

## RCP Guidelines for completing a MSF assessment

Dear Colleague,

Name of 'Rater': Please write name of 'rater' here

The Royal Colleges of Physicians (UK) are now using multisource feedback (MSF), otherwise known as 360<sup>0</sup> assessment, to assess doctors in training. MSF assessment is a method of assessing generic skills such as communication, leadership, team working, teaching, punctuality and reliability. This allows objective systematic collection and feedback of performance data on an individual, which is derived from a number of stakeholders in their performance. This assessment method has been shown, in a UK pilot study, to provide a reliable rating of an individual doctor. 'Raters' are people with whom the doctor being assessed works and this includes nurses, other doctors, secretaries and other clerical staff and other allied health professionals. The data from 20 'raters' forms is put together to provide the doctor with structured feedback about their performance.

You have been asked to assess: Please write name of doctor to be assessed here

### What is required of you?

1. You have been selected by the trainee or their educational supervisor to assess the trainee.
2. We would be grateful if you would complete the accompanying form about the trainee. MSF is used to assess the behaviour, team working and communication skills of trainees. It is NOT an assessment of knowledge or practical skills.
3. **Ordinarily the trainee will not be able to identify you and will not see your individual responses.** The trainee's educational supervisor will collate the information from all of the MSF assessments onto a single summary form, which will be used to give the trainee feedback. **Trainees will not normally see any individual responses/forms or scores.** In the event of a legal challenge the Data Protection Act may allow the information to be released, but should not be released until the legal process has run its course.
4. Please score the trainee from 1 (extremely poor) to 9 (extremely good). A score of 1-3 would be considered unsatisfactory, 4-6 satisfactory and 7-9 would be considered above that expected, for a trainee at the same stage of training and level of experience. **You must justify each score of 1-3 with at least one explanation/example in the comments box, failure to do so will invalidate the assessment.** If you feel unable to comment on an aspect you may mark the 'Don't know' box.
5. **If you feel, for whatever reason, that the trainee doctor falls below what you believe to be a minimum standard for a qualified doctor who is training to be a consultant it is important for you to make this clear on the form.**
6. If you have had insufficient contact with the trainee to assess certain aspects then please fill in the 'Don't know' box.
7. Please make written comments to supplement or explain your scoring if you think this may be helpful, you must do this for all scores of 1-3. Please write clearly.
8. When you have **FULLY** completed the form please return it in the envelope provided to the trainee's educational supervisor, NOT the . This process will be conducted sensitively and carefully so you should feel free to give honest answers to questions, as this is fundamental to the success of the process.

## How to complete the form

Your completed form will be scanned to enable a quick and accurate analysis of results, to aid this process please keep the following in mind:

1. Try not to fold your form
2. Only use pens with black or dark blue ink & print firmly
3. Only write in allocated areas on the form - if you have any additional comments please use a separate sheet of paper
4. For optimum accuracy print in capital letters / numbers (where applicable) and avoid contact with the edge of the box. For example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

5. Shade circles like this:



Mark any mistakes made like



Please detach the completed MSF assessment form and put it in the envelope provided, seal it, and either hand it to the educational supervisor or put it in the internal post to them. Do NOT give the completed form directly to the .

Thank you for your help