

Managing Multi-source Feedback



Overview

Introduction

- This presentation is a step-by-step guide on how to create, use and manage the MSF process within the e-Portfolio system.

Background

- Multi-source feedback (MSF) is required as part of the assessment process for specialist trainees in Anaesthesia;
- The MSF has been included in the e-Portfolio system as a tool to aid trainee assessment.



MSF Process

Please note:

Once a trainee's list of MSF assessors is approved by their ES, requests for feedback are sent out.

The MSF remains open for a calendar month in order to give good time for feedback to be collected. **Only at the end of the month are the results available for review.**



Contents

Trainee

Creating an MSF

- Nominating Assessors
- Save as draft
- Submitting MSF

Progress Tracking

- Outstanding Assessments

Consultant

Review Nominated Assessors

Approve Assessors

Reject Assessors

Provide Feedback

MSF Results



Trainee and the MSF



Creating a New MSF

To initiate MSF:

- Hover over the 'Assessment Tools' menu heading, further options will be displayed;
- Select the 'Enter New Assessment Tool' option – see below: -



Creating a New MSF

 **Enter New Assessment Tool**

Outstanding | Completed | **Enter Assessment Tool**

WORKPLACE-BASED ASSESSMENTS

This section allows you to complete online Assessment Tool forms which need to be approved. Trainees can apply Assessment Tools to themselves and will have to choose who will be approving the Assessment Tool. Trainers can apply Assessment Tools to trainees but the trainee will have to approve the form.

To start an Assessment Tool form, please select from the following:

ENTER ASSESSMENT TOOL _____

 To create a new Assessment Tool you will need to select a person to approve your entry.

The person who will approve the Assessment Tool: *

Choose the Assessment Tool form to complete: *

ENTER ASSESSMENT TOOL 

MULTI SOURCE FEEDBACK

To start an Assessment Tool form, please select from the following:

ENTER ASSESSMENT TOOL _____

Choose the Assessment Tool form to complete:

ENTER ASSESSMENT TOOL 

On the next page: click 'Enter Assessment Tool' within the Multi Source Feedback section of the page.



MSF: Nominating Assessors

The MSF 'Add Assessor' provides the trainee with the options to: -

- Select individuals to provide feedback;
- Review the list, prior to finalising the list;
- Confirm their training grade;
- Save as draft;
- Finalise and submit the list to their Educational Supervisor.



MSF: Nominating Assessors

Add MSF Assessors

Choose A Previous Assessor

Up to 10 of your previous assessors will appear in the drop-down box below.

Previous Assessors:

ADD ASSESSOR >

Find an assessor

Search for assessors on the system using the fields below - a Last Name is required.

First Name:

Last Name: *

Email

FIND ASSESSOR >

Add an unlisted assessor

To add an assessor that is not registered on the system please fill out the form below.

It is important that the **email address is correct** as the assessor will not receive the request to complete your MSF if his/her email address is entered incorrectly.

Title:

First Name: *

Last Name: *

Email: *

Position: It is recommended that the "position" and "workplace" are filled in.

Workplace:

Additional Details:

ADD UNLISTED ASSESSOR >

Selected Assessors

To initiate the MSF you must have selected between 8 and 30 assessors.

1. No people selected.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.
- 30.

Assessment Tool settings

Please select the training year for this assessment tool: * **ST6**

It is important that you specify the correct training year for this MSF as it cannot be changed once the assessors list is finalised.

Store the assessors list

You can store the list as a draft and come back to it later.

If you are ready with the list and do not want to make any more changes simply press the "Finalise assessor list" button below.

The finalised list of assessors will be sent to your current Educational Supervisor (**Sue Supervisor 1**) for approval. If it is rejected you will be able to see the rejection reasons and update the list accordingly.

FINALISE ASSESSOR LIST > **STORE LIST AS DRAFT** >

Select Assessors

There are three options available:

1. Add a previously selected assessor

A trainer that the trainee has interacted with recently within the e-Portfolio.

2. Find an assessor

Search for assessors that have access to the e-Portfolio system.

3. Add an unlisted assessor

Add an individual who does not normally have access to the system.

Add MSF Assessors

Choose A Previous Assessor

You can quickly choose an assessor that you have recently interacted with from the list below. The list shows names of up to 10 system-known assessors.

Previous Assessors:

Find an assessor

You can find assessors that are on the system using the form below. The search utility will only show you the users that can assess trainees.

First Name:

Last Name: *

Email

Add an unlisted assessor

An "unlisted assessor" is someone who is not a registered user of this system. If the person you are looking for is in the system please search for them using the "Find an assessor" options above.

It is important that the **email address is correct** as the assessor will not receive the request to complete your MSF if his/her email address is entered incorrectly.

Title:

First Name: *

Last Name: *

Email: *

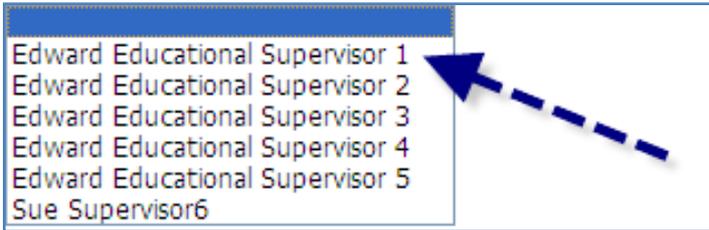
Position: It is recommended that the "position" and "workplace" are filled in.

