Releasing a Multi-source feedback (MSF) or Multiple consultant report (MCR) assessment

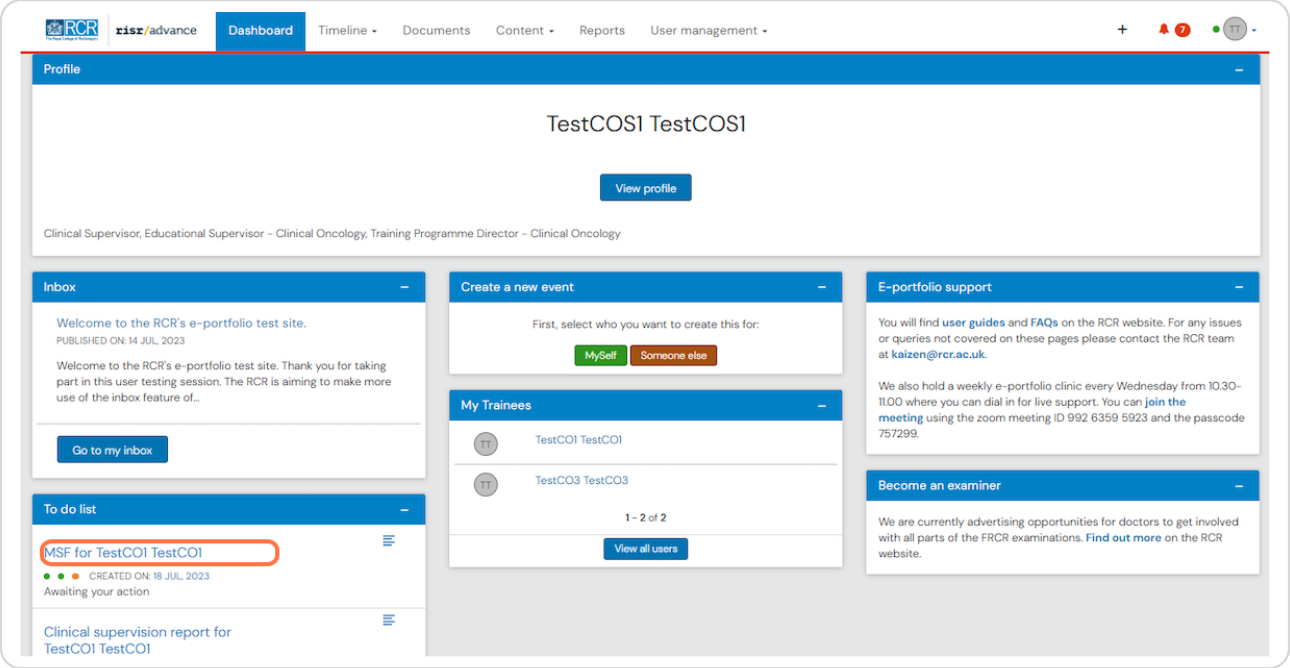
15 Steps

Created by	Creation Date	Last Updated
WDAT	July 18, 2023	July 18, 2023

STEP 1

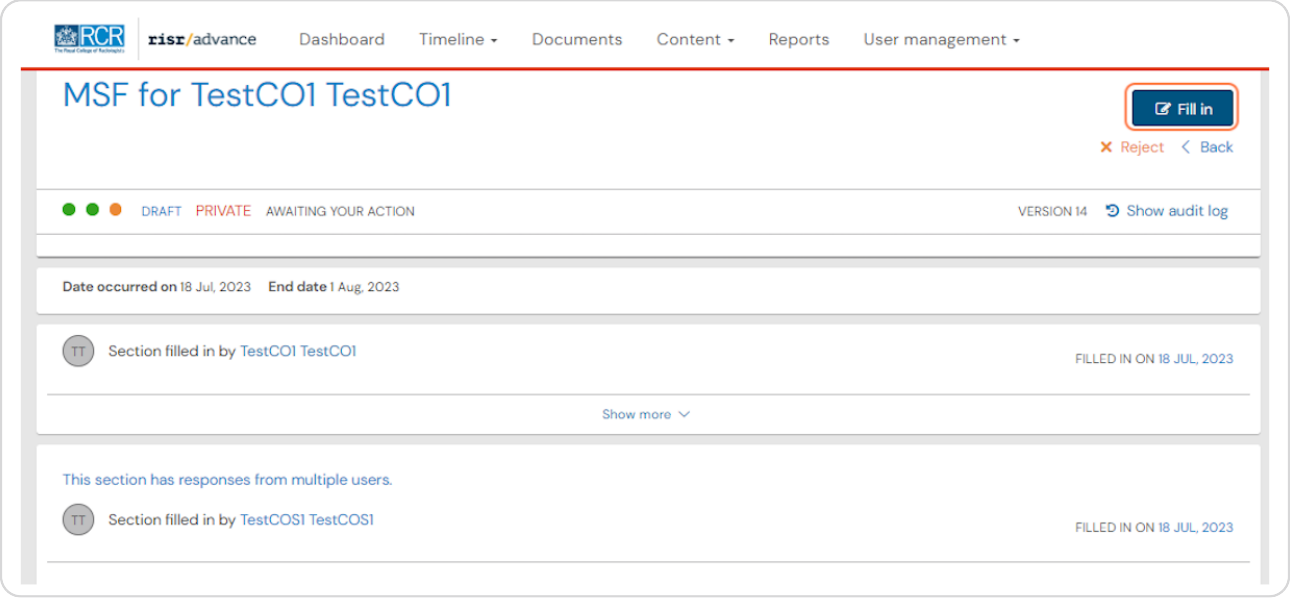
Select the MSF or MCR t from the to do list on your dashboard

You can also access your to do list by clicking the bell icon at the top right of the page



