



Guide to Submission of Multisource Feedback (MSF)

MSF provides feedback to the trainees on everyday clinical care from colleagues working in different disciplines, including supervisors, peers, surgeons, nurses and anaesthetic assistants. This is a valuable tool for assessing trainees' professional attitudes and behaviour.

Trainees are expected to complete a minimum of one MSF each during basic training, higher training and provisional fellowship year.

Logistics:

1. A trainee invites at least 15 assessors (from a mixture of disciplines) who have worked with him/her for the past year.
2. The mixture of disciplines should consist of at least:
 - 6 Supervisors (Consultants or Associate Consultants from Anaesthesia or ICU)
 - 3 Peers (Anaesthetic trainees)
 - 2 Surgeons
 - 2 Nurses, and
 - 2 Anaesthetic Assistants
3. The trainee then notifies his/her current Supervisor of Training (SOT) of the list of selected assessors together with their hospital email addresses.
4. The SOT reviews the list of selected assessors to ensure balance.
5. If the SOT approves the list of assessors, the e-portfolio system will send out the MSF forms to the assessors by email.
6. Each assessor will receive an email with an introductory message explaining the purpose of the MSF and a link to the MSF form.
7. The assessors are expected to return the MSF forms within 2 weeks.
8. If the MSF forms are not received within 2 weeks, the system will send out reminders to the assessors and wait for 2 more weeks.
9. A minimum of 8 replies is required to support validity.
10. If there are less than 8 replies received even after reminders are sent out, the trainee will be advised to invite some more assessors to complete the process.
11. After receiving the forms, the computer program will automatically generate the summary of feedback in the form of histograms to each question.
12. The histograms can be seen by **BOTH** the SOT's account and trainee's account
13. The SOT will review the results before meeting the trainee for discussion.
14. Further MSFs may need to be undertaken if concerns have been raised, either in the MSF or in the workplace.
15. It is the trainee's responsibility to initiate the MSF. Trainees are encouraged to do it well before the end of their stage of training. If they cannot finish all the required workplace based assessments before the end of a stage of training, they cannot progress to the next stage of training.

MSF email message

When the e-portfolio system sends a request for MSF to the nominated assessors, they will each receive the following email. The email explains the purpose of the request and provides a link to an online form for them to complete.

Subject: Invitation to Participate in Multisource Feedback for Dr. Trainee

Dear Dr. Assessors,

Dr. Trainee has found great pleasure in working with you, and s/he would like to solicit some feedback regarding his/her performance at the workplace.

Your feedback will be included in the Multi-source Feedback assessment of Dr. Trainee, which is part of his/her anaesthesia training program with the Hong Kong College of Anaesthesiologists (HKCA). It would take approximately 10 minutes to complete the feedback form.

Anaesthetists provide clinical management to patients, and they work as members of the multi-disciplinary teams. You are invited to give feedback based on your observation of Dr. Trainee during the period you have worked with him/her. The multisource feedback provides information on how Dr. Trainee performs in the medical profession as well as his/her skills in communication, collaboration and teamwork.

Please remember the most important aspect of this assessment is to provide constructive feedback. So please aid Dr. Trainee's future development by making suggestions for improvement.

Your feedback is confidential and will be received by the Hong Kong College of Anaesthesiologists (HKCA). The feedback from you, together with the feedback from the other feedback providers of Dr. Trainee, will be summarized by the HKCA and sent to both Dr. Trainee and his/her Supervisor of Training. The results will be anonymous and the Supervisor of Training will further discuss that with Dr. Trainee.

To provide your feedback, please click on the link below. The link opens a form that can be submitted once only, and cannot be saved as a draft. Therefore, please ensure that you are satisfied with the responses you have provided before submitting the form. Please note that you will lose any entries made if you close the internet browser without submitting the form. It would be appreciated if you could complete and submit the form ***within two weeks*** of receipt of this email.

https://www.hkca.edu.hk/eps/add_msf.php?fid=jBeRulvtWLexRU3T1uKObu4WtX3nbQr8WkVd%2FX49ptE%3D

If you have any questions or require any guidance, please contact the Hong Kong College of Anaesthesiologists Secretariat by email hkcaeducation@hkca.edu.hk or by telephone 28718833.

Thank you for taking the time to contribute to this multi-source feedback process.

Yours truly,

The Hong Kong College of Anaesthesiologists