

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

31 Steps

Created by

WDAT

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July 18, 2023

STEP 1

From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen

The screenshot shows a dashboard interface for the Royal College of Radiologists (RCR). The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. A user profile for 'TestCR1 TestCR1' is displayed, showing they are a 'Trainee - Clinical Radiology'. Below the profile, there are sections for 'Current information' (Specialty: Clinical radiology), 'Clinical radiology training grade' (ST1), and 'Training Pattern' (100%).

At the bottom of the dashboard, there are three main sections:

- Inbox:** A message stating 'There are no published announcements for you at the moment.'
- Create a new event:** A button labeled 'Create' is highlighted with a red circle.
- To do list:** A button labeled 'To do list' is visible below the 'Create a new event' section.
- Assessment goals:** A table showing progress for various goals. The table has a 'PERIOD' dropdown set to 'ST1' and a 'Refresh' icon. The goals and their progress are:

Goal	Progress
FRCR 1 - Anatomy	0%
FRCR 1 - Physics	0%
Mini-IPX	17%
Rad-DOPS	17%
MSF	0%

STEP 2

Click on MSF in the Assessment and evidence section of the create menu

What would you like to create?

Admin and approvals

CCT application
Out of programme approval
Update your personal or training details

Supervision

Assign educational supervisor and specialty
Assign training post, OOPA, or period of leave
Clinical supervision report
Educational supervision report

PDP goals
Supported return to training - Clinical radiology
Timetable

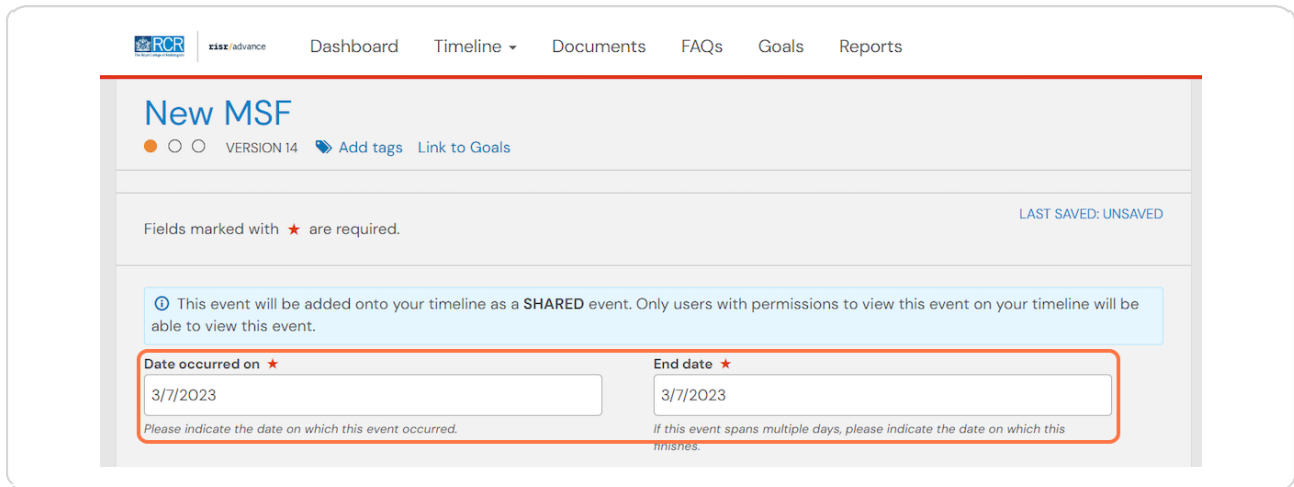
Assessment and evidence

Mini Imaging Interpretation Exercise (Mini-IPX)
MSF
Multi-disciplinary team meeting assessment (MDTA)
Quality Improvement Project/Audit Assessment Tool (QIPAT)

