

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

15 Steps

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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

The screenshot shows the RCR dashboard interface. At the top, there is a navigation bar with the RCR logo, 'risz/advance', and a 'Dashboard' menu. Below the navigation bar, the user's profile is displayed as 'TestCOS1 TestCOS1' with a 'View profile' button. The main content area is divided into several sections: 'Inbox' with a welcome message and a 'Go to my inbox' button; 'Create a new event' with options for 'MySelf' and 'Someone else'; 'E-portfolio support' with links to user guides and FAQs; 'My Trainees' listing 'TestCO1 TestCO1' and 'TestCO3 TestCO3'; and 'Become an examiner' with information about FRCR examinations. The 'To do list' section is highlighted, showing a task 'MSF for TestCO1 TestCO1' with a status of 'CREATED ON: 18 JUL, 2023' and 'Awaiting your action'. A red box highlights the task title.

STEP 2

Click on Fill in

The screenshot shows the 'MSF for TestCO1 TestCO1' task page. The title 'MSF for TestCO1 TestCO1' is at the top, with a 'Fill in' button highlighted in a red box. Below the title, there are options to 'Reject' or 'Back'. The task status is 'DRAFT PRIVATE Awaiting your ACTION' and 'VERSION 14' with a 'Show audit log' link. The task details include 'Date occurred on 18 Jul, 2023' and 'End date 1 Aug, 2023'. A section titled 'Section filled in by TestCO1 TestCO1' is shown, with a 'Show more' dropdown. Below this, a note states 'This section has responses from multiple users.' and another section titled 'Section filled in by TestCOS1 TestCOS1' is shown, with a 'FILLED IN ON 18 JUL, 2023' timestamp.

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

Date occurred on 18 Jul, 2023 End date 1 Aug, 2023

TT Section filled in by TestCOI TestCOI FILLED IN ON 18 JUL, 2023

[Show more](#) ▾

This section has responses from multiple users.