Workplace:

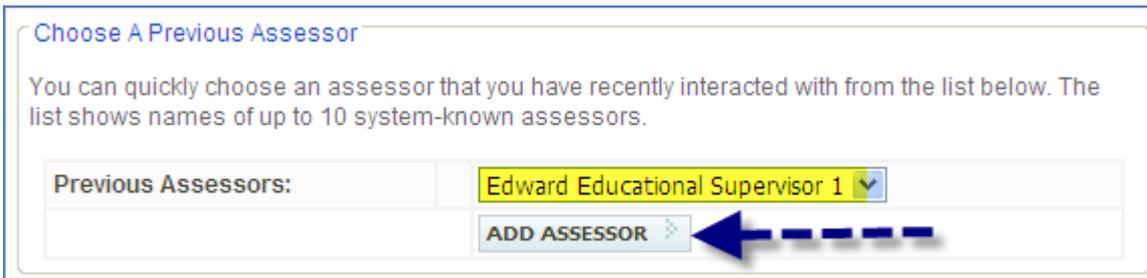
Additional Details:



Previous Assessors



To select a previous assessor:
Click the drop-down box to display the list of available assessors.



Select the required assessor so that their name appears within the box, as shown above.

Click on the 'Add Assessor' button.



Find an Assessor

Find an assessor

You can find assessors that are on the system using the form below. The search utility will only show you the users that can assess trainees.

First Name:	<input type="text"/>
Last Name:	* <input type="text" value="supervisor"/>
Email	<input type="text"/>
<input type="button" value="FIND ASSESSOR"/>	

To find an existing assessor:

Enter the required assessor's surname in the 'Last Name' field and click 'Find Assessor'.

▸ RCoA e-portfolio system

Select	<u>First Name</u>	<u>Last Name</u>
<input type="button" value="SELECT"/>	Edward	Educational Supervisor 1
<input type="button" value="SELECT"/>	Edward	Educational Supervisor 2
<input type="button" value="SELECT"/>	Edward	Educational Supervisor 3
<input type="button" value="SELECT"/>	Edward	Educational Supervisor 4

A list of assessors should appear on the following page with a matching surname.

Click the 'Select' button at name required.



Add an unlisted Assessor

[Add an unlisted assessor](#)

An "unlisted assessor" is someone who is not a registered user of this system. If the person you are looking for is in the system please search for them using the "Find an assessor" options above.

It is important that the email address is correct as the assessor will not receive the request to complete your MSF if his/her email address is entered incorrectly.

Title:	Mr	
First Name:	* Adam	
Last Name:	* Assessor	
Email:	* adam.assessor@nhs.n	
Position:	Ward Nurse (3A)	It is recommended that the "position" and "workplace" are filled in.
Workplace:	Any Hospital	
Additional Details:	<input type="text"/>	
<input type="button" value="ADD UNLISTED ASSESSOR"/>		

To add an unlisted assessor:

Enter the required assessor's; name, e-mail address, position and workplace into the fields provided.

Note: the name and e-mail address are mandatory fields but try to add as much information as possible to aid recognition of the individual.

Click the 'Add Unlisted Assessor' button.



Selected Assessors

As each assessor is added – the confirmation below should display:

✓ Added "Edward Educational Supervisor 1" as an assessor.

The assessor's names will be shown within the list of 'Selected Assessors':

 **Selected Assessors**

❓ To initiate the MSF you must have selected between 8 and 30 assessors.

1. Sue Supervisor 1 (Remove)
2.
3.
4.
5.

To remove a selected assessor, click the [Remove](#) link.



Submit MSF

* Make sure the minimum number of assessors (suggest 15+) have been added to the list.

* Make sure that the training year has been set appropriately.

* FINALISE – there are two options: -

‘Finalise Assessor List’ – save the list of nominated assessors and send the completed list to your Educational Supervisor for review and approval.

‘Store List as Draft’ – save the list as draft for further updates. To access the Draft list – go to the Outstanding Assessments menu option in the Assessment Tools Menu.

Selected Assessors

To initiate the MSF you must have selected between 8 and 30 assessors.

1.	Edward Educational Supervisor 1	(Remove)
2.	Edward Educational Supervisor 2	(Remove)
3.	Edward Educational Supervisor 3	(Remove)
4.	Edward Educational Supervisor 4	(Remove)
5.	Edward Educational Supervisor 5	(Remove)
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Assessment Tool settings

Please select the training year for this assessment tool: **CT1/ACCS1**

It is important that you specify the correct training year for this MSF as it cannot be changed the assessors list is finalised.

Store the assessors list

You can store the list as a draft and come back to it later.

If you are ready with the list and do not want to make any more changes simply press the "Finalise assessor list" button below.

The finalised list of assessors will be sent to your current Educational Supervisor (Edward Educational Supervisor 1) for approval. If it is rejected you will be able to see the rejection reasons and update the list accordingly.