Rad-DOPS
Supporting Evidence
Teaching Observation

STEP 3

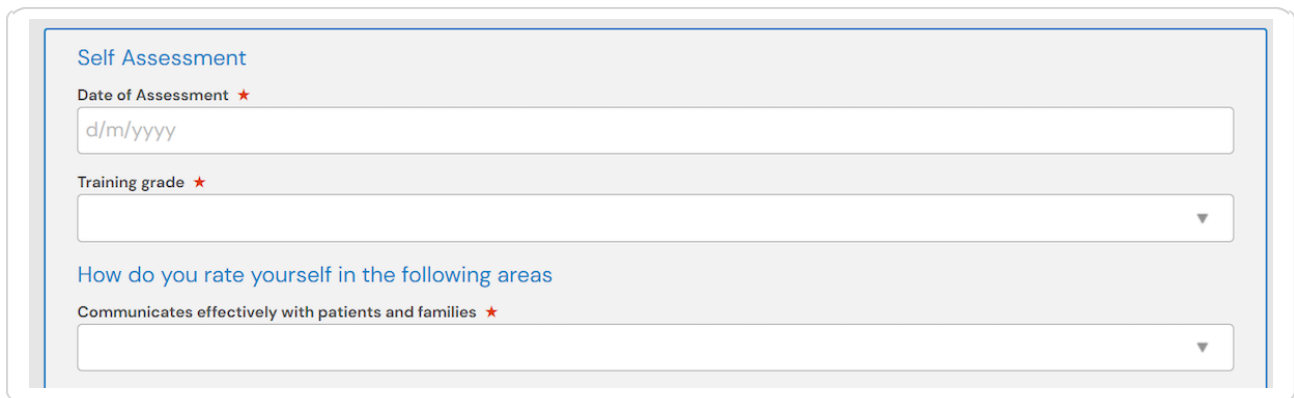
Enter the date range for the MSF assessment



The screenshot shows the 'New MSF' form interface. At the top, there is a navigation bar with 'RCR', 'xixz/advance', and menu items: 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. Below the navigation bar, the form title 'New MSF' is displayed, followed by 'VERSION 14', 'Add tags', and 'Link to Goals'. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: UNSAVED'. A blue information box contains the text: 'This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.' The 'Date occurred on ★' field is set to '3/7/2023' with the instruction 'Please indicate the date on which this event occurred.' The 'End date ★' field is also set to '3/7/2023' with the instruction 'If this event spans multiple days, please indicate the date on which this finishes.' Both date fields are highlighted with a red border.

STEP 4

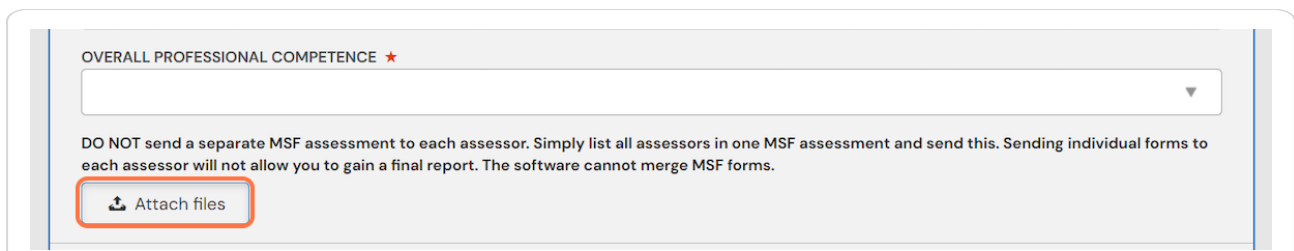
Complete the self-assessment section of the MSF



The screenshot shows the 'Self Assessment' section of the form. It includes a 'Date of Assessment ★' field with a placeholder 'd/m/yyyy'. Below it is a 'Training grade ★' dropdown menu. The section is titled 'How do you rate yourself in the following areas' and includes a 'Communicates effectively with patients and families ★' dropdown menu.