TT Section filled in by TestCOSI TestCOSI FILLED IN ON 18 JUL, 2023

Date of Assessment

18 Jul, 2023

Assessor's Name

Test

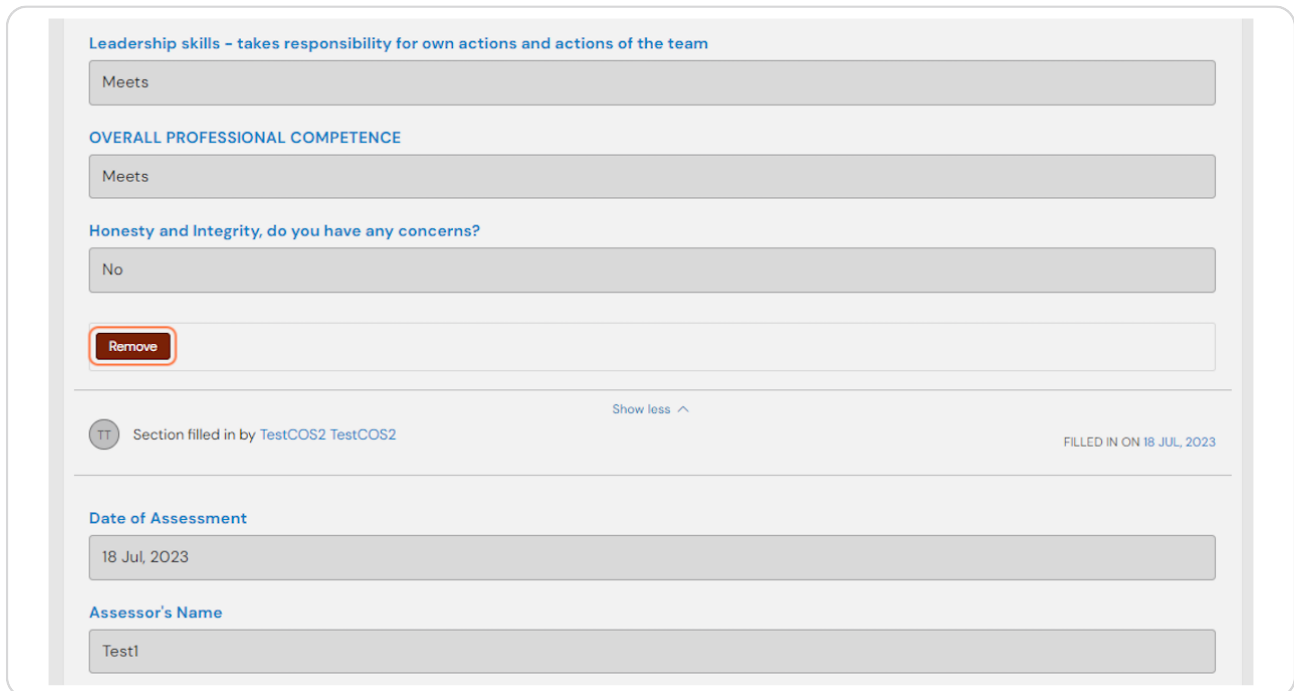
Assessor's role

Consultant

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.

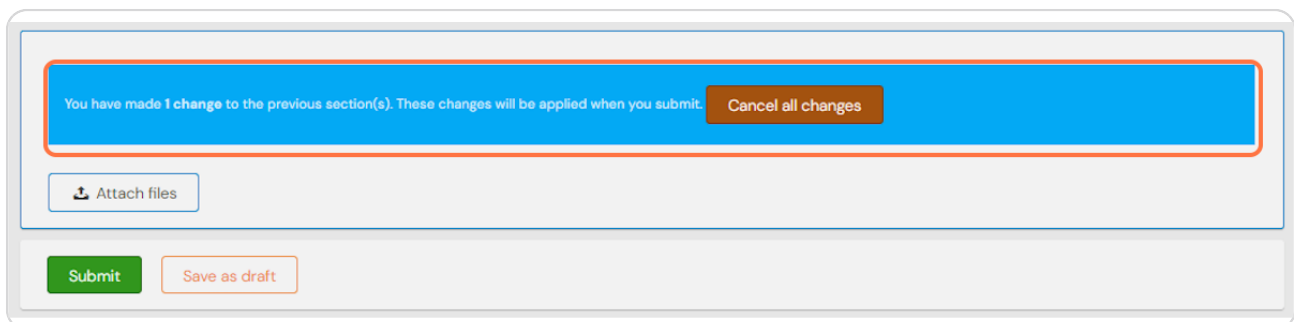


The screenshot shows a form section with the following elements:

- Section title: Leadership skills - takes responsibility for own actions and actions of the team
- Text input field: Meets
- Section title: OVERALL PROFESSIONAL COMPETENCE
- Text input field: Meets
- Section title: Honesty and Integrity, do you have any concerns?
- Text input field: No
- A red-bordered button labeled "Remove" is positioned at the end of the section.
- A "Show less" link with an upward arrow is located below the section.
- A user profile icon (TT) and text: Section filled in by TestCOS2 TestCOS2
- A date stamp: FILLED IN ON 18 JUL, 2023
- Section title: Date of Assessment
- Text input field: 18 Jul, 2023
- Section title: Assessor's Name
- Text input field: Test1

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



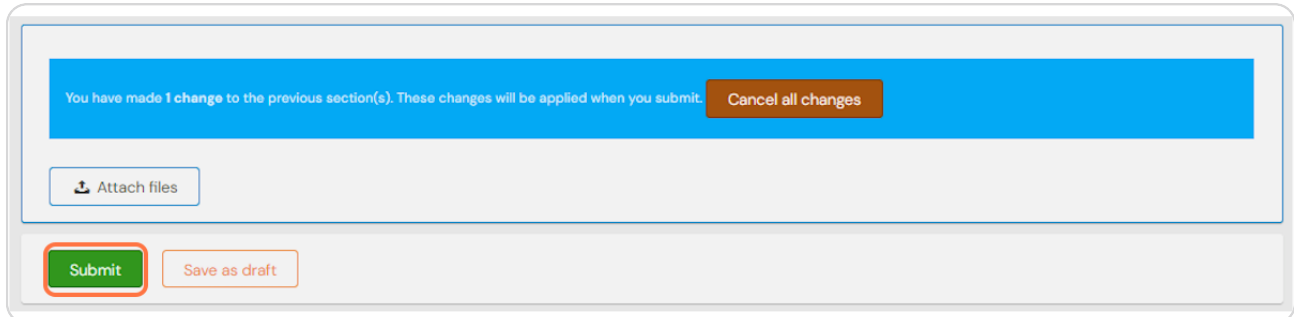
The screenshot shows a summary bar with the following elements:

- A blue bar with a red border containing the text: "You have made 1 change to the previous section(s). These changes will be applied when you submit." and a red-bordered button labeled "Cancel all changes".
- A button labeled "Attach files" with a download icon.
- A green button labeled "Submit".
- A red-bordered button labeled "Save as draft".