STEP 2

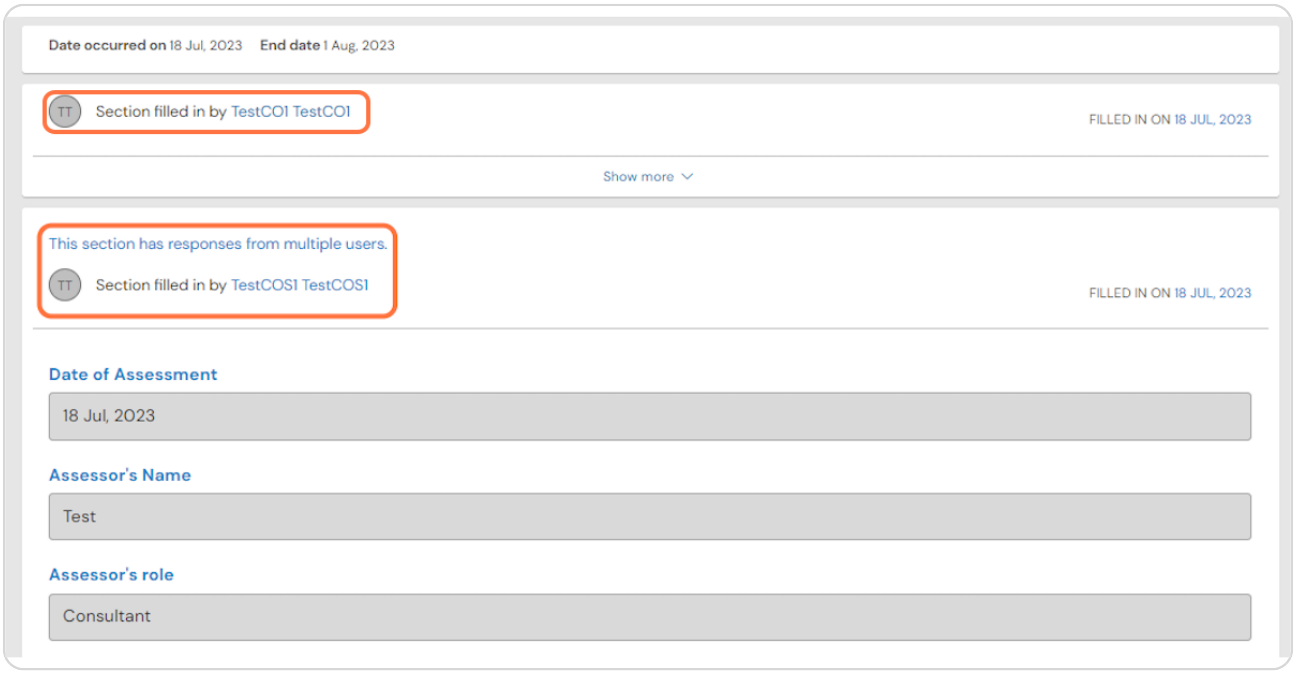
Click on Fill in



STEP 3

Each section of the MSF/MCR is labelled with who completed it

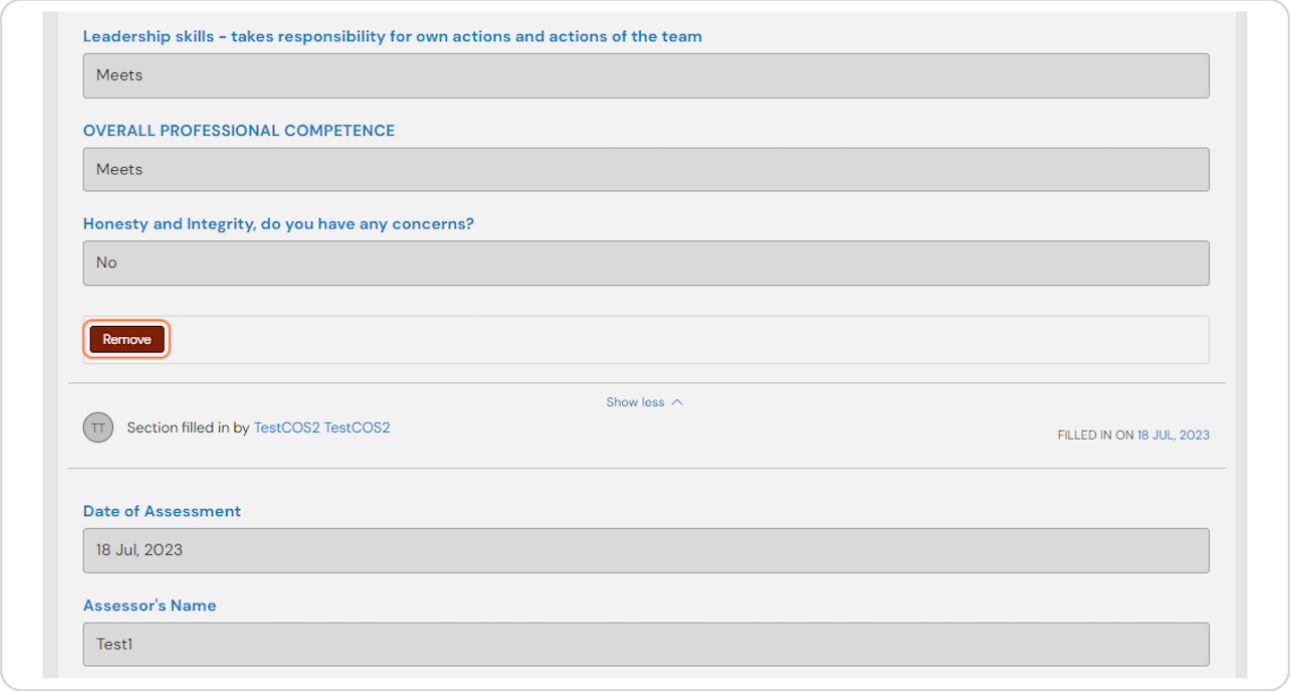
The trainee's responses are minimised by default, however you can view these by clicking Show more at the bottom of the trainee's section



