



MULTI-SOURCE FEEDBACK (MSF)

Guidance notes and information for Stage A/First year specialty trainees

For trainees in the following specialties:

- ST1 Chemical Pathology and ST3 Chemical Pathology (Metabolic Medicine)
- ST1 Histopathology
- First year Oral and Maxillofacial Pathology (OMFP)

The College supports the provision of high quality evidence to inform the decisions made at the annual review of competence progression (ARCP). To facilitate the acquisition of such evidence the College has developed a multi-source feedback (MSF) assessment tool specifically for Stage A/first year trainees who are undertaking an approved training programme.

MSF or 360° assessment tool is designed to assess a trainee's performance in the workplace and is undertaken around Month 7 of training. The MSF assessment is a process whereby trainees are rated on their performance by people who are familiar with their work. It also provides an opportunity for trainees to reflect on their own development. MSF provides valuable information about a doctor's performance in relation to the domains of Good Medical Practice and is also an educational tool. The assessment is completely anonymous. The MSF questions reflect the required behaviours and 'attitudes' described within the specialty curriculum.

The Royal College of Pathologist's MSF is based on the SPRAT (Sheffield peer review assessment tool) MSF tool. This tool was initially developed in Sheffield for obtaining multi-source feedback for trainees in paediatrics.

MSF is conducted via the Learning Environment for Pathology Trainees (LEPT) system. The LEPT system is an e-Portfolio for recording workplace-based assessment and multi-source feedback (MSF). It also allows trainees to record information about their progress in training in order to provide evidence to support the ARCP process. Trainees are given the opportunity to select their educational supervisor, training programme director and head of pathology school when they log into the LEPT system.

Trainees will be alerted via the LEPT system when the MSF assessment commences with further instructions on what to do. The alert will be an email. Trainees are asked to ensure that the College has their correct up-to-date email address.

Trainees are required, via the LEPT system, to provide a list of assessors to carry out the MSF assessment. The list can only be submitted once. **The proposed list of assessors must be electronically approved by the educational supervisor.** Feedback from assessors is verbatim and anonymised.

When providing the contact email for assessors, trainees are asked to obtain the preferred one e.g. work or personal. It is important that whenever possible, the potential assessors are asked for their consent before they are nominated. Trainees are also asked to ensure that the potential assessors will be available to complete and submit the assessment forms within the given timescales.



Self-assessment

Trainees are required to undertake a self-assessment. The questions are identical to those to be answered by the nominated assessors. It will enable trainees to compare their self-assessment with that from the other assessors. Trainees must compare themselves with peers at the same stage of training (i.e. Stage A/first year). A doctor who meets the standard required at Stage A/first year would score 4.

It must be noted that the LEPT system will not send the list of assessors to the educational supervisor for approval until the self-assessment has been **completed** and **submitted**. The completed self-assessment can only be submitted once. However, the option is available to start the self-assessment, save and close it, then resume. The self-assessment will not be seen by anyone until the MSF assessment is complete and the MSF report has been generated.

Trainees are required to nominate up to twelve assessors (minimum ten) who can comment on their practice. The assessors must include:

ST1 Chemical Pathology and ST3 Chemical Pathology (Metabolic Medicine)

At least six from the first four categories – of whom 3 should be medically qualified

- Consultant chemical pathologists
- Consultant clinical scientists
- Consultant physicians
- State registered clinical scientists
- Biomedical scientists
- Nursing staff
- Pharmacists
- Dieticians
- Medical laboratory assistants
- Other StRs
- Medical secretaries

Histopathology and Oral and Maxillofacial Pathology

- At least 6 consultants – one of whom should be a cytopathologist
- 2 scientific/laboratory staff
- No more than 1 anatomical pathology technologist
- A maximum of 2 StRs in your specialty
- Either another consultant or scientific/laboratory staff
- BUT NOT admin or clerical staff

Not all the MSF questions will be relevant to the above category of assessors and therefore 'Unable to comment' should be selected accordingly.

Feedback

The aggregated anonymous MSF report will be sent electronically to the educational supervisor for their review and a copy to the training programme director for information. Feedback from assessors is verbatim and anonymised. The educational supervisor should verbally discuss the feedback with the trainee in a suitable environment. Following which the educational supervisor must electronically release the MSF report into the trainee's ePortfolio for their review and retention.

A minimum of 7 assessors is required per trainee MSF assessment so as to ensure a higher degree of validity and feasibility. Trainees with fewer than 7 assessors completing their MSF assessment will not be included in the aggregated feedback and all involved parties will be notified accordingly. Further arrangements will be made with the trainee at this point.

It is important that the correct email address for each assessor is provided so that they can be alerted appropriately in time to complete the MSF assessment form. Trainees are also asked to ensure that their assessors complete the MSF assessment within the given timescales.



For an overview of MSF dates, please see: <https://www.rcpath.org/trainees/assessment/multi-source-feedback-msf.html>.

Additional MSF assessment

The College appreciates that in some instances, trainees may require the opportunity to complete a further multi-source feedback assessment following the initial MSF exercise undertaken in ST1 or ST3/Stage A/first year OMFP).

There will normally be two types of trainee who require an additional opportunity to undertake an MSF assessment. They are:

1. trainees who are undertaking a repeat period of ST1 or ST3/Stage A/first year OMFP training where an additional MSF opportunity is required.
2. trainees who have entered ST2 training but where their Annual Review of Competence Progression (ARCP) at the end of ST1 or ST3/Stage A/first year OMFP requires an additional MSF opportunity to be undertaken.

Further information and the application form for the additional MSF assessment is available at: <https://www.rcpath.org/trainees/assessment/multi-source-feedback-msf.html>.

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