

## Screenshots of the NES Multi-Source Feedback (MSF) Questionnaire

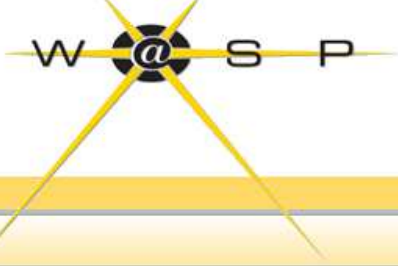
---

Registration: Completion of Personal Details .....	2
MSF Summary Page .....	3
Self Assessment Questionnaire: Communication .....	4
Self Assessment Questionnaire: Respect.....	5
Self Assessment Questionnaire: Manner.....	6
Self Assessment Questionnaire: Team.....	7
Self Assessment Questionnaire: Knowledge .....	8
Self Assessment Questionnaire: Support .....	9
Self Assessment Questionnaire: Insight .....	10
Self Assessment Questionnaire: Overall .....	11
Self Assessment Questionnaire: Completed message .....	12
Nominating Raters .....	13


The screenshots in this document illustrates what steps you need to complete on the WASP system for your own MSF.

To login to WASP, login to SOAR (as Appraisee) - click on “MSF” from the menu, and follow the on-screen instructions.

## Registration: Completion of Personal Details



Multi-Source Feedback



Log Off

### Personal Details

Your Gender  Male  Female  I do not wish to answer

Profession  Primary Care  Secondary Care

Your Position

What is your ethnic group?

What Year did you qualify?  (yyyy)

Number of years in this workplace  year(s)

Is English your first language?  Yes  No

Are you a Medical Graduate from a UK University?  Yes  No

What is your Age?  I am  years old. My date of birth is  (dd/mm/yyyy)  I do not wish to answer

To develop the service and to review the applicability of the questionnaire, NES constantly carries out evaluative research on the data collected. Please would you provide your consent for us to use your anonymised data for evaluative research purposes.

Yes  No

**Complete**

When SOAR and WASP accounts have been linked, this should be the first screen you see if you are initiating the MSF process.

Complete the questions on screen and click "Complete" when finished.

# MSF Summary Page

W@SP Multi-Source Feedback NHS Education for Scotland

Home Personal Details Complete Questionnaire Nominate Raters Contact Us Log Off

Logged in as: William Liu

### MSF Summary

Report Due Date	
Raters Nominated	0
Raters Responded	0
Raters Declined	0

### Guidance for using the Colleague Multi Source Feedback

**Step 1**  
You will be asked to fill in your personal details.


**Step 2**  
You will be asked to complete the questionnaire to answer the questions on yourself.  
The ratings you provide will be compared with the mean scores and comments your colleagues provide.

**Step 3**  
You will be asked to nominate your raters.  
You will need the email addresses of those colleague whom you are asking to provide feedback for you.  
Once you have nominated your raters and completed the questionnaire you can then log off.


**Step 4**  
Please ensure your appraiser has created your interview on SOAR, 7 days prior to your interview date the report will be downloaded by SOAR automatically.  
For technical support, please use the [Contact Us](#) facility to highlight the issue.  
For MSF issues, please contact [SOAR@nes.scot.nhs.uk](mailto:SOAR@nes.scot.nhs.uk)

When personal details have been completed, you will be sent to the MSF homepage.  
Follow the on screen instructions and begin the MSF process by clicking on "Complete Questionnaire" (and then "Nominate Raters").

## Self Assessment Questionnaire: Communication



# Multi-Source Feedback



Home Personal Details Complete Questionnaire Nominate Raters Contact Us Log Off

Logged in as: William Liu

Communication Respect Manner Team Knowledge Support Insight Overall

Communication	1	2	3	4	5	6		
This doctor:	Strongly Disagree						Strongly Agree	Don't know
is willing to listen to what other colleagues have to say	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
is willing to share information with colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>
is able to give clear information to others in language they understand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>

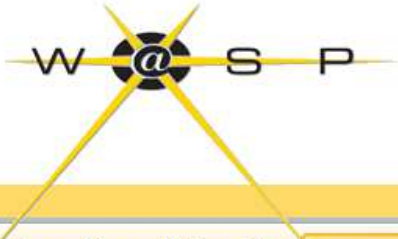
Please make a comment about something the doctor does well in this area:

Please make a comment about something the doctor could develop in this area:


Next >>Cancel

Answer the questions on screen, click "Next" when finished.

