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

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

To log in to WASP, log into SOAR (as Appraisee) - click on "MSF" from the menus and follow the on-screen instructions to **connect to WASP**.

## Registration: Completion of Personal Details

	Multi-Source Feedback	
Doctors	Scottanu	William Hartnell
Instructions Your Details Questionnaire Nominate Raters Progress	<ul> <li>To complete your multisource feedback, you need to complete:</li> <li>Your personal details</li> <li>Your self-assessment questionnaire</li> <li>Details of your nominated raters</li> <li>You do not have to complete this in one sitting, use the Save button where availal continue.</li> <li>The MSF report will close in 3 weeks time provided it has received the minimum 8 the self-assessment questionnaire. Thereafter you can either download it manuall kick in 7 days from your appraisal date on SOAR.</li> <li>Please use the 'Contact Us' option below for further assistance.</li> </ul>	ble and return at your convienance to 8 responses required, and you have completed y or wait for the auto-download function to
	Next D	When your SOAR and WASF accounts have been linked, th should be the first screen you if you are initiating the MSF process.
/SF	Contact Us	Follow the on-screen instruct and use the "Next" button at t bottom to navigate to next section

## MSF Summary Page

Doctors			William Hartnell 🛛 🕞 Logout			
Instructions	GMC Number	X963852				
Your Details	Email Address	william@hartnell.who	Complete the profile data in			
Questionnaire	Gender	○ Male ○ Female ○ I do not wish to answer	"Your Details" when			
Nominate Raters	Profession	O Primary Care O Secondary Care	prompted.			
Progress	Your Position	please select				
	What is your ethnic group?	please select	In WASP you have the opti			
	What Year did you qualify?	please select	return to this at a later stag			
	Number of years in this workplace	please select	or complete the requested			
	Is English your first language?	○ Yes ○ No	information and click "Next			
	Are you a Medical Graduate from a UK University?	◯ Yes ◯ No	to proceed.			
	What is your Date of Birth?	dd/mm/yyyy 🗖 🗌 I do not wisł	n te arswer			
	To develop the service and to review the applicability to use your anonymised data for evaluative research p	of the questionnaire, NES will carry out evaluative research on the purposes. ○ Yes ● No ④ Back Save Next ▷	data collected. Please confirm your consent for us			

#### Self-Assessment Questionnaire

Instructions	There are eight sections of the questionnaire to complete. We suggest you complete	ete each section fully before moving onto the next, although you
Your Details	will have the opportunity to review and amend your answers if required (use the s	save button).
Questionnaire	Once all the answers have been provided, you will be able to submit this and mov	e on to nominating Raters.
Communication		
Respect		
Manner		The next section is your self-assessmen
Team		which you can complete by clicking "Ne>
Knowledge		to proceed.
Support		Alternatively, you could nominate your
Insight		raters first Click on "Nominate Raters"
Overall		from the menu to do so. (See page 15)
Complete		
Nominate Raters		
Progress	⊲ Back Nex	dt ▷

#### Self-Assessment Questionnaire: Communication

			Scotlan	d				
Doctors						Will	iam Hartnell	⊖ Logo
Instructions Your Details	How do you rate yourself in:	Lon't Know	Strongly Disagree	Somewhat Disagree	Disgree	Sighty Agree	Somewhat Agree	Strongly Agree
Questionnaire	Willing to listen to what other colleagues have to say	$\bigcirc$	0	0	$\bigcirc$	0	0	$\bigcirc$
Communication	Willing to share information with colleagues	$\bigcirc$	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	0	$\bigcirc$
Manner	Able to give clear information to others in language they understand	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$
Team	Please make a comment about something you do well in this area:							
Knowledge								
Support				Answe	er the qu	estions	on scree	en,
Insight	Please make a comment about something you could develop in this are	a:			se the "S	Save" hi	utton if v	u can Ni
Overall				wish to	come b	back to	this later	
Complete								
Nominate Raters								
Progress	✓ Back	: ] [ S	ave	Next ▷				

Contact Us

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W D B P

## Self-Assessment Questionnaire: Respect

Doctors						Willi	iam Hartnell	⊖ Logou
Instructions Your Details	How do you rate yourself in:	Don's Know	Strongl Disgnog	Somewhat Disagree	Disginty Disagree	Signer Greek	Somewhat Agree at	Strongly
Questionnaire	Able to talk with staff regardless of role	0	0	0	0	$\bigcirc$	0	$\bigcirc$
Communication	Values the contributions of others	0	0	0	0	$\bigcirc$	0	$\bigcirc$
Overall								
Complete Nominate Raters								
Progress		⊲ Back Sa	ave	Next ▷				

