

Instruction Sheet

CONDUCTING THE ASSESSMENT

1. The trainee considers the colleagues or co-workers they have worked with over the preceding 12 calendar weeks, who may be able to provide helpful feedback. The group of responders should be from a variety of backgrounds including Diving and Hyperbaric Medicine (DHM) physicians, specialists in other fields of medicine, junior medical staff, nursing staff, technicians and non-clinical administrative staff. It is suggested that a minimum of eight potential responders are identified. For a valid assessment, a minimum of six forms must be included on the summary form.
2. The trainee provides the list of recommended responders to their clinical supervisor or supervisor of training to ensure they are appropriate, prior to approaching the responders to requesting them to complete the form.
3. Upon confirmation from the supervisor, the trainee approaches each responder individually asking them if they would be able to contribute to the assessment.
4. The trainee distributes the multi-source feedback (MsF) forms to those that have agreed to contribute. The trainee provides the final list of responders that received the form, together with their contact details, to their supervisor.
5. The supervisor follows up outstanding responses. A feedback meeting should be organised as soon as possible after:
 - A minimum of six forms has been received; remaining responders have been followed up.
 - The supervisor has collated the responses on the MsF summary sheet.One of the strengths of this process is that responders provide feedback in a confidential manner. The supervisor must not show the trainee the original MsF forms submitted, only the collated summary form.
6. The supervisor and trainee should meet for approximately 20 minutes to discuss the results of the survey. Please note, it is important that the data and feedback comments are interpreted, as opposed to just collated, collectively. Any feedback that is not useful to the trainee should be excluded.

It is suggested that the trainee be asked about any particular items on the MsF that they may be concerned about and aspects of their practice they could improve upon.

The supervisor then talks through the summary results for each item, discussing any issues that may arise from the results. The trainee should be complimented on areas they scored highly as well as identifying any areas for improvement.

The supervisor may ask the trainee to consider why they may have received negative results (if any) and discuss examples of how they approach those aspects of practice. They should also help to prompt the trainee to consider any development activities that might address deficiencies.

The trainee and supervisor discuss and agree to the next steps for development and the time-lines in which this should be completed – both sign the form.