STEP 5

You can attach any supporting documents by clicking on Attach files



The screenshot shows the 'OVERALL PROFESSIONAL COMPETENCE ★' dropdown menu. Below it, a text box contains the instruction: 'DO NOT send a separate MSF assessment to each assessor. Simply list all assessors in one MSF assessment and send this. Sending individual forms to each assessor will not allow you to gain a final report. The software cannot merge MSF forms.' A red-bordered button labeled 'Attach files' with a file upload icon is highlighted.

STEP 6

You must select a minimum of 12 assessors to complete the MSF

STEP 7

Enter your 12 assessors.

If your assessors have an e-portfolio account their name will appear as you start typing and you can select them from the dropdown list. To invite assessors who do not have an e-portfolio account you can type their full email address.

The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 12. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: Anyone, Invited Assessor, Assessor, .
Who would you like to fill in the next section of this form?

You can invite users with or without a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address.

STEP 8

IMPORTANT NOTE

You should enter all 12 assessors on the same MSF form. You should not complete a separate MSF for each assessor. The e-portfolio cannot merge individual forms to form a final report.

You can add additional assessors to this form at a later date if necessary (see below).

STEP 9

Click on Submit

Your MSF will be sent to your selected assessors. You can check the progress of your MSF from your timeline (see below).

The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 12. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: Anyone, Invited Assessor, Assessor, .

Who would you like to fill in the next section of this form?

You can invite users with or without a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address.

[Submit](#) [Save as draft](#)

Creating an MCR

8 Steps

STEP 10

Click on **Multiple consultant report (MCR)** in the Assessment and evidence section of the create menu

The screenshot shows the RCR/risr/advance user interface. At the top, there is a navigation bar with the RCR logo, 'risr/advance', and menu items: Dashboard, Timeline, Documents, FAQs, Goals, Reports. Below this is a large heading: "What would you like to create?". The main content area is divided into three sections: "Admin and approvals", "Supervision", and "Assessment and evidence". Under "Assessment and evidence", there are two columns of options. The "Multiple consultant report (MCR)" option is circled in red.

Section	Item
Admin and approvals	CCT application Out of programme approval Update your personal or training details
Supervision	Assign educational supervisor and specialty Assign training post, OOPA, or period of leave Clinical supervision report Educational supervision report PDP goals Supported return to training - Clinical oncology Timetable
Assessment and evidence	ACAT CbD DORPS DOST Mini-CEX MSF Multiple consultant report (MCR) Quality Improvement Project/Audit Assessment Tool (QIPAT) Supporting Evidence Teaching Observation

STEP 11

Enter the date range for the MSF assessment

The screenshot shows the 'New Multiple consultant report (MCR)' form. At the top, there is a navigation bar with the RCR logo, 'RISZ/advance', and links for 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The form title is 'New Multiple consultant report (MCR)' with 'VERSION 7' and 'Add tags' and 'Link to Goals' options. A note states 'Fields marked with ★ are required.' and 'LAST SAVED: UNSAVED'. A blue information box says: 'This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.' The 'Date occurred on ★' field contains '3/7/2023' and the 'End date ★' field contains '3/7/2023'. Below these are instructions: 'Please indicate the date on which this event occurred.' and 'If this event spans multiple days, please indicate the date on which this finishes.' There is also a 'Description (optional)' text area.

STEP 12

Enter your training grade

The screenshot shows a dropdown menu for 'Clinical oncology training grade ★'. The dropdown is currently empty. Below the dropdown is the instruction: 'Please select your current training grade'. A bold warning states: 'DO NOT send a separate MCR assessment to each assessor. Simply list all assessors in one MCR assessment and send this. Sending individual forms to each assessor will not allow you to gain a final report. The software cannot merge separate MCR forms.' At the bottom, there is an 'Attach files' button with a file upload icon.


STEP 13

You can attach any supporting documents by clicking on **Attach files**

Clinical oncology training grade ★

Please select your current training grade

DO NOT send a separate MCR assessment to each assessor. Simply list all assessors in one MCR assessment and send this. Sending individual forms to each assessor will not allow you to gain a final report. The software cannot merge separate MCR forms.