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#### Self-Assessment Questionnaire: Manner

Joctors						Willi	am Hartnell	⊖ Logou
Instructions Your Details	How do you rate yourself in:	000,400,400,400,400,400,400,400,400,400	Stongly Disagree	Somewhat Disagree	Disginghur Disgoree	Sighty Agree	Somewhat Agree Hat	Stongly Agree
Questionnaire	Easy to approach with a question	0	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	0
	Responds to questions in a professional way	0	0	0	0	$\bigcirc$	0	$\bigcirc$
Insight Overall Complete Nominate Raters		op in this drea.						
Progress		⊲ Back Sa	ave	Next ▷				

#### Self-Assessment Questionnaire: Team

Joctors						Willi	am Hartnell	⊖ Logo
Instructions Your Details	How do you rate yourself in:	60, trout	Stongly Disagree	Somewhat Disagree	Slighty Disagree	Slightly Agree	Somewhat Agree	Strongly
Questionnaire	Co-operative in working with colleagues	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0	$\bigcirc$
Communication	Takes on board others views and opinions when making decisions	0	0	0	0	0	0	$\bigcirc$
Respect	Demonstrates leadership while also involving team members	0	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	0	$\bigcirc$
Team	Please make a comment about something you do well in this area:							
Support Insight	Please make a comment about something you could develop in this ar	ea:						
Overall								
Complete								
Nominate Raters								
Progress	⊲ Bac	k S	ave	Next ▷				

## Self-Assessment Questionnaire: Knowledge

						Willi	am Hartnell	⊖ Logou
Instructions Your Details	How do you rate yourself in:	Cont trout	Strongly Disagree	Somewhat Disagree	Dighty Disagree	Slightly Agree	Somewhat Agree at	Strongly Agree
Questionnaire	Keeps knowledge up-to-date	0	0	0	$\bigcirc$	$\bigcirc$	0	$\bigcirc$
Communication	Makes decisions that colleagues have confidence in	0	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	0	$\bigcirc$
Respect	Can be trusted to get things done	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	$\bigcirc$	0	$\bigcirc$
Knowledge Support Insight Overall Complete	Please make a comment about something you could develop in the	is area:						

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## Self-Assessment Questionnaire: Support

Doctors						Willi	am Hartnell	🕞 Logou
Instructions Your Details	How do you rate yourself in:	1001 1001 1001	Stongly Disagree	Somewhat Disagree	Disgree	Slightly Agree	Somewhat Agree	Strongh
Questionnaire	Easy to get hold of	$\bigcirc$	$\bigcirc$	0	0	$\bigcirc$	0	0
Communication	Responds to requests in a timely way	0	$\bigcirc$	0	0	$\bigcirc$	0	$\bigcirc$
Respect	Supportive when colleagues ask for help	$\bigcirc$	0	$\bigcirc$	$\bigcirc$	$\bigcirc$	0	$\bigcirc$
Insight Overall Complete	Please make a comment about something you could dev	velop in this area:						
Nominate Raters								
Progress		⊲ Back S	ave	Next D				

## Self-Assessment Questionnaire: Insight

Instructions Your Details Questionnaire RespectHow do you rate yourself in:Job Shows awareness of own limitationsJob Shows awareness of own limitationsJob Shows awareness of own limitationsImage: Shows awareness of own limi	Strongly
Questionnaire     Shows awareness of own limitations     O     O     O     O       Respect     Willing to ask others for advice     O     O     O     O     O       Recognises the effect of behaviour on others     O     O     O     O     O	
Willing to ask others for advice     O     O     O       Respect     Recognises the effect of behaviour on others     O     O     O	$\bigcirc$
Respect Recognises the effect of behaviour on others	$\bigcirc$
	0
Insight     Please make a comment about something you could develop in this area:       Overall	