STEP 4

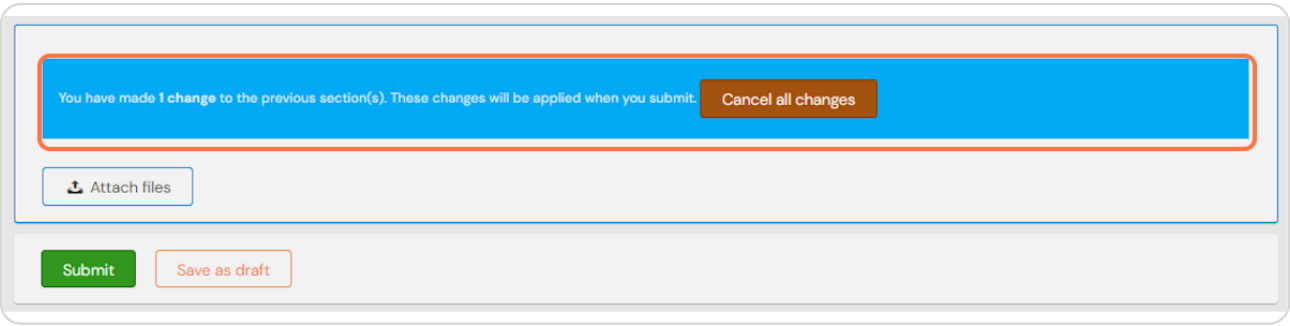
You can remove any inappropriate responses by clicking on Remove at the end of that section

This removes the whole response. It is not possible to remove parts of a response.



STEP 5

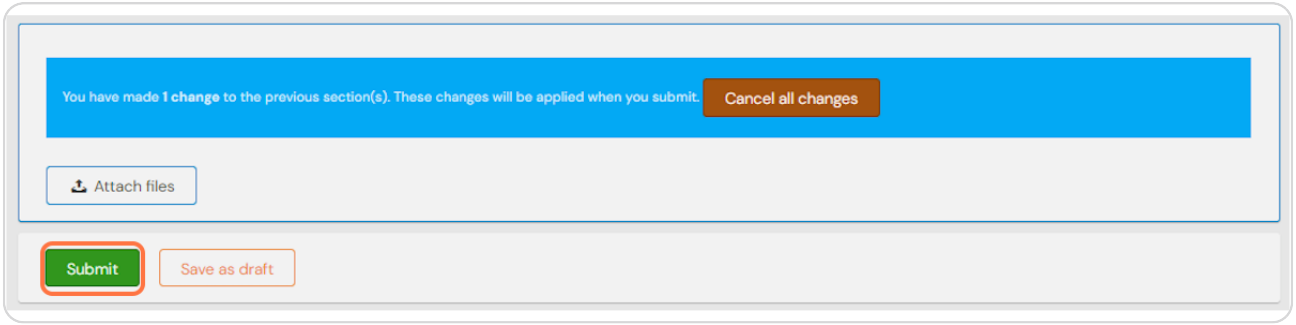
At the end of the form you will see a summary of any changes you made with an option to cancel all changes



STEP 6

To complete the MSF/MCR and publish it to the trainee's timeline click on Submit

You can click save as draft if you wish to complete the form at a later date.