 **Attach files**

STEP 14

You must select a minimum of **4 consultants to complete the MSF**

At ST3 this should include at least one medical oncology consultant

STEP 15

Enter your 4 consultant assessors

If your assessors have an e-portfolio account their name will appear as you start typing and you can select them from the dropdown list. To invite assessors who do not have an e-portfolio account you can type their full email address.

The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 4. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: Invited Assessor, Educational Supervisor – Clinical Oncology, Anyone, Clinical Supervisor, Assessor

Who would you like to fill in the next section of this form?

Start typing to search

You can invite users with or without a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address.

Submit

Save as draft

STEP 16

IMPORTANT NOTE

You should enter all 4 assessors on the same MCR form. You should not complete a separate MCR for each assessor. The e-portfolio cannot merge individual forms to form a final report.

You can add additional assessors to this form at a later date if necessary (see below).

STEP 17

Click on Submit

Your MCR will be sent to your selected assessors. You can check the progress of your MCR from your timeline (see below).

The next section of this form has been designed to be completed by multiple people. Please indicate who you would like to invite using the boxes below. The minimum number of responses you must achieve is 4. Invitations can be sent now and also after this form has been submitted by returning to this page.

The next section of this form can be filled in by users with these roles: Invited Assessor, Educational Supervisor – Clinical Oncology, Anyone, Clinical Supervisor, Assessor

Who would you like to fill in the next section of this form?

You can invite users with or without a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address.

Submit

Save as draft

Viewing the progress of your MSF/MCR and send... 7 Steps

STEP 18

Find the assessment in your timeline

You can use the search box to help you find the required assessment

The screenshot shows the 'Assessment and evidence' section of the RCR eISF/advance system. The 'Timeline' menu is selected. A search box contains the text 'msf', with 'Search' and 'Clear' buttons to its right. Below the search box, it says 'Found 8 items for matching msf'. A list of events is displayed, with the first item 'MSF' highlighted. To the right of the 'MSF' item, there are three colored circles (green, orange, grey) and the text 'CREATED ON: 11 DEC, 2019' and 'Minimum 12 responses needed'. Below the 'MSF' item, there are links for 'Remind', 'Show audit log', and 'Preview'. On the right side of the page, there are sections for 'Bookmarked searches' and 'Advanced search'.

STEP 19

Click on the assessment to view its progress

The screenshot shows the 'Assessment and evidence' section of the RCR eISF/advance system. The 'Timeline' menu is selected. The search box now contains the text 'MSF', and the 'Search' and 'Clear' buttons are visible. Below the search box, it says 'Found 8 items for matching msf'. The list of events is displayed, with the 'MSF' item highlighted. To the right of the 'MSF' item, there are three colored circles (green, orange, grey) and the text 'CREATED ON: 11 DEC, 2019' and 'Minimum 12 responses needed'. Below the 'MSF' item, there are links for 'Remind', 'Show audit log', and 'Preview'. On the right side of the page, there are sections for 'Bookmarked searches' and 'Advanced search'.

STEP 20

You can view a summary of assessors who have responded

The screenshot shows the MSF interface with a navigation bar at the top containing 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The main content area is titled 'MSF' and includes a 'Download PDF' button, a 'Remind' button, and a 'Back' link. Below this, there are status indicators: 'AWAITING RESPONSES' (with a green dot and a red dot) and 'MINIMUM 12 RESPONSES NEEDED'. The event details are: 'Event occurred on: 11 Dec, 2019' and 'Created on: 11 Dec, 2019'. The 'Response summary' section shows 'You need a minimum of 12 responses.' and two tabs: 'Responded (2)' and 'Waiting (1)'. The 'Waiting (1)' tab is highlighted with an orange box. Below the tabs, there are two response entries: one by Stephen Farrell (training account only) and one by Okey Arinze, both marked as 'RESPONDED'. An information panel on the right side of the screen provides details about the current event view.

