

RCP MSF feedback and RITA summary form of trainee's scores-instructions for educational supervisors completing this form

1. Please note the total number of 'raters' who scored each item (i.e. do not count them if they have marked 'Don't know') in the first column on this form.
2. Please transcribe the range (i.e. worst and best score) for each item (1-9) from the 'MSF Summary table' in to the second column on this form.
3. Please transcribe the mean score for each item from the 'MSF Summary table' in to the third column on this form.
4. Write the trainee's 'Self' scores in the fourth column of this form.
5. Finally write 'Yes' in the fifth (final) column if any 'rater' has scored an item in the score range of 1-3.
6. Please summarise 'raters' free text comments in the box where indicated, this is mandatory where a trainee has scored 1-3 on an item.
7. You can write any future recommendations for training where indicated in the box.
8. This table will facilitate the interpretation of the information from all the trainee's scores, whilst maintaining the confidentiality of the raters. It should form the basis for the feedback discussion between trainee and educational supervisor. RCP MSF is an assessment and the trainee does not need to see this form prior to the feedback meeting. The RITA panel will also use this form.
9. At the end of the feedback discussion with the trainee both the educational supervisor and trainee should sign the form.
10. After completing this form, give the white (top) copy to trainee, for their logbook. Keep the blue (middle) copy for your records and send the yellow (bottom) copy to the deanery.