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.



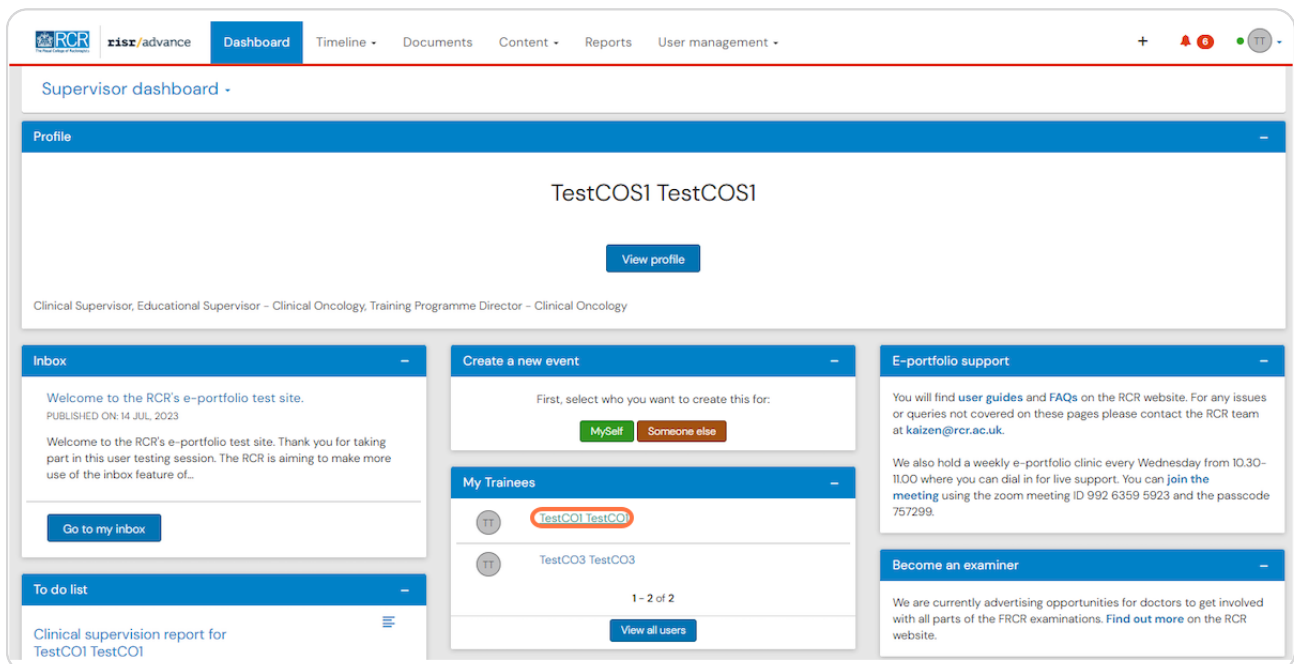
Viewing the MSF/MCR summary

9 Steps

STEP 7

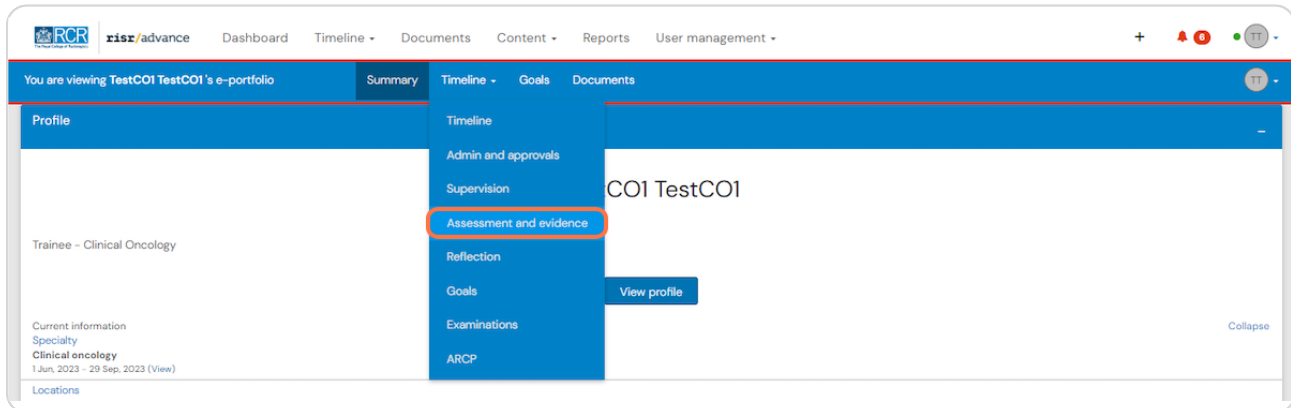
From your dashboard, select the trainee required

