

Assessment of Public Health Specialty Registrars: Multi-source Feedback

Overview

An assessment of a Specialty Registrar's attitudes and behaviour is a requirement for the Public Health training curriculum. Multi-source feedback enables a Registrar to meet some Public Health competencies and receive feedback from a wide range of work colleagues. The assessment is based on a proforma and involves the collation of views from at least 10 assessors. All registrars should complete an assessment as prescribed by their supervisor.

Process

- 1 The Deanery administrator emails the relevant paperwork to the Registrar, copying in their Educational Supervisor.
- 2 If a multi-source assessment has been carried out within last 12 months, the summary assessment should be sent to the Deanery administrator and it is not necessary to perform another multi-source assessment at that time.
- 3 The Registrar must choose a maximum of 15 work colleagues as assessors. These must be agreed in advance with their Educational Supervisor, and must reflect a wide spectrum of professional contacts. Returns are required from a minimum of 10 assessors, which must include senior, peer and junior colleagues from a range of settings and contexts (including outside the NHS). A wide range of people should be used, including administrative, analytical and management staff. The current Educational Supervisor should always be included. The assessors do not need to be NHS staff, but they must be familiar with the Registrar's work behaviours. If the Registrar has been on an academic attachment (such as sitting an MPH), they can substitute some or all of the above group with lecturers, course organisers and other students on the MPH. If they have done a specialist attachment under scrutiny (such as Health Protection Units), they should include assessors from that setting. The colleagues selected should reflect the range of settings and tasks in which the Registrar has been engaged over the previous year.
- 4 The Registrar writes the name and details of the selected people on the forms and their Educational Supervisor name and address on 15 envelopes. The Registrar should distribute one of each to their selected assessors; or carry out a similar process electronically.
- 5 The Registrar should make it clear to the assessors that:
 - The form must come back to the named trainer
 - The forms should be returned as soon as possible in the sealed envelope, or by email.
- 6 When the Educational Supervisor has received 10 forms (or more) for the Registrar, he or she should collate responses using the summary form. Educational Supervisors should *not* show the Registrar the completed multi-source rating forms, nor identify the individual assessors' comments or ratings.
- 7 If concerns have been raised, the Educational Supervisor must make a judgement as to whether the accumulated concerns require further investigation. Any "*major concern*" ticked by an assessor needs further information and at least discussion with the assessor concerned. Two or more '*some concern*' would warrant similar further investigation.
- 8 Educational Supervisors must arrange to meet with the Registrar to discuss the findings. If necessary, the Training Programme Director (TPD) can be involved in this meeting.
- 9 Any remedial action needed will be recorded. If there is a dispute between the trainer and Registrar, the TPD should be involved in further discussions.

- 10 The assessment forms, original summary forms and the record of any agreed remedial action will be kept by the TPD.
- 11 A copy of the summary form will be kept by the Educational Supervisor and also given to the Registrar.
- 12 If the Registrar disputes the proposed summary form report, despite the involvement of the TPD, the regional Public Health Programme Director should be contacted.
- 13 The outcome of the multi-source assessment will form part of the ARCP/ RITA process.

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Guidance for Assessors

Purpose

As part of the process of gaining Public Health competencies, each Specialty Registrar's attitudes and behaviour must be formally assessed. Attitudes and behaviour are best assessed in the work setting by those who work most closely with the Registrar.

The aim of the process is both to praise good practice and to highlight those areas where the Registrar could perform better. The process involves the same forms being sent to up to 15 assessors who have been selected by the Registrar. A minimum of 10 must reply to make the outcome valid and reliable. The responses are collated by the Registrar's Educational Supervisor and relayed back to the Registrar.

If concerns are identified regarding a Registrar's attitude or behaviour, a mutually agreed plan must be put in place to help the Registrar.

Completing the form

Only fill in the sections of the form where you have observed the Registrar sufficiently to make an informed judgement. The scores and comments you provide should reflect the typical behaviour of the Registrar over time, rather than reflect one-off instances.

If you feel that you do not know the Registrar well enough to rate them, you should annotate the form accordingly and return it to the Registrar. If you are able to complete the form you have three options for response:

1. No concern	The Registrar performs consistently well
2. Some concern	Some instances where you have concern about the Registrar, though in general the Registrar performs well
3. Major concern	EITHER consistent poor practice OR a single instance where you thought performance was of such concern as to be a danger to the Registrar or others

You should use the free text comment boxes for all responses, giving specific examples where possible. This section often provides the most valuable information for both the Registrar and the Educational Supervisor. This is particularly important if you indicate that the Registrar caused you "some concern" or "major concern". It is equally important to give examples of occasions upon which you felt that Registrar's attitude or behaviour was exemplary.