STEP 21

Click on Waiting to see a summary of those who are yet to respond

This screenshot shows the 'Response summary' section of the MSF interface. The 'Waiting (1)' tab is highlighted with an orange box, indicating that it is the active view. The 'Responded (2)' tab is also visible. Below the tabs, the same two response entries are shown: one by Stephen Farrell (training account only) and one by Okey Arinze, both marked as 'RESPONDED'. The text 'You need a minimum of 12 responses.' is displayed above the tabs.

STEP 22



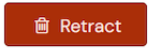

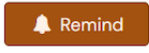
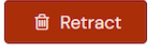
You can send a reminder to an assessor by clicking on Remind

You can also retract a request to complete the MSF/MCR by clicking Retract. This assessor will no longer be able to complete your MSF/MCR

Response summary

You need a minimum of 4 responses.

Waiting (4)

 TT	Waiting on a response from TestCOS2 TestCOS2	SENT INVITATION: 3 Jul, 2023	WAITING	 
 TT	Waiting on a response from TestCOS1 TestCOS1	SENT INVITATION: 3 Jul, 2023	WAITING	 

STEP 23

You can invite additional assessors to complete the MSF/MCR by typing their email address into the box


If your assessors have an e-portfolio account their name will appear as you start typing and you can select them from the dropdown list. To invite assessors who do not have an e-portfolio account you can type their full email address.

You can invite more users who have one of following roles to fill in this section: Anyone, Invited Assessor, , Assessor,

Request

Start typing to search

You can invite users with or without a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address.



STEP 24

Click on Invite to send to your additional assessors

You can invite more users who have one of following roles to fill in this section: Anyone, Invited Assessor, , Assessor,

Request

You can invite users with or without a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address.

Invite

Closing an MSF/MCR

7 Steps

STEP 25

Find the assessment in your timeline

You can use the search box to help you find the required assessment

The screenshot shows the 'Assessment and evidence' section of the MSF/MCR interface. The navigation bar includes 'Dashboard', 'Timeline' (selected), 'Documents', 'FAQs', 'Goals', and 'Reports'. A search bar contains the text 'msf' and is highlighted with a red box. Below the search bar, it says 'Found 8 items for matching msf'. A list of events is shown, with one event highlighted: 'MSF' with a status of 'CREATED ON: 11 DEC, 2019' and a note 'Minimum 12 responses needed'. The right sidebar contains 'Bookmarked searches' and 'Advanced search' filters.

STEP 26

Click on the assessment to view its progress

RCR | r1st/advance | Dashboard | **Timeline** | Documents | FAQs | Goals | Reports

Assessment and evidence

Create new

Bulk tagging

msf

Search Clear

Found 8 items for matching msf

Ordered by **date created**

Events created in December 2019

MSF ● ● ○ CREATED ON: 11 DEC, 2019
Minimum 12 responses needed

Remind Show audit log Preview

STEP 27

Check that you have met the minimum response number

You will be able to see who has completed the MSF/MCR but you won't be able to view their responses.

RCR | r1st/advance | Dashboard | **Timeline** | Documents | FAQs | Goals | Reports

Response summary

You need a minimum of 12 responses.

Responded (12)

TT	Section filled in by TestCOS1 TestCOS1	RESPONDED
TT	Section filled in by TestCOS2 TestCOS2	RESPONDED
TT	Section filled in by TestCOS3 TestCOS3	RESPONDED
TT	Section filled in by TestCO2 TestCO2	RESPONDED
TT	Section filled in by TestCO3 TestCO3	RESPONDED

STEP 28

Scroll to the bottom of the assessment and enter the name of the supervisor who will review you MSF/MCR (usually your educational supervisor)

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Oncology, Educational Supervisor – Clinical Radiology, Educational Supervisor – Breast Clinician

Who would you like to fill in the next section of this form? *

TestCOSI TestCOSI <TestCOSI@rcr.ac.uk>

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

By continuing, you will invite the following users to fill in the next section: TestCOSI@rcr.ac.uk

