

DiscoverResearch (Symplectic Elements)

Reporting Part 2: TER & Summary Reports — Webinar Q&A Summary

April 21, 2026

The following questions and answers were drawn from the first Reporting Part 2: TER & Summary Reports, held on April 21, 2026. Questions have been edited for clarity and organized by topic. This session was open to all Temerty Faculty of Medicine administrators and delegates.

Teaching & Supervision

Q The Clinical Supervision info type mentions supervision in a clinic setting. How should supervision of medical students and trainees in in-patient settings (e.g., an internal medicine ward) be entered, since this is not a clinic and does not appear to fit under Patient and Public Education?

In-patient teaching and supervision of medical students and trainees should still be entered under the Clinical Supervision info type in the Teaching and Supervision module, as this is the most appropriate category for direct clinical teaching in any patient care setting - including inpatient wards.

In the Essential Information section of the record, you can specify the setting (e.g., inpatient ward, internal medicine) to accurately reflect where the supervision took place in Activity Description field. In the Additional Information section of the record, you can also specify the clinical supervision role (e.g., clinical supervisor, ward attending) to reflect the type of supervision provided. If you believe the current info type labels do not adequately represent your teaching context, please share this feedback with the Elements team at elements.med@utoronto.ca so it can be passed along for consideration.

Q How do I move entries from Clinical Supervision to a different info type, such as Mentorship?

You can change the info type of an existing record without deleting and re-entering it. To do so:

1. Open the record.
2. Click the pencil (edit) icon next to the current info type name, located at the top centre of the page.
3. The module selector will open - choose the new info type.
4. Save the record.

Tip: After switching info types, review all sections of the record to ensure any fields required by the new info type have been completed.

TER & Summary Reports

Q When entering sponsor names such as "CIHR" versus "Canadian Institutes of Health Research," does it matter which version is used? Will the report still display correctly if an external reviewer searches using the other term?

Both the full name and the abbreviation are recognized by the system. Records will print correctly whether you enter "Canadian Institutes of Health Research" or "CIHR." However, it is best practice to be consistent in how sponsor names are entered across records to keep your profile organized and easy to review.

System Participation

Q Will Elements eventually become mandatory for all faculty in the Temerty Faculty of Medicine?

MedIT is not mandating the use of Elements. Please check with your department to determine whether there are any local requirements regarding use of the system.

Data Completeness & Missing Records

Q Some information from previous years (up to 2024) does not appear in Elements. Who is responsible for entering that data - the MedIT team or the individual faculty member?

Faculty members and their delegates are responsible for maintaining their own information in Elements. MedIT performed two data migrations for DoM from WebCV (Teaching & Supervision

data as of April 25, 2024, and Professional Activities data as of February 28, 2025), but any data not captured in those migrations - or entered after those cut-off dates - must be added manually.

Q What is the best way to identify missing information - should I print reports and check, or is there a more practical approach?

The recommended approach is to generate your TFoM CV report from Elements and compare it to the most recent version of the faculty member's CV. Any activities present in the CV but missing from the report will need to be entered in Elements.

If you prefer to work directly within Elements, you can also use the filter or title search function within each module to check whether a specific record already exists before adding it manually.

For further assistance, please contact the Elements support team at elements.med@utoronto.ca or visit medit.med.utoronto.ca/elements.