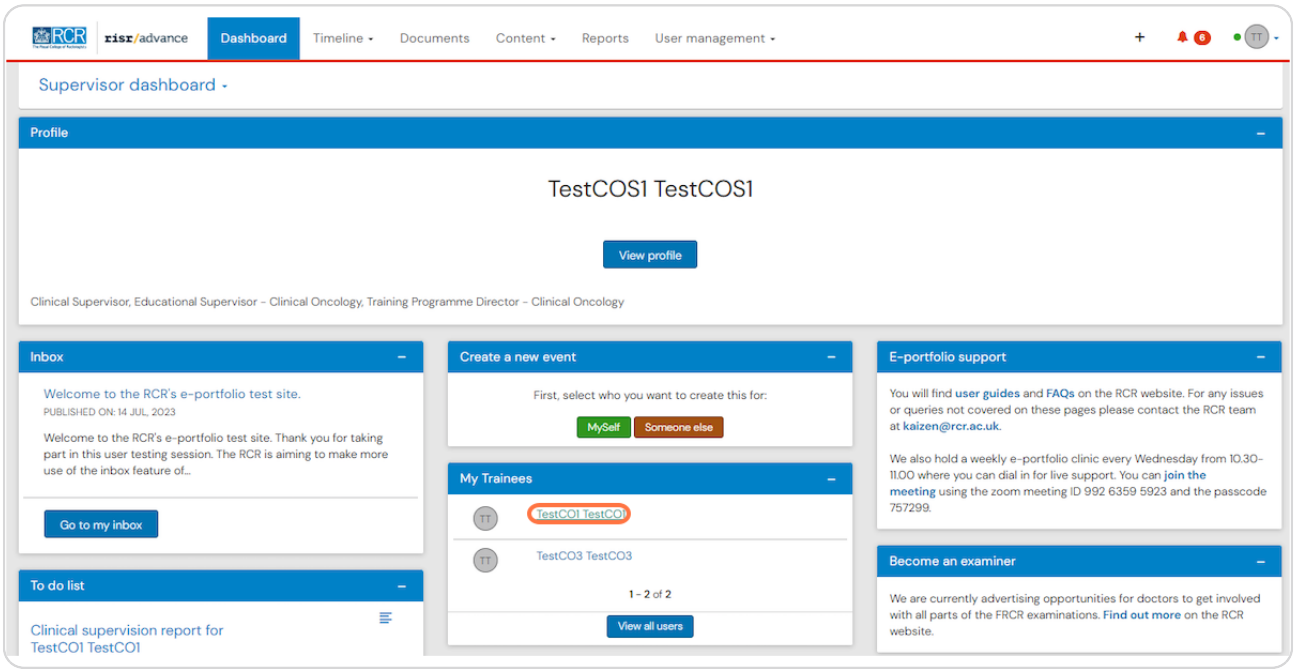
Viewing the MSF/MCR summary

9 Steps

STEP 7

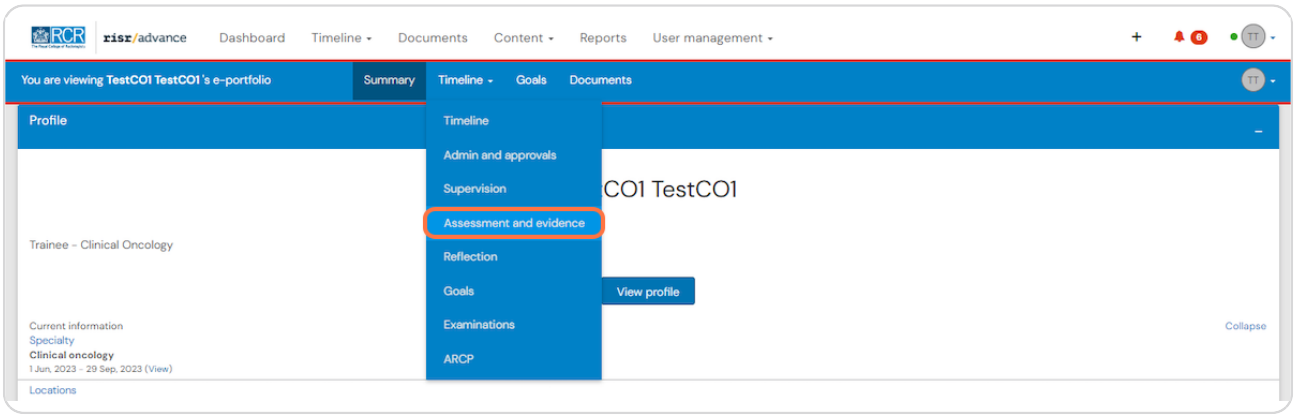
From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard



STEP 8

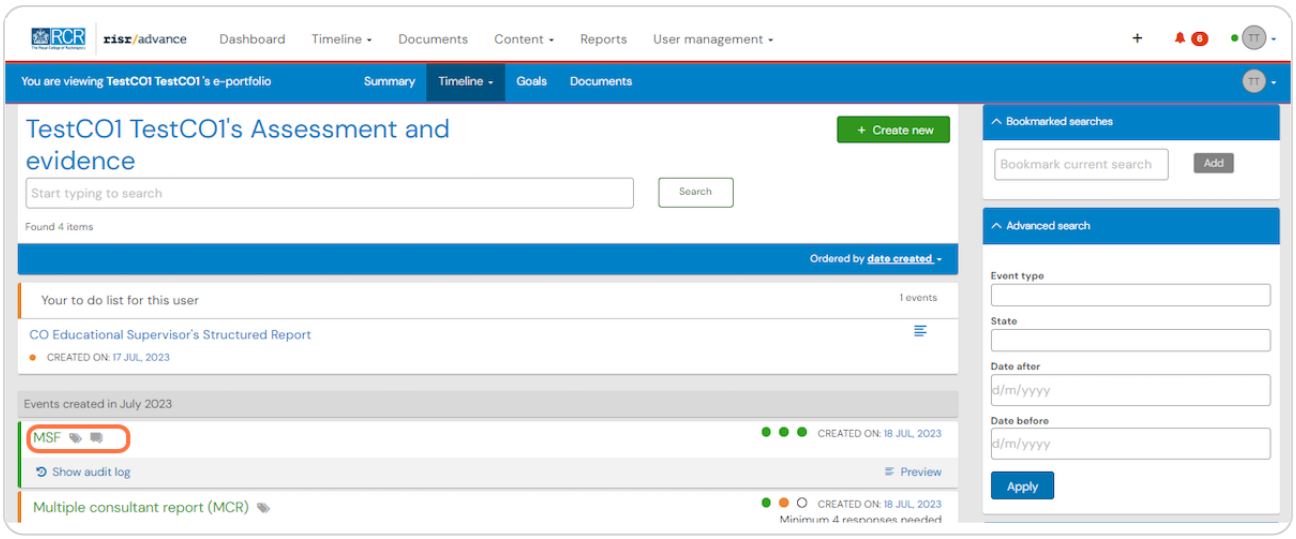
Click on Timeline on the trainee's summary dashboard and select Assessment and evidence