# Self Assessment Questionnaire: Respect



## Multi-Source Feedback



HomePersonal DetailsComplete QuestionnaireNominate RatersContact UsLog Off

Logged in as: William LiuCommunicationRespectMannerTeamKnowledgeSupportInsightOverall

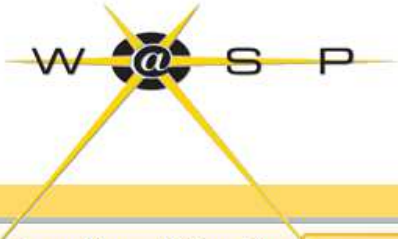
Respect for Colleagues	1	2	3	4	5	6	
This doctor:	Strongly Disagree					Strongly Agree	Don't know
is able to talk with staff regardless of role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
values the contributions of others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please make a comment about something the doctor does well in this area:


Please make a comment about something the doctor could develop in this area:

<< PreviousNext >>Cancel

# Self Assessment Questionnaire: Manner



## Multi-Source Feedback



HomePersonal DetailsComplete QuestionnaireNominate RatersContact UsLog Off

Logged in as: William LiuCommunicationRespectMannerTeamKnowledgeSupportInsightOverall

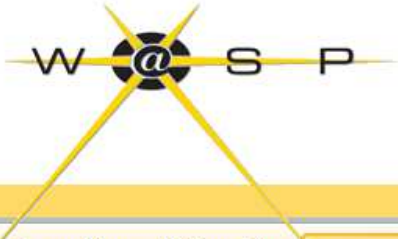
Manner	1	2	3	4	5	6	
This doctor:	Strongly Disagree					Strongly Agree	Don't know
is easy to approach with a question	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
responds to questions in a professional way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please make a comment about something the doctor does well in this area:


Please make a comment about something the doctor could develop in this area:

<< Previous Next >> Cancel

# Self Assessment Questionnaire: Team



## Multi-Source Feedback



Home
Personal Details
Complete Questionnaire
Nominate Raters
Contact Us
Log Off

Logged in as: William Liu
Communication
Respect
Manner
Team
Knowledge
Support
Insight
Overall

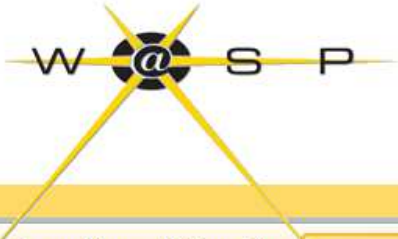
Working as a Team	1	2	3	4	5	6		
This doctor:	Strongly Disagree					Strongly Agree		Don't know
is co-operative in working with colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
takes on board others views and opinions when making decisions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
demonstrates leadership while also involving team members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Please make a comment about something the doctor does well in this area:


Please make a comment about something the doctor could develop in this area:

<< Previous
Next >>
Cancel

# Self Assessment Questionnaire: Knowledge



## Multi-Source Feedback



HomePersonal DetailsComplete QuestionnaireNominate RatersContact UsLog Off

Logged in as: William LiuCommunicationRespectMannerTeamKnowledgeSupportInsightOverall

Knowledge & Care	1	2	3	4	5	6	
This doctor:	Strongly Disagree					Strongly Agree	Don't know
keeps their knowledge up-to-date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
makes decisions that colleagues have confidence in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
can be trusted to get things done	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


Please make a comment about something the doctor does well in this area:

Please make a comment about something the doctor could develop in this area:


<< PreviousNext >>Cancel



# Self Assessment Questionnaire: Support



## Multi-Source Feedback



HomePersonal DetailsComplete QuestionnaireNominate RatersContact UsLog Off

Logged in as: William LiuCommunicationRespectMannerTeamKnowledgeSupportInsightOverall

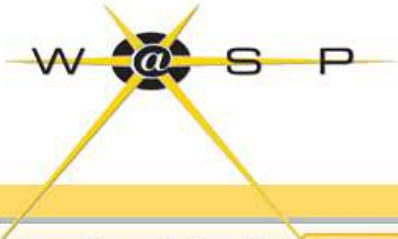
Support	1	2	3	4	5	6	
This doctor:	Strongly Disagree					Strongly Agree	Don't know
is easy to get hold of	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
responds to requests in a timely way	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
is supportive when colleagues ask for help	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please make a comment about something the doctor does well in this area:


Please make a comment about something the doctor could develop in this area:

<< PreviousNext >>Cancel

# Self Assessment Questionnaire: Insight



## Multi-Source Feedback



Home Personal Details Complete Questionnaire Nominate Raters Contact Us Log Off

Logged in as: William Liu Communication Respect Manner Team Knowledge Support Insight Overall