#### Self-Assessment Questionnaire: Overall

Doctors							Willi	am Hartne <mark>l</mark> l	⊖ Logou
Instructions Your Details	How do you rate yourself in:		Conit thout	Strongly Disagree	Somewhat Disagree	Slighty Disagree	Stighty Agree	Somewhat Agree at	Strongh
Questionnaire	Works well with colleagues		$\bigcirc$	0	0	0	$\bigcirc$	0	$\bigcirc$
Respect	Any other comments?								
Manner									
Team									
Knowledge									
Support									
Insight									
Overall									
Complete									
Nominate Raters									
Progress		⊲ Back	Sa	ive	Next ▷				

## Self-Assessment Questionnaire: Complete (progress status)

Instructions Your Details Questionnaire Communication Respect Manner Team Knowledge Support Insight Overall Complete Support Insight Overall Please note once submitted, you will no longer be able to contribute to this que Manner Support Insight Overall Please note once submitted, you will no longer be able to contribute to this que Save	If you have opted not to complete this in one sitting, your progress can be tracked on this page. Incomplete sections are highlighted in yellow for your necessary action.
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#### Nominate Raters

Doctors				Willia	m Hartnell	
Instructions Your Details	It is advised that you nomina this may be difficult and in t	It is advised that you nominate 15 raters from the colleagues you work with. In some circumstances (for example a small generative this may be difficult and in that situation please nominate as close to 15 as you can. Please refer to the <u>Guidance for the sele</u>				
Questionnaire	Emails are automatically sen	to your nominated ra	<sup>nated ra</sup> Start by clicking on the "Add Rater" button			
Nominate Raters	Rater Name	Ema whi	which then adds a blank line for you to add		Email	
Progress	+ Add Rater	the	the rater details. Add the Name, Email and Role as indicated. The "Email" toggle will turn blue. This means that when you click "Save" or "Next" the system will send an email to that person.			
	To resend emails to any rate	s, dick the relevant En The that sys				
		Multi-	e care in ensuring	you enter the correct		
Doctors		occurred when users included characters like (commas) or < or > (left/right arrow keys)		Hartnell 🕞 Logo		
Instructions Your Details	It is advised that you nomina this may be difficult and in th	te 15 raters from the concugation please nominate a	s close to 15 as you can. Pleas	e refer to the <u>Guidance for the select</u>	a practice surgery), ion of Raters.	
Questionnaire	Emails are automatically sen	to your nominated raters as p	art of the process.		$\mathbf{i}$	
Nominate Raters	Rater Name	Email Addres	S	Rater Role	Email	
Progress	•			please select		



Instructions Your Details	It is advised that you nominate 15 raters from the colleagues you work with. 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 the <u>Guidance for the selection of Raters</u> .					
Questionnaire	Emails are automatically s	Int to your nominated raters as part of the process				
Nominate Raters	Rater Name	Repeat the above steps to add additional		Email		
Progress	Patrick Troughton	maivi				
	Jon Pertwee	You require a minimum of 8 rater-responses				
	Tom Baker	in order for the MSF report to be generated. We recommend you nominate at least 15.				
	Peter Davison					
	Elisabeth Sladen	When you click "Save" or "Next", those		-		
	Sylvester McCoy	selected in the Email column will be sent an				
	Ncuti Gatwa	Invite to complete the feedback.				
	Jodie Whittaker		Jodie@Whittaker.who	Sessional GPs		
	Jo Martin	Jo@Martin.who		Healthcare Scientist		
	David Tennant	David@Tennant.who Receptionist				
	+ Add Rater					
	To resend emails to any ra	aters, click the rel	levant Email switch to activate - emails w	ill then be sent when you save.		
			⊲ Back Save	Next D		

#### Progress

	I	Multi-Source Feedback		
Doctors			William Hartnell 🛛 🕞 Logout	
Instructions	Your Questionnaire	Completed		
Your Details	Raters Nominated	5 nominated		
Questionnaire	Raters Responded			
Nominate Raters	Raters Declined			
Progress	Report Deadline	Day 1 of 21		
	A minimum of 8 raters is needed to generate a report, from research, nominating at least 15 will give you the best possible chance of achieving this. But the more feedback you receive the more useful the report will be.			

This last page gives you an overview of when your MSF is due to close, number of rater-responses received etc.

If you have an open appraisal on SOAR, the system will automatically download the MSF report for you within 7 days of the appraisal meeting date (provided the report on WASP has received at least 8 responses, your self-assessment has been completed and that it has closed).

If you are unsure of the progress or encounter any issues please contact the SOAR helpdesk for further assistance (SOAR@nes.scot.nhs.uk).