FINALISE ASSESSOR LIST **STORE LIST AS DR**

Progress Tracking

Once the MSF has been submitted to the Educational Supervisor for review, the trainee can keep track of progress from the 'Outstanding Assessment Tools' list:

ASSESSMENT TOOLS THAT ARE PENDING						
Description	Outcome	Assessment Date	Last Modified	Type	Status	
A-CEX	N/A	20/07/2012	20/07/2012 09:48	WBA	Awaiting approval by Adam Assessor 1	
Multi-source feedback	N/A	17/10/2012	17/10/2012 16:18	MSF	Awaiting approval of the assessors by Edward Educational Supervisor 1	

After the list of selected assessors has been approved, the trainee is able to review the progress by clicking the 'View Assessors' link :

ASSESSMENT TOOLS THAT ARE PENDING						
Description	Outcome	Assessment Date	Last Modified	Type	Status	
A-CEX	N/A	20/07/2012	20/07/2012 09:48	WBA	Awaiting approval by Adam Assessor 1	
Multi-source feedback	N/A	21/09/2012	21/09/2012 10:54	MSF	Awaiting responses from assessors (View Assessors)	

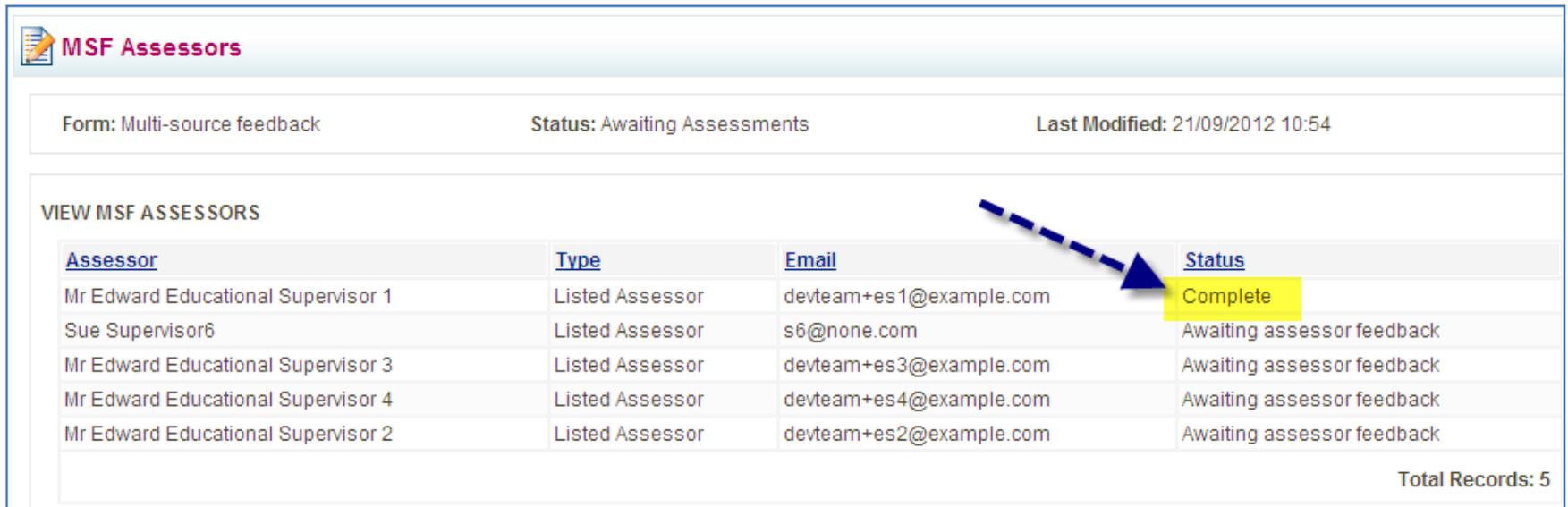
Note: The MSF process remains open for one calendar month in order to give the assessors sufficient time to provide their feedback.



Progress Tracking

The 'Progress Tracking' page enables the trainee to view the assessors' names, the type of assessor (e.g. Listed or Unlisted), their e-mail address and whether the assessor has completed their feedback or not.

This should allow the trainee to remind assessors as necessary to ensure a good return.



The screenshot displays the 'MSF Assessors' page. At the top, there is a header with a document icon and the text 'MSF Assessors'. Below this, a summary bar shows 'Form: Multi-source feedback', 'Status: Awaiting Assessments', and 'Last Modified: 21/09/2012 10:54'. The main content area is titled 'VIEW MSF ASSESSORS' and contains a table with the following columns: Assessor, Type, Email, and Status. A blue dashed arrow points to the 'Complete' status of the first assessor. The table lists five assessors, all of whom are 'Listed Assessors'. The first assessor, 'Mr Edward Educational Supervisor 1', has a status of 'Complete', while the other four have a status of 'Awaiting assessor feedback'. At the bottom right of the table area, it says 'Total Records: 5'.

