



Multiple consultant report (MCR)

The MCR forms part of the programme of workplace based assessments (WPBAs) in the clinical oncology curriculum. WPBAs are intended to provide opportunities for reflection and feedback that will enhance and drive learning. These assessments should be seen as opportunities for identifying strengths and areas for further development; they are not tests and do not have a pass/fail component.

WPBAs will be reviewed with the trainee's educational and clinical supervisor(s) at each appraisal meeting and will provide evidence of progress throughout the training year. As trainees progress through training, the complexity of the clinical problems addressed during WPBAs should increase.

Aim

The MCR captures the views of consultant supervisors on a trainee's clinical performance and should include feedback from 4-6 consultants who have directly worked with the trainee in the preceding 12 months. The MCR summary sheet details the feedback received, outcomes for clinical areas and comments which will give valuable insight to how well the trainee is performing, highlighting areas of excellence and areas of support required.

The trainee will not see the individual responses from consultants. These are collated into an anonymised report, which the educational supervisor will discuss with the trainee to provide overall feedback.

Required number

One MCR should be completed in the OCS and one in ST6. This is a minimum requirement, and trainees may complete additional MCRs if their educational supervisor feels that they need more evidence of their clinical capabilities.

The MCR in ST3 should include at least one clinical oncology consultant and one medical oncology consultant. Consultants who have completed the MSF may also contribute to the MCR. The MCR and MSF assess different areas of a trainee's performance, so this would not be a duplication.

Less than full time (LTFT) trainees will be expected to undertake a **pro rata number of assessments**, as set out in the Gold Guide, however the educational supervisor will advise on when the MCR should be completed for LTFT trainees, depending on their working pattern.

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Who can complete an MCR?

The MCR should be completed by between 4-6 suitably trained consultants who have directly worked with the trainee in the preceding 12 months. They will rate the trainee on their clinical skills across a number of categories, including: efficiency/prioritisation of work load; history taking and examination; procedural skills; diagnostic skills; prescribing; clarity, accuracy, and detail of notes/letters; and recognising the need for senior help

The MCR may be completed by any consultant who has worked directly with the trainee in the preceding 12 months and who has had oversight of the trainee's work. This may include clinical or medical oncology consultants, consultants from another specialty (e.g. acute medicine), consultant radiographers. The MCR in ST3 must include at least one clinical oncology consultant and one medical oncology consultant.

Consultants who have completed the MSF may also contribute to the MCR. The MCR and MSF assess different areas of a trainee's performance, so this would not be a duplication.

Assessors must have been trained on delivering feedback, the purpose of the MCR, and completing the MCR in Kaizen. Their equality and diversity training should be up to date.

How to complete an MCR

It is the responsibility of the trainee to arrange assessment and this should be done in advance, not retrospectively. This allows the trainee and assessor to discuss any specific areas where the trainee requires feedback and to target assessment appropriately.

Trainees will need to create the MCR form in Kaizen and send this to their chosen consultant assessors (see instructions below). Responses will be collated and the educational supervisor will have the ability to remove any inappropriate entries. The educational supervisor will then discuss the feedback received with the trainee before making the assessment available on their timeline.

In order for trainees to maximise benefit, trainee reflection and feedback from the educational supervisor on the overall results of the MCR should take place as soon as possible after all responses have been received. Feedback should be given in a setting where discussion can take place without interruption. Feedback should be of high quality and should include an action plan for future development.

Feedback for the MCR should cover; efficiency/prioritisation of work load; history taking and examination; procedural skills; diagnostic skills; prescribing; clarity, accuracy, and detail of notes/letters; and recognising the need for senior help. Details of any compliments, comments or concerns from patients or staff that have been noted by any of the consultant assessors should be discussed.

Feedback should also include discussion of the trainee's reflection and identify their strengths and areas for development in the categories listed above. An action plan for further development and review of this should be agreed.

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Curriculum 2021



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Accessing the MCR in Kaizen

The trainee will need to log in to Kaizen to create the assessment form and fill in some initial information. The form will then be sent to the nominated consultants to complete.

Instructions for trainees:

- Log into Kaizen with your user name and password, then click the 'create' button and select the MCR from the list of assessments that appears.
- Enter the date/date range covered by the MCR using the date selector (this should cover a 12 month period).
- Select your training grade from the drop down menu.
- To choose your list of assessors, use the 'who would you like to fill in the next section.' Start typing in a name and the system will list anyone with a Kaizen account matching your search. If your chosen assessor is not listed you can enter a valid email address instead. Assessors do not need to have a Kaizen account to complete this assessment.
- Enter all of your chosen assessors into one form. Do not create a separate form for each assessor; Kaizen cannot merge reports from separate forms.
- Once you have entered your chosen assessors click the submit button at the top of the screen.
- You will be able to view the MCR you have created as an event in your timeline. Clicking on the MCR will open a summary that will show you whether your assessors have completed the form and will allow you to send reminders if necessary. Further assessors can also be added from this screen.
- Once the minimum number of assessors have completed their sections you will be able to close the assessment using the button labelled 'close this section' at the bottom of the screen. This will stop any further submissions being recorded to this MCR and send the completed assessment to your educational supervisor.
- Your educational supervisor will review the feedback and discuss with you before releasing the MCR to your timeline. You will then be able to see all of your responses.
- The MCR summary will show anonymised responses from your assessors and will randomise their ratings so that these will not be attributable to any single assessor.

Instructions for assessors:

- Assessors will receive an email from *no-reply@kaizen.com* inviting them to complete the assessment. If you already have a Kaizen account, you will also see a notification in the top right hand corner when you log in to Kaizen. You can open the MCR form either in Kaizen or using the link in the email
- To complete the form, click the blue 'fill in' button at the top right of the screen. You will be asked to enter information about your role and interaction with the trainee. You will then be asked to rate the trainee across each of the areas of clinical practice listed on the form. You will also be asked for overall comments on what the trainee did well and suggested areas for development.
- Once you have completed the required information, you can click the submit button at the top right of the screen. This will send your response to the trainee's educational supervisor, who is able to remove any inappropriate responses before sharing feedback with the trainee

Clinical Oncology

Curriculum 2021



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The Royal College of Radiologists

- When the MCR summary is published to the trainee's timeline, it will show anonymised responses from assessors and will randomise ratings so that these will not be attributable to any single assessor.

Instructions for educational supervisors:

- The trainee will complete the MCR once they have responses from the required number of assessors. This will send the form to you.
- You will receive an email from *no-reply@kaizen.com* and see a notification in the top right hand corner when you log in to Kaizen. These will link to the MCR form.
- Click the blue 'fill in' button at the top right of the screen
- You will have full view of all responses and be able to remove any inappropriate feedback. Each response will be listed in full and will have a 'Remove' button at the bottom. This will delete the entire response. You cannot edit the response in any way.
- Once you have reviewed the responses, you should discuss these with the trainee. Feedback should include discussion of the trainee's reflection and identify their strengths and areas for development in the categories listed on the MCR form. An action plan for further development and review of this should be agreed.
- Following discussion with the trainee, you can then release the MCR summary back to your trainee's timeline by clicking 'submit'
- The MCR summary will show anonymised responses from the assessors and will randomise their ratings so that these will not be attributable to any single assessor.
- Please note: this assessment will not be complete until it has been released to the trainee's timeline.

Further details on using Kaizen can be found in the Kaizen user guides on the RCR website. Please note that once the MCR has been released changes/deletions can only be made by an RCR controller, at the request of the trainee's educational supervisor or training programme director.