

Multi-source Feedback (MSF)

The MSF is created by the trainee who completes a self-assessment and chooses co-workers from a range of grades, one of whom must be her/his current AES.

The AES completes 3 elements of the MSF:

1. To rate the trainee as AES

Go to *My Trainees* from the main menu then under *Rate Others*, select *Validate WBAs / MSFs*. You will also see an alert/link on your dashboard. Complete the form and sign off.

2. To review the MSF as AES

The trainee will be able to submit the full MSF when the required number of raters have submitted their forms.

You will receive the trainee's personalised consolidated feedback chart. The first part shows the trainee's self-rating compared with her/his ratings.

As AES you can open details about the raters. Click on the raters area for any competency to see more detail.

The second part shows a list of the nominated raters and anonymised feedback.

3. Meeting with the trainee and sign off

As AES you should meet with the trainee to present the feedback and discuss the results and you may wish to prepare for this in advance. You can award one overall outcome from three choices.

WBA

If you act as a rater for WBAs, you will be alerted on your dashboard when a WBA is ready for your validation.

Alternatively, click Menu / *My Trainees / Validate WBAs / MSFs*.

The trainee may have already populated many of the fields.

- **Rater feedback** - add your written comments in one or more boxes (mandatory field).
- **Ratings** – add your ratings:

N = Not assessed/observed

D = Development required

S = Satisfactory

O = Outstanding

- **Global summary** – click whether the trainee was below, at or above their training level.

- **Sign off**

View Portfolio

My Trainees / As Assigned Educational Supervisor / Trainee / Portfolio tab

Different areas of the trainee's portfolio can be viewed through a series of filters.

In the **Viewing** drop down box select an area to view.

EITHER use the **Custom Date Range** – click the checkbox and select a custom *from* and *to* period.

OR select a **Time period** – click the drop down box to choose a pre-established period.

Your selections will determine the evidence displayed in the area below.

View Evidence in Portfolio

View:

- Click *Other Evidence*
- You will see number of assessments by selected period; assessments done / validated by a consultant rater; average time taken for validation by all raters (ideally < 28 days); bar chart of the global ratings of each assessment - you can scroll along the timeline.

Use the drop down arrows to open each evidence type.

View the eLogbook in Portfolio

The eLogbook report displays the procedures recorded by the trainee by specialty with numbers at different supervision levels.

- Click on *Other forms/eLogbook*
- Use the scroll button at the side to move up and down the report.

Messages

You can send, receive, save drafts, create folders and view conversations.

Compose a new message:

- Click the orange button. In the *To* box, the system will search for people as you type or you can select users.

Folders:

- File messages under different headings – Name the folder and click *Create Folder*. Go to the inbox, select the message by clicking the tic box, select the folder name in the drop down box and click the green *Move To Folder* button.

Message threads

- You can filter conversations with a person by choosing the person from the drop down box. You can also continue the conversation from here.

AES Pocket Guide



ISCP www@iscp.ac.uk

JCST www.jcst.org

Helpdesk email:

helpdesk@iscp.ac.uk

Helpdesk phone:

020 7869 6299

View your Dashboard

Dashboard / Notices

To be an AES, your trainee must select your name in a placement.

The menu displays numbers of items against different areas.

Your dashboard also displays **Alerts / Notices / Warnings** – click on these hyperlinks. These will not disappear until you have actioned them.

My trainees

My Trainees / As Assigned Educational Supervisor

From here you can access all your trainees and carry out AES functions.

3 tabs organise your trainees into **Current, Historic** and **Future**.

Colour-coded boxes indicate the trainee's status with required actions. Hover on these for help text.

Click on the area showing the trainee details. This leads to a trainee summary page.

Click on the tabs at the top of the summary page to go to view trainee **Placements / Learning Agreements / Portfolio / Messages**.

Placement tab

Clicking on the placement tab will show placements (these should be validated by the TPD). Click on an individual placement row to open placement details.

Learning Agreement tab

The LA is in 4 stages, each must be signed off before the next is available.

Learning Agreement

Objective setting meeting

The LA supports the setting and meeting of goals in the placement and meetings you have with the trainee.

The LA form can be completed while you are meeting with the trainee but should not interfere with the discussion itself. Alternatively, the trainee can complete the form after the meeting and submit it to you to check and amend if necessary. The following should be completed

- Meeting date (use the date selector)
- Actions required to meet Learning Objectives – open each of the drop down boxes and fill in according to your discussion. These boxes are only prompts and not all of them need to be completed.
- Trainee comments
- AES comments
- Sign off together in the trainee or AES account (the party who is not the account holder will need to add their password) **OR** sign off separately.

Interim Review

This meeting should occur at the mid-point of the placement to check on progress.

Add:

- Meeting date (as before)
- Actions – update against objectives
- Complete the mandatory question about any causes of concern
- Comment
- Sign off

Final Review

This meeting occurs towards the end of the placement to review progress.

- Meeting date (as before)
- CS report – a mandatory requirement for at least one, in order to be able to sign off.
- Actions – update against objectives
- Complete the mandatory question about any causes of concern
- Comment
- Sign off

AES Report

Your report is key to the ARCP.

Add:

- Report date
- Statement - summarising the trainee's progress as demonstrated by portfolio evidence
- Mandatory question about any causes of concern
- LA outcome (one of 3)
- Sign off