<u>Assessor</u>	<u>Type</u>	<u>Email</u>	<u>Status</u>
Mr Edward Educational Supervisor 1	Listed Assessor	devteam+es1@example.com	Complete
Sue Supervisor6	Listed Assessor	s6@none.com	Awaiting assessor feedback
Mr Edward Educational Supervisor 3	Listed Assessor	devteam+es3@example.com	Awaiting assessor feedback
Mr Edward Educational Supervisor 4	Listed Assessor	devteam+es4@example.com	Awaiting assessor feedback
Mr Edward Educational Supervisor 2	Listed Assessor	devteam+es2@example.com	Awaiting assessor feedback

Total Records: 5

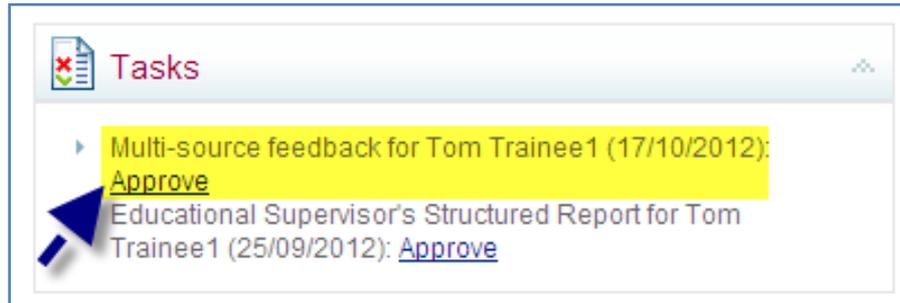


Supervisor Review



Consultant Task List

When a trainee requests MSF, the trainee's Educational Supervisor will receive both an e-mail and a 'Task Item' within their 'Task List' on their home page:



Click the 'Approve' link within this item in order to review the trainee's list of suggested assessors and activate the MSF if appropriate.



Review Nominated Assessors

Approve MSF Assessors

Approve / Reject View

Form: Multi-source feedback Trainee: Tom Trainee1 Trainee's Current Training Year: CT1/ACCS1
Trainee's Workplace: Not Set Last Modified: 17/10/2012 16:18 Locked: Training Year
Lock Reason: Training Year cannot be modified after the Assessment Tool is created

You have been assigned to approve Tom Trainee1's MSF Assessment Tool. The people listed below have been proposed by Tom Trainee1 to assess him/her, and you may approve or reject their choice of assessors.

Please *uncheck* the assessors that you do *not* approve to assess Tom Trainee1. There must be at least 5 assessors for this MSF Assessment Tool; any fewer and the Assessment Tool must be rejected.

This form will be open for completion by the assessors for 1 month from the date that you approve it.

Name	Status	Workplace	Position	E-mail address	Additional Details
<input checked="" type="checkbox"/> Edward Educational Supervisor 1	Portfolio User, CPD user, Clinical Supervisor, Educational Supervisor, Assessor	Not Set	Not Set	restricted	
<input checked="" type="checkbox"/> Edward Educational Supervisor 2	Portfolio User, Educational Supervisor	Not Set	Not Set	restricted	
<input checked="" type="checkbox"/> Edward Educational Supervisor 3	Portfolio User, Educational Supervisor	Not Set	Not Set	restricted	
<input checked="" type="checkbox"/> Edward Educational Supervisor 4	Portfolio User, Educational Supervisor	Not Set	Not Set	restricted	
<input checked="" type="checkbox"/> Edward Educational Supervisor 5	Portfolio User, Educational Supervisor	Not Set	Not Set	restricted	

5 Assessors listed. There must be between 5 and 15 assessors.

Approve or Reject

APPROVE: Please confirm the approval of this form: * **APPROVE**

REJECT: Reasons for rejecting this form: * Enter a comment to REJECT **REJECT**

In order to **remove** a suggested assessor from the list – uncheck the checkbox next to their name.



Note: a minimum of 8 assessors must remain in order to 'approve' the list

To **reject** the list – enter a comment in the textbox provided (e.g. Add 3 more consultants) and click 'Reject'.

To **approve** the list and activate the MSF – confirm by clicking the approval checkbox, then click 'Approve'.

Approved Assessors

Once the list of nominated assessors has been approved: -

- A message will appear on the page to confirm approval of the list; 
- Each approved assessor should receive an email to advise them that an assessment requires their attention;
- The MSF request will also appear in their 'Task List', if they have access to the e-Portfolio;
- For temporary users – they will receive an email, a link to the e-Portfolio system and a password.



Rejected MSF



In the event that the supervisor ‘rejects’ a list of suggested assessors, the trainee must then revise or add to their list of assessors then re-send the list to their Educational Supervisor for review.

In this case the trainee will receive an e-mail advising them that the list has been rejected and will also have a task in their ‘Task List’ as seen above. The reason for rejection that the supervisor has left will be visible for review when adding assessors.



