

MsF user guide for feedback providers

ANZCA trainees are required to complete the multi-source feedback (MsF) process at different stages of their training. This requires them to seek feedback from a variety of their colleagues who make up the multidisciplinary health care team.

If a trainee has nominated you as one of their feedback providers, you will receive an email request from them, asking you to complete an online feedback form. The email contains a link to complete the MsF feedback form online:

Dear

Dr [redacted] has requested your input for a multi-source feedback assessment, as part of their anaesthesia training program with the Australian and New Zealand College of Anaesthetists (ANZCA). Your feedback is confidential and will be received by the trainee's supervisor of training. The supervisor will present an anonymised, summary version of your feedback (along with that of other respondents) to the 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 be aware 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 the form within two weeks of receipt of this email:

<https://benji-stg.anzca.edu.au/Evaluations/WBA/MsfProviderResponse/vX7sqy5oE87kB8Hlr7yWC3ashX7oVTiCH5NXOL0EKGoZux8384x6Z4613o65241U>

The form and the information you provide therein is confidential and intended for the purposes of providing feedback for this trainee only, for a multi-source feedback assessment. The information within may not be disclosed to any additional parties without the prior written consent of the Australian and New Zealand College of Anaesthetists. Information is held subject to the [ANZCA Privacy Policy](#).

If you have any questions or require any guidance, please contact the Records Management Unit of the Australian and New Zealand College of Anaesthetists by email training@anzca.edu.au or telephone +61 3 9510 6299.

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

Dr

1. Click on the link in the email and the feedback form will open in a browser. The form provides you with an explanation of the purpose of the multi-source feedback and a description of the process.
2. Answer all questions where you are able to comment. If you feel you not able to comment on particular aspects of the trainee's performance please select 'Unable to assess'.

Relationships with patients

Develops positive relationships with patients, is trustworthy, encourages patients and families to be a part of the decision making process.

Significant assistance, support and review	Some constructive feedback	Positive feedback only	Unable to assess
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3	<input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9	<input type="radio"/> Unable to assess

3. When you have completed the form click on 'Submit' and your response will be received in the ANZCA training portfolio system (TPS). Your response is only visible to the supervisor of training nominated to complete the MsF summary.

Please note:

- Your response is confidential and will not be seen by the trainee. It is received by the SOT to then present to the trainee in combination with the feedback from other providers (typically a minimum of 7 others)
- You can access the form link multiple times, however the form cannot be saved as a draft and can only be submitted once
- If you close your internet tab or browser without submitting the form, you will lose any data entered
- Specialist anaesthetists and provisional fellowship trainees (anaesthesia) must answer the question on the level at which the trainee is performing, according to the training periods of the ANZCA program. Other feedback providers do not need to and are not presented with this question. If this is presented to you, check you have selected the correct role to describe your role in the hospital

If you require assistance please contact the College via training@anzca.edu.au