This will take you to the trainee's summary dashboard



STEP 8

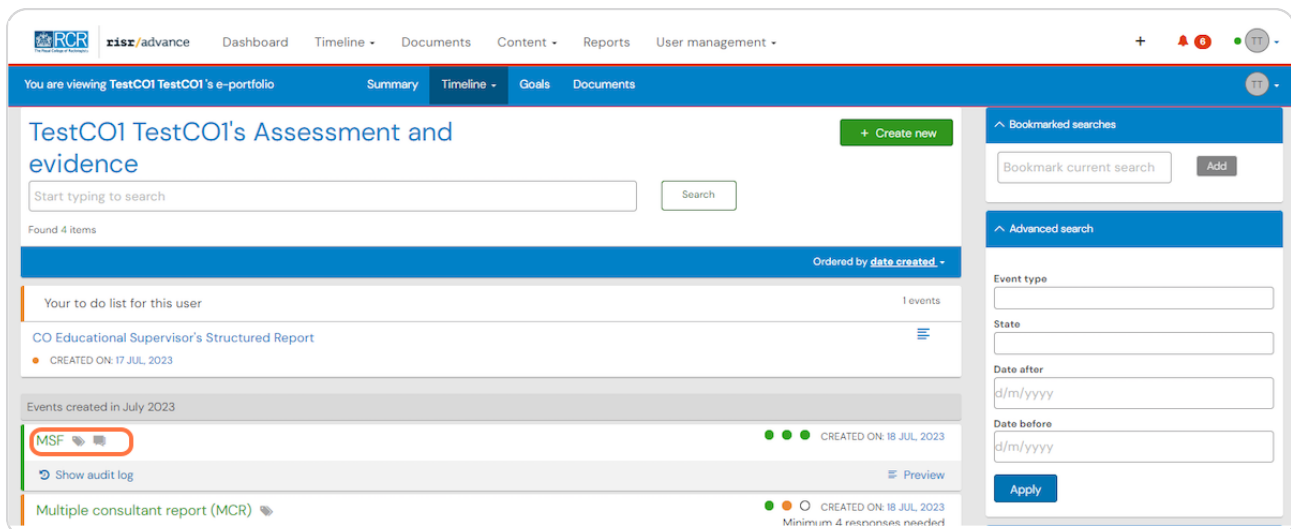
Click on Timeline on the trainee's summary dashboard and select Assessment and evidence