Providing Feedback



MSF Assessor

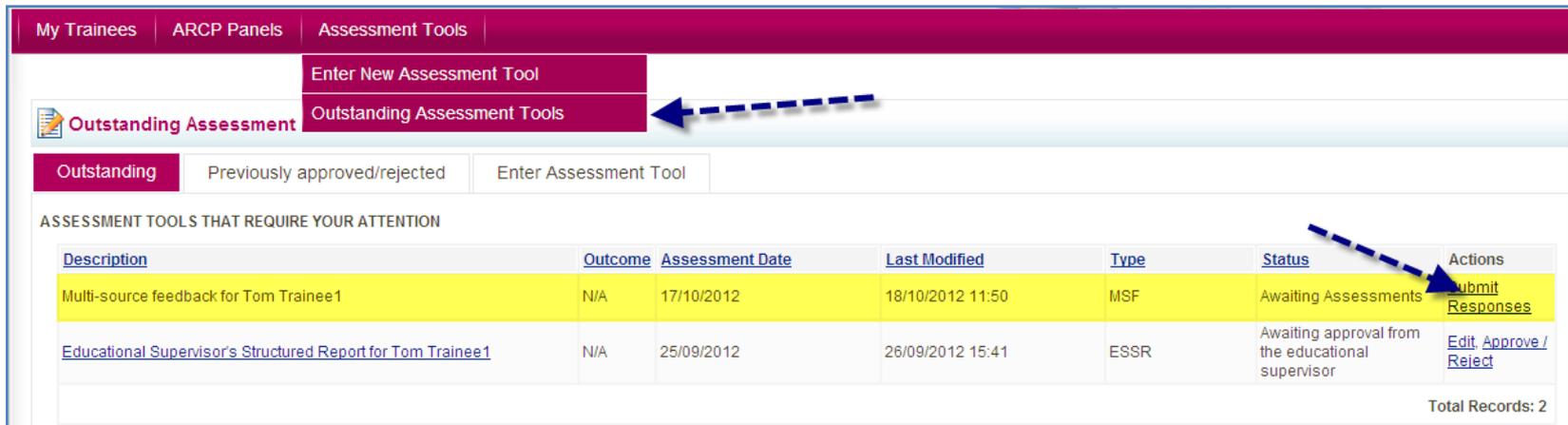
To view new/outstanding MSF assessments

- Check the 'Task list' or;
- Hover over the Assessment Tools menu and select the Outstanding Assessment Tools menu



Tasks

- ▶ Multi-source feedback for Tom Trainee1 (17/10/2012): [Submit Responses](#)
- ▶ Educational Supervisor's Structured Report for Tom Trainee1 (25/09/2012): [Approve](#)



My Trainees | ARCP Panels | Assessment Tools

Enter New Assessment Tool

Outstanding Assessment Tools

Outstanding | Previously approved/rejected | Enter Assessment Tool

ASSESSMENT TOOLS THAT REQUIRE YOUR ATTENTION

Description	Outcome	Assessment Date	Last Modified	Type	Status	Actions
Multi-source feedback for Tom Trainee1	N/A	17/10/2012	18/10/2012 11:50	MSF	Awaiting Assessments	Submit Responses
Educational Supervisor's Structured Report for Tom Trainee1	N/A	25/09/2012	26/09/2012 15:41	ESSR	Awaiting approval from the educational supervisor	Edit , Approve / Reject

Total Records: 2

Click '[Submit Responses](#)' to provide feedback.



Providing Feedback...(1)

Firstly, ensure that you have the right trainee in mind.

Secondly, select the clinical setting within which you have primarily observed the trainee – if applicable.

Note: sections 8 and 9 need not be completed.

 **Add Assessment Tool**

Form: Multi-source feedback Trainee: Tom Trainee 1 Trainee's Current Training Year: CT1/ACCS1
Trainee's Workplace: Not Set Last Modified: 18/10/2012 11:50 Locked: Training Year
Lock Reason: Training Year cannot be modified after the Assessment Tool is created

1. Trainee's name	Trainee 1
2. Trainee's Forename(s)	Tom
3. Trainee GMC Number	
4. Trainee CRN	trainee 1
5. Trainee's Educational Supervisor	Edward Educational Supervisor 1
6. Educational Supervisor's GMC/NMC/HPC	
7. Date	18/10/2012
8. Observation	NO COMMENT NECESSARY
9. Code number or description of case	NO COMMENT NECESSARY
10. Which clinical setting have you primarily observed the doctor in?	<input type="checkbox"/> Theatre <input type="checkbox"/> ICU <input type="checkbox"/> A&E <input type="checkbox"/> Delivery Suite <input type="checkbox"/> Pain Clinic <input type="checkbox"/> Other

Providing Feedback...(2)

The next step is to assess the trainee's skills, ability and knowledge against 25 attributes.

 The question mark icons can be clicked to provide further information.

 KNOWLEDGE, SKILLS, PERFORMANCE					
How do you rate this doctor in their					
Knowledge, skills, performance	Good	Satisfactory	Needs to improve	Unacceptable	Unable to comment
11. Ability to diagnose patient problems	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Ability to plan patient care	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Awareness of their own limitations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Ability to keep up to date with knowledge and skills	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Responds to pain and distress in patients appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16. Technical skills [appropriate to grade]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
17. Ability to multitask and work effectively in a complex environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
18. Ability to manage time effectively / prioritise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
19. Able to cope under stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
20. Willingness and effectiveness when teaching / training colleagues	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Ability to take leadership role when circumstances required	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Keeps clear, accurate, legible records contemporaneously	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The options are:

- Good
- Satisfactory
- Needs to improve
- Unacceptable and
- Unable to comment

Sections 11 to 36 are mandatory – they must be completed.

Which of these options most accurately applies to the trainee?

Click on the most appropriate rating for each question.