STEP 9

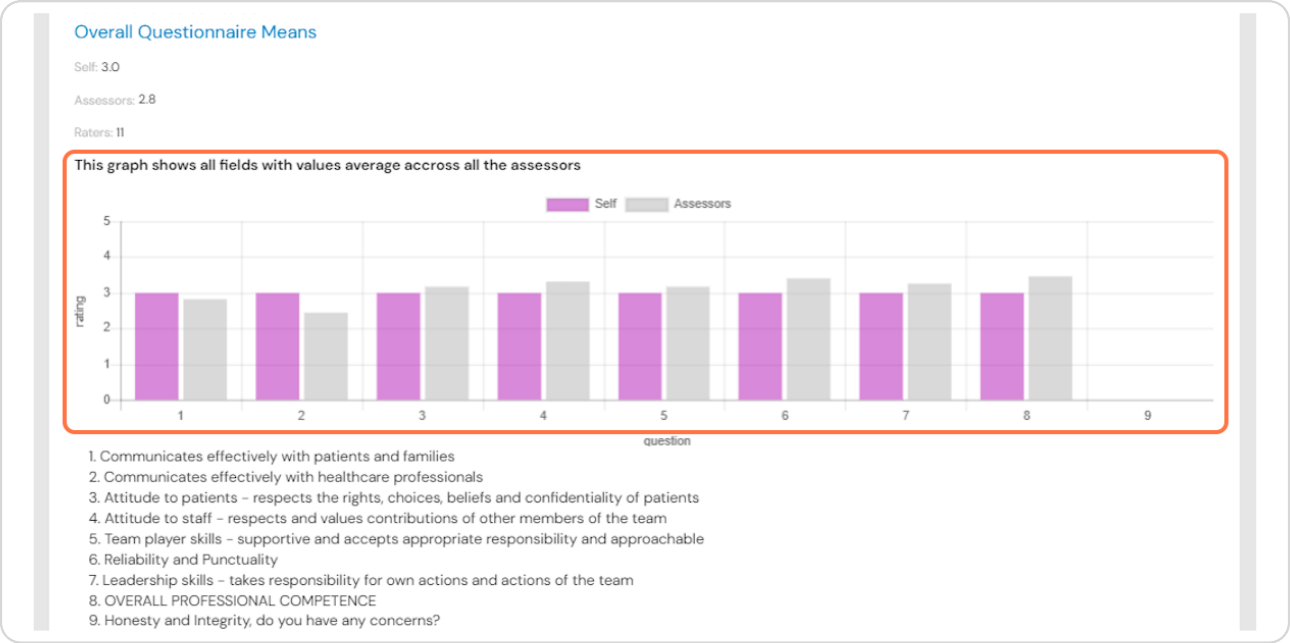
Select the MSF/MCR from the trainee's timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the report



STEP 10

The MSF/MCR report will show a bar chart of average scores from responses compared to the trainee's self assessment



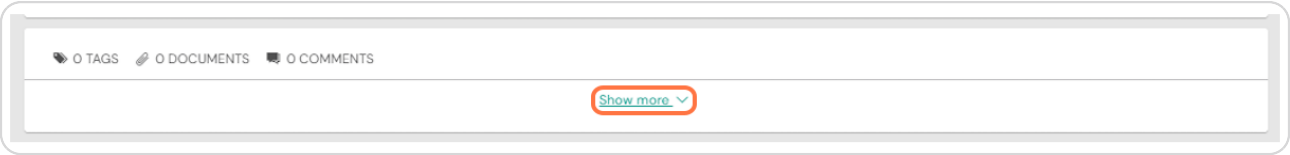
STEP 11

Comments under each section will also be displayed

These will be anonymised and displayed in a random order in each section. Any comments the trainee included in their self assessment will be shown at the top.

STEP 12

You can add comments to the MSF/MCR report by clicking on Show more at the bottom of the report

