



## **Multi-Source Feedback Formative Assessments for Core & Advanced Trainees – General Information**

---

### **Purpose**

Multi-Source Feedback (MSF) is a method of assessing the professional competence of Core and Advanced trainees within the scope of their daily professional practice. It is a valuable tool for gathering information regarding a trainee's performance. It can be used by the trainee's Training Supervisor as part of a remedial strategy for the trainee in difficulty or as evidence of behaviours for the trainee lacking insight.

Use of the MSF process is NOT compulsory, but it is available to assist the Training Supervisor to better support and guide trainees experiencing difficulties.

Multiple MSF assessors are drawn from the trainee's multi-disciplinary team and are asked to rate the trainee's performance against defined criteria. As multiple assessors are used, the scores are collated and provided to the trainee's Training Supervisor as a tool to identify strengths and areas requiring improvement by the trainee. Assessors remain anonymous to the trainee.

### **How are assessors selected?**

The Training Supervisor should ask between 10 and 15 staff members, who work regularly or semi-regularly with their trainee, to complete an MSF. The Training Supervisor should include staff from the following areas: O & G Consultants and other medical specialists such as Paediatricians and Anaesthetists, Senior Registrars, Registrars, Midwives, Nurses (including ward, theatre and outpatient clinics) and Allied Health members.

### **How do you complete a MSF?**

College House will send an email to the Training Supervisor asking them to approach nominated assessors with a request to participate in the MSF. This email will include an explanatory letter for the nominated assessor that includes a unique URL for their trainee's online MSF form. The Training Supervisor should email the explanatory letter to the nominated assessors allowing them to utilise the 'hot link' to the URL. Completion of the online form should take no more than five minutes and requires the assessor to read through a range of behavioural descriptors, clicking on the appropriate button to register their assessment of the trainee's professional behaviours against the listed criteria. There is also a brief free text section (optional) that assessors can also complete. A cut-off date will also be included. After that date, no further MSF assessments will be accepted for inclusion in the generation of the MSF report.

### **What happens to the completed MSF?**

Once an assessor has completed the online MSF and hits the SEND button, the ratings from all assessors are collated at College House and a compiled report is generated and forwarded to the Training Supervisor. The report will show the scores obtained by the trainee against each criterion and an amalgamation of any free text comments that may identify areas for further development.

## Criteria to be assessed – for CORE trainees

- Ability to manage patients while under supervision
- Ability to develop therapeutic relationships
- Respect of diversity
- Communicate effectively with healthcare teams
- Encourage questions
- Demonstrate knowledge of common conditions, core procedures and patient management options
- Demonstrate the principles and practice of evidence-based medicine
- Development of cognitive skills and problem solving
- Ability to teach
- Critical assessment of information
- Commitment to ongoing learning
- Commitment to practice review and clinical audit
- Demonstrate initiative and handle responsibilities with oversight
- Ability to prioritise tasks
- Ability to process constructive criticism
- Doctor's availability
- Demonstrate organisational skills, administrative duties and appropriate documentation
- Demonstrate ethical attitudes and conduct

## Criteria to be assessed – for ADVANCED trainees

- Breadth and depth of knowledge in their chosen scope of practice
- Independently manage patients
- Demonstrate leadership and management responsibilities
- Demonstrate effective clinical communication
- Demonstrate initiative and ability to handle the responsibilities of their position
- Ability to interact and communicate effectively with colleagues
- Ability to encourage questions
- Ability to delegate work and responsibilities
- Respect of diversity
- Apply the principles of evidence-based medicine
- Ability to process constructive criticism
- Undertake the critical assessment of information
- Ability to lead root cause analysis
- Ability to prioritise tasks
- Doctor's availability
- Work as part of a collaborative healthcare team
- Demonstrate ethical attitudes and conduct

## Provision of feedback to the trainee

A key component of the MSF process is the provision of timely feedback to trainees following receipt of the report by the Training Supervisor. A time should be made for a confidential meeting between the Training Supervisor and trainee, and sufficient time must be allocated for discussion. Trainees should be given time to read and digest the contents of the report prior to the discussion. Both the strengths and areas for improvement identified in the report will be discussed and, if required, a remedial plan will be jointly devised to support the trainee's development.

**To activate the MSF process - contact [training@rancog.edu.au](mailto:training@rancog.edu.au)**