Providing Feedback...(3)

🔍 SAFETY AND QUALITY

Question	Good	Satisfactory	Needs to improve	Unacceptable	Unable to comment
23. Contributes constructively to audit, appraisal and clinical governance *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Safeguards and protects patients wellbeing *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Responds promptly to risks posed by patients *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

🔍 COMMUNICATION, PARTNERSHIP AND TEAMWORK

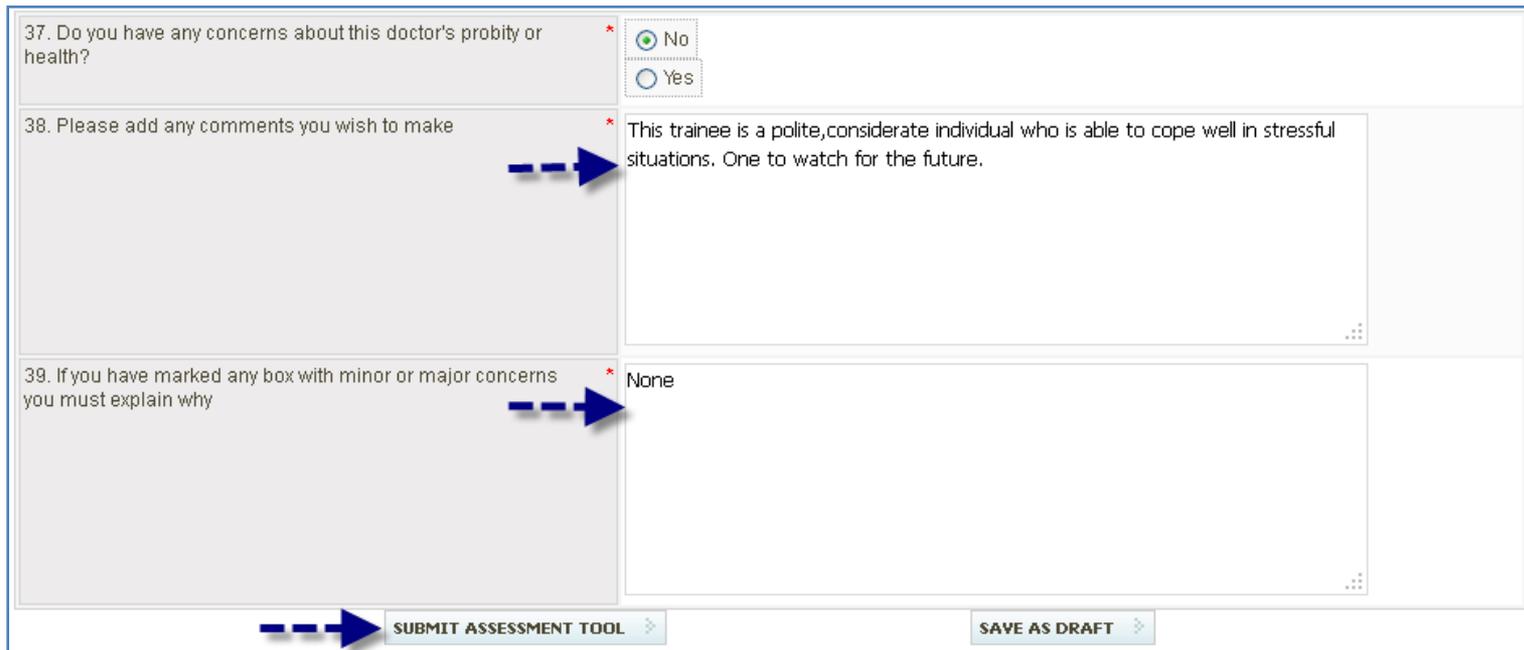
Question	Good	Satisfactory	Needs to improve	Unacceptable	Unable to comment
26. Communication with patients *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Communication with carers and/or family *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. Verbal communication with colleagues *	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
29. Written communication with colleagues *	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. Ability to recognise and value the contribution of others *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. Accessibility / reliability *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

🔍 MAINTAINING TRUST

Question	Good	Satisfactory	Needs to improve	Unacceptable	Unable to comment
32. Respect for patients privacy, right for confidentiality *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. Polite, considerate and honest to patients *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. Treats patients fairly and without discrimination *	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. Treats colleagues fairly and without discrimination *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36. Honest and objective when appraising and assessing colleagues *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Providing Feedback...(4)

Sections 37,38 and 39 cover concerns and comments. All three sections are mandatory fields so must be filled in.



The screenshot shows a web-based feedback form with three main sections and two buttons at the bottom. Section 37 is a radio button question: "37. Do you have any concerns about this doctor's probity or health?" with "No" selected. Section 38 is a text area: "38. Please add any comments you wish to make" containing the text "This trainee is a polite, considerate individual who is able to cope well in stressful situations. One to watch for the future." Section 39 is a text area: "39. If you have marked any box with minor or major concerns you must explain why" containing the text "None". At the bottom are two buttons: "SUBMIT ASSESSMENT TOOL" and "SAVE AS DRAFT". Blue dashed arrows point to the "No" radio button, the text area for section 38, the text area for section 39, and the "SUBMIT ASSESSMENT TOOL" button.

If you do not have any concerns please type 'none' for section 39.

Click 'Submit Assessment Tool' to submit your feedback, or 'Save as Draft' to save changes in order to return to the form later.



'Unlisted' Assessors



'Unlisted' Assessors

'Unlisted' assessors are those without normal access to the e-Portfolio system. In order to provide their feedback, they are sent an e-mail request giving 'one-off' access to an MSF form within the system.