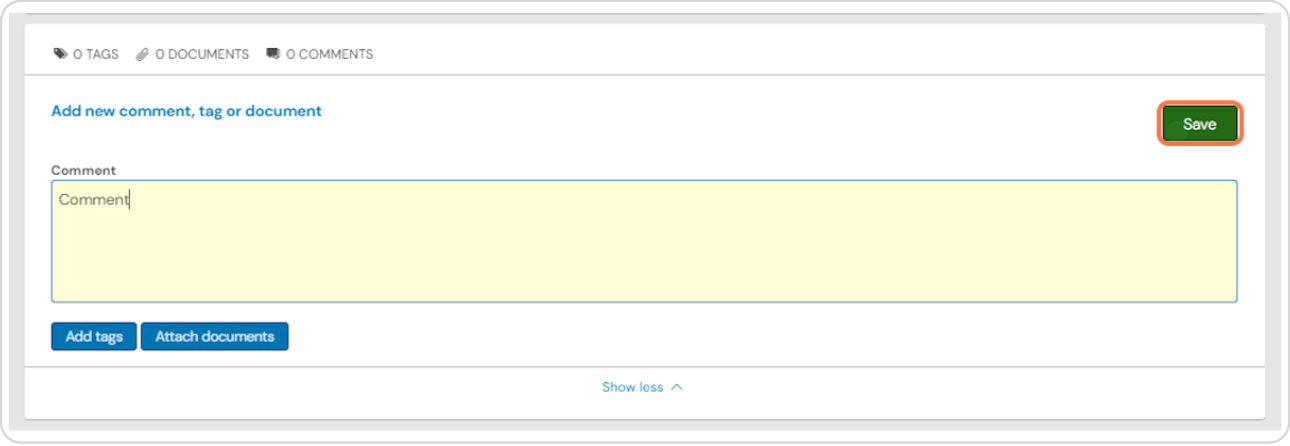


STEP 13

Add your comment by typing in the text box

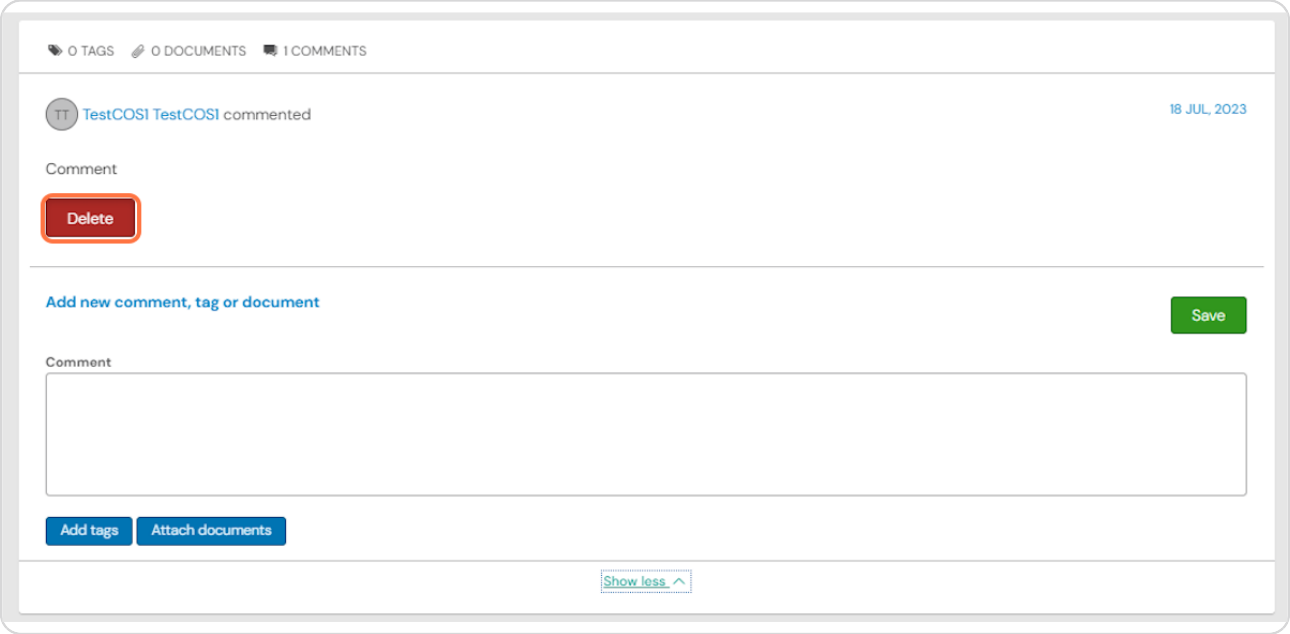
STEP 14

Click on Save to publish the comments



STEP 15

You will be able to view any comments made by the trainee and can delete comments by clicking on Delete



RCR
The Royal College of Radiologists