This will complete and close this section to further responses

Close this section

STEP 29

Click on Close this section to send the completed MSF to your supervisor

The next section of this form can be filled in by users with these roles: Educational Supervisor – Clinical Oncology, Educational Supervisor – Clinical Radiology, Educational Supervisor – Breast Clinician

Who would you like to fill in the next section of this form? *

TestCOSI TestCOSI <TestCOSI@rcr.ac.uk>

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

By continuing, you will invite the following users to fill in the next section: TestCOSI@rcr.ac.uk

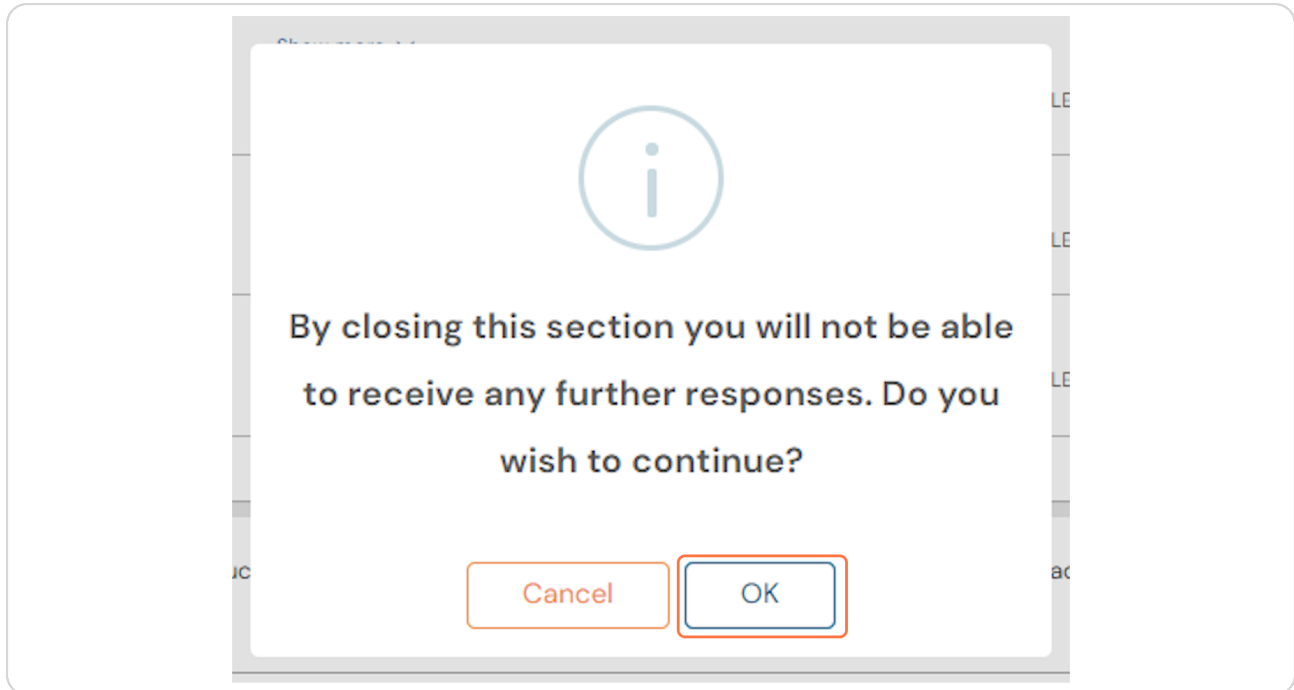
This will complete and close this section to further responses

Close this section

STEP 30

You will see a warning that closing the MSF/MCR will not allow any further responses. Click on OK to confirm you wish to continue

If you invited more than the minimum number of people, you can wait for further responses before closing the MSF/MCR, or you can close the assessment once the minimum has been met. Once you have closed the assessment further responses cannot be added.



STEP 31

Your supervisor will now review your MSF/MCR and release the completed assessment

You will then be able to view the feedback provided anonymously