DO NOT REPLY

You have been requested to fill in a : Multi-source feedback form to assess Tom Trainee1.

Please visit the URL below to fill in the assessment online:
<<http://www.trainingportfolio.rcoa.ac.uk/guest/11f868e0>>
Your password is "reatrous" without quotes.

This is a temporary page which will be inaccessible once you have completed the assessment or when the assessment expires.

Please check that your details are correct:

Name:

Workplace:

Position:

The e-mail sent to the 'unlisted' assessor includes: -

- A link to the MSF assessment;
- A unique password;
- Confirmation of their details.

Note: Once an 'unlisted' assessor has provided their feedback – they are no longer able to access the e-Portfolio system and would need to be added as 'unlisted' if ever required to provide feedback again.

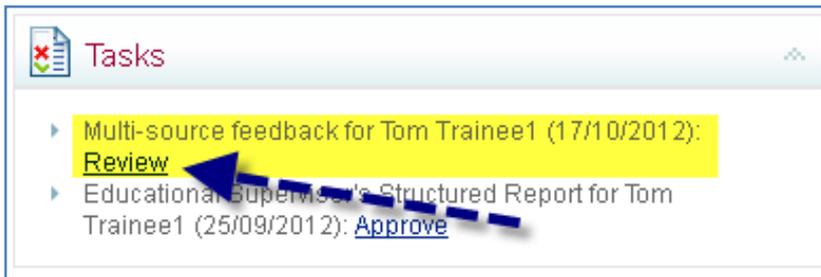


MSF Results



Supervisory Review

The MSF process automatically closes **one calendar month** after having been approved by the supervisor.



Upon closing, the supervisor will receive both an e-mail and a task item in their 'Task List' in order to conduct their review of the feedback.

The assessors ratings can be seen:

KNOWLEDGE, SKILLS, PERFORMANCE					
Knowledge, skills, performance	Good	Satisfactory	Needs to improve	Unacceptable	Unable to comment
11. Ability to diagnose patient problems	5	0	0	0	0
12. Ability to plan patient care	4	0	1	0	0
13. Awareness of their own limitations	2	3	0	0	0
14. Ability to keep up to date with knowledge and skills	2	3	0	0	0
15. Responds to pain and distress in patients appropriately	2	3	0	0	0
16. Technical skills (appropriate to grade)	1	4	0	0	0
17. Ability to multitask and work effectively in a complex environment	2	3	0	0	0
18. Ability to manage time effectively / prioritise	2	3	0	0	0
19. Able to cope under stress	2	3	0	0	0
20. Willingness and effectiveness when teaching / training colleagues	1	4	0	0	0
21. Ability to take leadership role when circumstances required	1	4	0	0	0
22. Keeps clear, accurate, legible records contemporaneously	2	3	0	0	0



Supervisory Review

In addition to the ratings, the comments can also be reviewed. If there are not any issues, the results can simply be released to the trainee.

The screenshot displays a web-based interface for supervisory review. It is divided into three main sections:

- Question 37:** "Do you have any concerns about this doctor's probity or health?" with a "No: Yes" rating scale showing "5: 0".
- Question 38:** "Please add any comments you wish to make". Below this, there are five rows for "assessor 1 comments" through "assessor 5 comments". A blue dashed arrow points to the "assessor 3 comments" field.
- Question 39:** "If you have marked any box with minor or major concerns you must explain why". Below this, there are five rows, each containing the word "none". A blue dashed arrow points to the second "none" row.

At the bottom of the interface, there are two action buttons:

- RELEASE SUMMARY:** A yellow button with a blue arrow pointing left towards it, labeled "Release results to trainee". Above it is a checkbox labeled "Please check to confirm".
- MODERATE RESPONSES:** A yellow button with a blue arrow pointing left towards it, labeled "Moderate comments prior to release". Above it is a text instruction: "If any of the comments require moderation prior to being released to the trainee click 'Moderate Responses' below. This will enable you to edit the comments as required."

If for any reason, the comments need to be looked at more closely – the supervisor is able to moderate the responses.



Moderate Comments

The supervisor is able to view which individual entered which comments. To edit or remove a comment from the results – change the text seen on the left side of the page:

Please add any comments you wish to make:

Change final response:

assessor 1 comments

--- << DO NOT ALTER THIS LINE >> ---

assessor 5 comments

--- << DO NOT ALTER THIS LINE >> ---

assessor 3 comments

--- << DO NOT ALTER THIS LINE >> ---

assessor 2 comments

--- << DO NOT ALTER THIS LINE >> ---

assessor 4 comments

Original responses:

Edward Educational Supervisor 1 responded:
"assessor 1 comments"

Edward Educational Supervisor 2 responded:
"assessor 2 comments "

Edward Educational Supervisor 3 responded:
"assessor 3 comments"

Edward Educational Supervisor 4 responded:
"assessor 4 comments"

