exporting my teaching into a spreadsheet – how can I do this?

A: This is a great question! Viewing all teaching and exporting into a spreadsheet is a new feature in the FHS-DB. It was identified as one of the items wished for during our Fit Gap sessions which took place at the beginning of the FHS-DB project in 2021. If you are a faculty member or a proxy, you simply go into the My CV Management section in the menu and click on Courses Taught/Supervisorships. This will display all the teaching separated into various tabs, with filters to help you sort by program, year, credited and uncredited. You are able to decide upon your export with the filters and then export into a spreadsheet.

Check out our training resources online!

We have a video and Instructional document on how to view, filter and export your teaching.

See our website https://fhsdbinfo.healthsci.mcmaster.ca/

Ksenija Kasumovich
Director of Administration, Dept of Anesthesia, FHS

The FHS DB allowed us to download activity over the period of a few years, and from the downloads we could build a pivot table to help our Chair and DEC when reviewing contributions to specific activities in the department so that they could evaluate where we excel and where we may need to focus some more attention on participation. The CSV file that can be sorted and reported on is a huge time saving tool.

The FHS DB is no longer behind a VPN and the easy access to the system has benefited faculty tremendously. One of the very first members who asked for some info on access and use was able to work in the system using the training information on the website, as well as tips from our office, and replied to us within a day or so about how straight forward and easy it was to use the FHS DB and all of

Ongoing Data Clean-up

Data migration from MacFACTS resulted in multiple profiles for many faculty and contributors. Help us identify those profiles!

If you notice more than one account with the same name in the speed form or your personnel list, submit a ticket to our team via our JIRA Service Desk and the support team will review and link if appropriate. Once the linking is done, you should see the profiles combined into one.

FHS-DB Access

If you need access to a faculty member's CV, they can add you as a proxy instantly using the option in their CV Management menu.

If you need access to a program or department, please put a ticket into our JIRA Service Desk with the details and a member of our team will contact you.

Training for FHS-DB

We offer a variety of training for everyone using the FHS-DB:

- Zoom sessions for faculty members and staff working on CVs, program administrators adding teaching to the FHS programs, and departments who need to access personnel information, CVs and teaching for their faculty members.

- Drop-in Zoom sessions for anyone if you just have a few questions and prefer to meet with a member of our team to discuss. We can have a look at your issue or question and find a solution for you.

- Library of How-To documents and videos available on our FHS-DB website

- JIRA service desk available online if you need to place a ticket for one of our team members to follow up on with you

- Website can be found here: https://fhsdbinfo.healthsci.mcmaster.ca/

FHS DB Help & Training Resources

Start Here - Online Training

Click here to access a full set of self directed online training modules, videos, and files organized by activity and role.

Access Training

Learn More - Zoom Training

Get additional training by attending one of our live zoom sessions. Click here to see the current schedule by topic and role.

View Sessions

FAQ's & Help

Once your training is complete, visit our FAQ to find answers to frequently asked questions, solutions to common problems, and access support services.

Get Help

FHS-DB User Surveys

From time to time, our team will send out a survey for users groups, particularly after a specific cycle is completed using the FHS-DB, such as program teaching for the academic year, or Part-Time Faculty Renewals.

The surveys are always anonymous and contain questions which are very helpful to us for future planning. These questions are targeted to specific users and are brief in number.

User feedback is very important to us and we appreciate your time in filling out a survey should you receive one.