

JRCPTB ePortfolio training user guide December 2013

GUIDANCE FOR SUPERVISORS

How to Release the Summary MSF

The Summary MSF can only be released by the Educational/Clinical Supervisor. Supervisors must be assigned to the relevant post rotation in order to release the results. A minimum of 4 MSF is required before the summary can be released.

Follow the guide below on how to release the MSF summary.

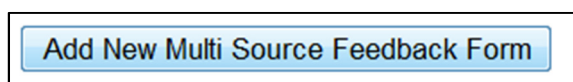
Step 1:

From the Assessment menu, select 'MSF'.



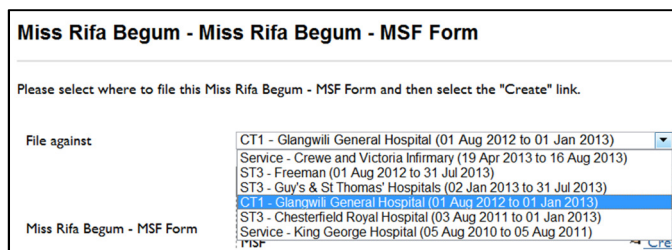
Step 2:

Click on 'Add New Multi Source Feedback Form'.



Step 3:

Select relevant post from the drop down menu the summary needs to be released for.



Step 4:

You will see Summary MSF. Click 'create' next to this.



Step 5:

You will need to tick all the responses to be released.

Summary MSF

Select the forms to be part of this release:

Miss Rifa Begum, Consultant, 10/06/2013 15:11:07

[Refresh Summary Form](#)

Forms submitted by:

- Miss Rifa Begum, Consultant

ST3 - Guy's & St Thomas' Hospitals - Geriatric Medicine (LON235) - General (Internal) Medicine, Geriatric Medicine (02 Jan 2013 to 31 Jul 2013)

1 forms submitted

Question	Well below expectations for stage of training	Below expectations for stage of training	Borderline for stage of training	Meets expectations for stage of training	Above expectation for stage of training	Well above expectations for stage of training	Unable to Comment
Good Clinical Care							
Communication	0	0	1	0	0	0	0

Step 6

At the bottom of the form, where it asks 'Release summary to trainee?' you need to select 'Release Summary To Trainee' and then click 'Save'.

In order for a Trainee to see this summary, it must be released.

Release Summary To Trainee? Hide Summary From Trainee ▼

Hide Summary From Trainee

Release Summary To Trainee

[Save](#) [Cancel](#)

Summary MSF will be released to the trainee.

NOTE: Supervisors need to be aware that if further MSFs are completed for the same rotation they will need to follow the same steps again but ensure they tick the new entries and then save.