STEP 9

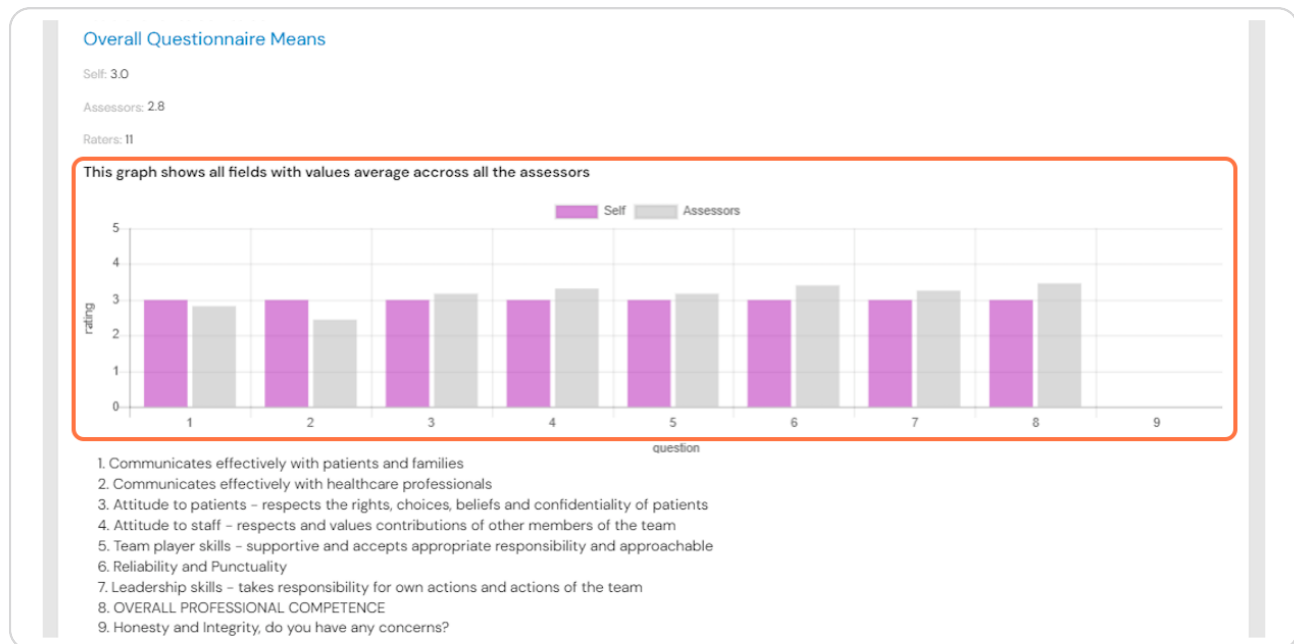
Select the MSF/MCR from the trainee's timeline

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.

Communicates effectively with patients and families

Self assessment:

Assessors:

- Comment 5
- Comment 2
- Comment 3
- Comment 1

Communicates effectively with healthcare professionals

Self assessment:

Assessors:

- Comment 2
- Comment 3
- Comment 1
- Comment 3

Attitude to patients Respects the rights, choices, beliefs and confidentiality of patients

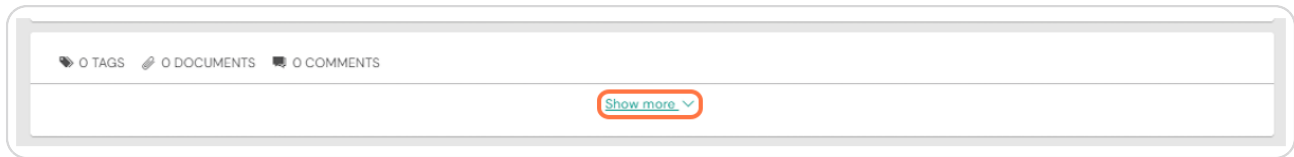
Self assessment:

Assessors:

- Comment 3
- Comment 2
- Comment 3
- Comment 1

STEP 12

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



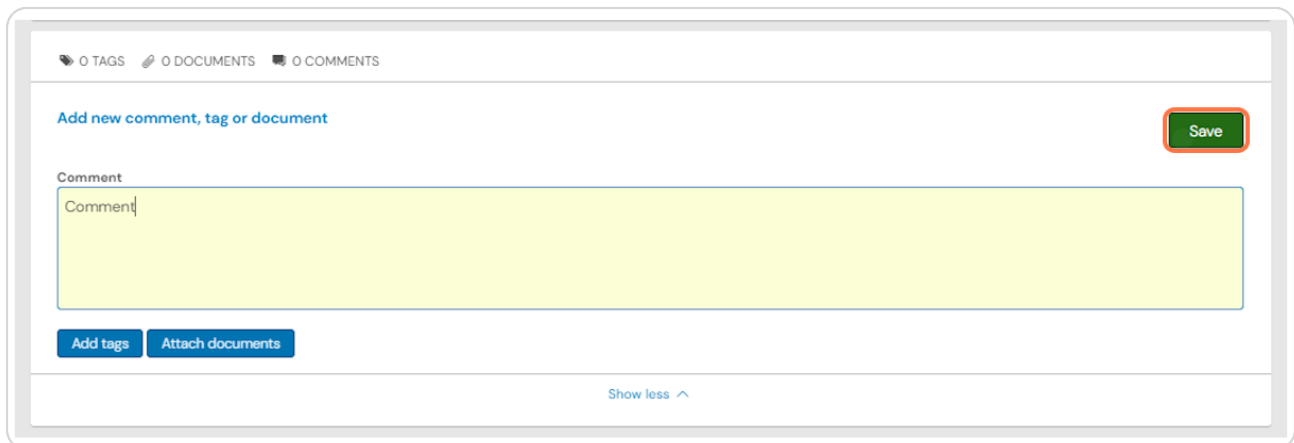
STEP 13

Add your comment by typing in the text box



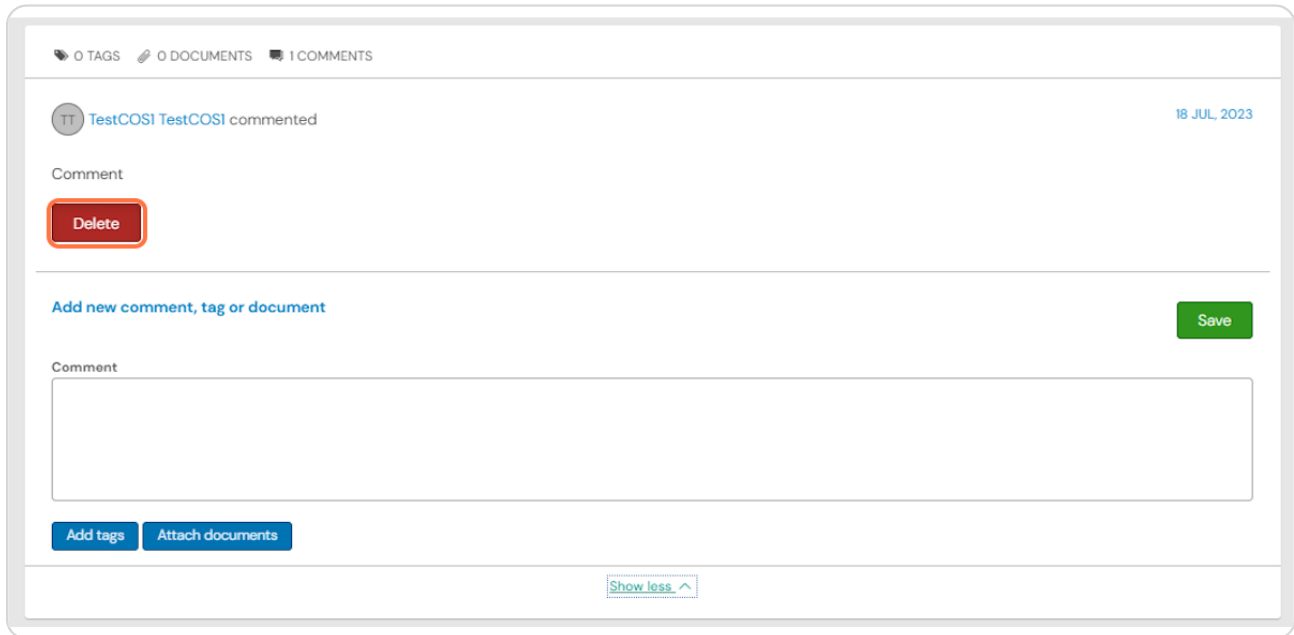
STEP 14

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



The screenshot displays a user interface for managing comments. At the top, it shows a summary: 0 TAGS, 0 DOCUMENTS, and 1 COMMENT. Below this, a comment is shown from a user named 'TestCOSI' (profile picture 'TT'), with the text 'TestCOSI TestCOSI commented' and a timestamp of '18 JUL, 2023'. Underneath the comment is a 'Delete' button. A horizontal line separates this from a section for adding a new comment, titled 'Add new comment, tag or document', which includes a 'Save' button. Below the title is a large text input field for the comment. At the bottom of this section are two buttons: 'Add tags' and 'Attach documents'. At the very bottom of the interface is a 'Show less' link with an upward-pointing arrow.