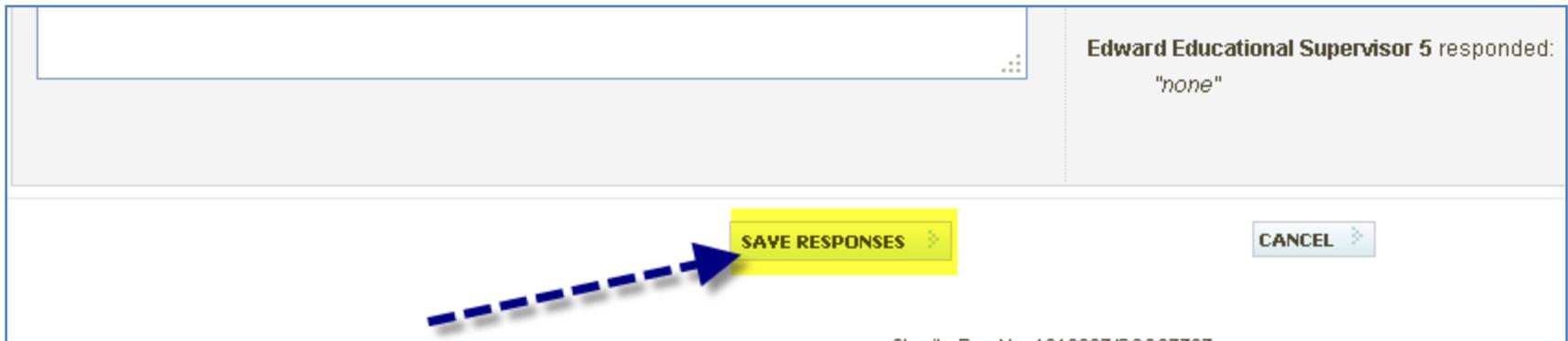
Edward Educational Supervisor 5 responded:
"assessor 5 comments"

Note: do not make any changes to the --- << DO NOT ALTER THIS LINE >> --- sections as these separate the comments within the results.



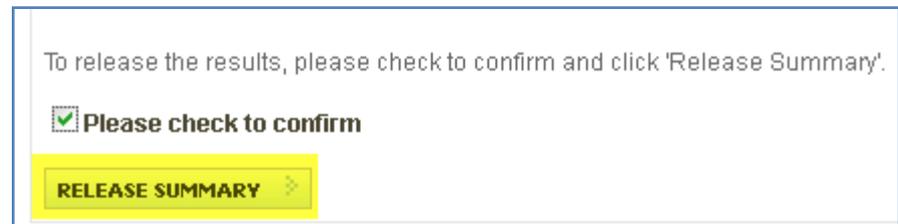
Moderate Comments

Once satisfied with the comments, click 'Save Responses' to save the changes or click 'Cancel' to discard changes:



The screenshot shows a moderation interface. On the right, a response is displayed: "Edward Educational Supervisor 5 responded: 'none'". Below this, there are two buttons: a yellow "SAVE RESPONSES" button and a grey "CANCEL" button. A blue dashed arrow points from the left towards the "SAVE RESPONSES" button.

The system will return to the summary page in order for the results to be released to the trainee:



The screenshot shows a confirmation dialog with the text: "To release the results, please check to confirm and click 'Release Summary'". Below this text is a checked checkbox followed by the text "Please check to confirm". At the bottom of the dialog is a yellow "RELEASE SUMMARY" button.



Trainee Results

 **Completed Assessment Tools**

Outstanding **Completed** Enter Assessment Tool

ALL OF YOUR COMPLETED ASSESSMENT TOOLS

1 2 > 30 Records Total Records: 41

<input type="checkbox"/>	<u>Title</u>	<u>Outcome</u>	<u>Date</u>	<u>Last Modified</u>	<u>ARCP Record Date</u>	<u>Training Year</u>
<input type="checkbox"/>	MSF: Multi-source feedback	N/A	17/10/2012	22/10/2012 12:08		CT1/ACCS1
<input type="checkbox"/>	Unit of Training Sign Off	N/A	26/09/2012	21/09/2012 16:10	07/06/2013	CT1/ACCS1
<input type="checkbox"/>	A-CEX	N/A	24/09/2012	24/09/2012 14:58	07/06/2013	CT1/ACCS1
<input type="checkbox"/>	DOPS	Satisfactory	21/09/2012	21/09/2012 10:35	07/06/2013	CT1/ACCS1
<input type="checkbox"/>	CbD	Satisfactory	21/09/2012	21/09/2012 16:08	07/06/2013	CT1/ACCS1

Released MSF results are available for the trainee to view within their list of Completed Assessment Tools.



MSF Key Points

- The e-Portfolio system requires a minimum of 8 assessors - though your School may require more.
- MSF Assessors can: -
 - already be listed in the system
 - be individuals who are not normal users of the system, make sure to add as much information as possible to aid recognition.
- Educational Supervisors can approve or reject nominated assessors.
- **The MSF process takes one month – see next slide**



Closing MSF Early

- If MSF results are required before the end of the month, then the RCoA helpdesk can be contacted to close the exercise early:
- All responses received – the trainee or supervisor can request closure
- Responses outstanding but a suitable **number and mix** of responses achieved – only the supervisor can request closure.



e-Portfolio Support

Websites

<http://www.rcoa.ac.uk/e-Portfolio>

Postal Address

e-Portfolio Support Team
THE ROYAL COLLEGE OF ANAESTHETISTS
Churchill House
35 Red Lion Square
London WC1R 4SG
tel.: 020 7092 1556

Contact Number

Email

e-Portfolio@rcoa.ac.uk



e-Portfolio