Insight	1	2	3	4	5	6	
This doctor:	Strongly Disagree					Strongly Agree	Don't know
shows awareness of their own limitations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
is willing to ask others for advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
recognises the effect of their behaviour on others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please make a comment about something the doctor does well in this area:


Please make a comment about something the doctor could develop in this area:

<< Previous Next >> Cancel

## Self Assessment Questionnaire: Overall



# Multi-Source Feedback



[Home](#) [Personal Details](#) [Complete Questionnaire](#) [Nominate Raters](#) [Contact Us](#) [Log Off](#)

Logged in as: William Liu [Communication](#) [Respect](#) [Manner](#) [Team](#) [Knowledge](#) [Support](#) [Insight](#) **[Overall](#)**

Overall	1	2	3	4	5	6	
This doctor:	Strongly Disagree			Strongly Agree			Don't know
Works well with colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any other comments?

[<< Previous](#) [Next >>](#) [Cancel](#)

## Self Assessment Questionnaire: Completed message



The screenshot shows the 'Multi-Source Feedback' interface for NHS Education for Scotland. At the top left is a logo with 'W @ S P' and a yellow starburst. The main title 'Multi-Source Feedback' is centered, with the NHS Education for Scotland logo to its right. Below the title is a navigation bar with buttons for 'Home', 'Personal Details', 'Complete Questionnaire', 'Nominate Raters', 'Contact Us', and 'Log Off'. A secondary bar shows 'Logged in as: William Liu' and category buttons: 'Communication', 'Respect', 'Manner', 'Team', 'Knowledge', 'Support', 'Insight', and 'Overall'. The main content area features a large orange 'Thank You' banner. Below it, text reads: 'Thank you for completing the Multi-Source Feedback questionnaire. By clicking finish your answers will be saved, and you will be taken to the Nominate Raters page.' At the bottom right of this area are two buttons: '<< Previous' and 'Finish'. The 'Finish' button is circled in red, and a red line points from it down to the explanatory text below the screenshot.

When you have completed the self assessment questions, click “Finish”; you will then be asked to provide details of your nominated raters. (You MUST click “Finish” to save your answers)

## Nominating Raters

**W @ S P Multi-Source Feedback** NHS Education for Scotland

Home Personal Details Review Questionnaire **Nominate Raters** Contact Us Log Off

Logged in as: William Liu

### INSTRUCTIONS

In the Colleague MSF Pilot the intention is that each participating doctor nominates 15 raters from the colleagues with whom he/she works. In some circumstances (for example a small general practice surgery), this may be difficult and in that situation please nominate as close to 15 as you can. Please refer to "[Guidance for the selection of raters](#)".

E-mails are automatically sent to your nominated Raters as part of the nomination process. The fact an e-mail has been sent will be identified by a tick in the "Sent" box next to the rater.

If you wish to resend the e-mail to one or more of your raters, simply uncheck the individual(s) and select the "Resend e-mail" button.

### NOMINATE RATER


\* Rater's Name:  \* Rater's Role: Please Select...

\* Rater's Email:


NAME	EMAIL ADDRESS	ROLE	SENT	EDIT
You have no nominees				

Type in the name of your first rater, his/her email address and select their role – then click “Add” – this will trigger an automated email to that person, asking them to complete an MSF questionnaire regarding you.

Repeat to add more raters – you require a minimum of **8 nominated raters' response** in order for the MSF report to be generated.



Multi-Source Feedback



[Home](#)
[Personal Details](#)
[Review Questionnaire](#)
[Nominate Raters](#)
[Contact Us](#)
[Log Off](#)

Logged in as: William Liu

### INSTRUCTIONS

In the Colleague MSF Pilot the intention is that each participating doctor nominates 15 raters from the colleagues with whom he/she works. In some circumstances (for example a small general practice surgery), this may be difficult and in that situation please nominate as close to 15 as you can. Please refer to ["Guidance for the selection of raters"](#).

E-mails are automatically sent to your nominated Raters as part of the nomination process. The fact an e-mail has been sent will be identified by a tick in the "Sent" box next to the rater.

If you wish to

### NOMINA

**!** You need to nominate at least 8 raters.  
Are you sure you wish to leave this page?

★ Rater's Name

★ Rater's Email

NAME	EMAIL ADDRESS	ROLE	SENT	EDIT
Dr Jake Willis	jllwillis@hotmail.co.uk	GP Principal	<input checked="" type="checkbox"/>	

If you try to leave the Nominate Raters page without adding 8 raters, you will be prompted accordingly.