



## MSF Assessments for Year 2 and 4 Pathology Trainees

The College stipulates that MSF assessments (which are done via the LEPT system) should be undertaken three times per year, that is, at Year 1, 3 and 5. However, from time to time, deaneries/LETBs require additional assessments which trainees are expected to comply with.

Generally, the College creates the Year 1 (Stage A) MSF assessments on a cohort basis per specialty. However, trainees at Years 3 and 5 (Stages B-C) are able to create their individual MSF assessments themselves. Guidance notes are available at:

<https://www.rcpath.org/trainees/assessment/multi-source-feedback-msf.html>.

Sometimes the LEPT system does not carry the correct year of training for trainees who have progressed from Year 2 to 3. This maybe because the College has not received a copy of the ARCP outcome form showing the trainee's progression. In such cases, trainees are therefore not able to generate their MSF assessments themselves.

The following brief notes and screenshots are for:

- Year 2 trainees who wish to create an MSF assessment having completed one during Year 1 training. (Please note that Year 4 trainees can also create their own MSF assessments – log into the LEPT system and follow instructions from Item 4 below).
- Those ST3 trainees who are incorrectly listed as ST2 trainees on the LEPT system and want to temporary change their WTE year of training so as to create an MSF assessment. (Do note the system will revert back to ST2 the following day until the ARCP outcome form is received).

The screenshot shows the top navigation bar of the LEPT system with the following tabs: VIEW PORTFOLIO, ASSESSMENTS, PROGRESS, TRAINING DEVELOPMENT, RESOURCES, TRAINING ROTATIONS, and HELP. Below the navigation bar, the 'MY DETAILS' section is visible, showing 'Uploaded Total: 608 KB (499 MB remaining)' and 'Please scroll down for more information.' To the right, the 'Deanery/LETB' is listed as 'London, Kent, Surrey and Sussex (If this is wrong, please contact the College. COPMeD deanery list.)' and the 'Overall specialty programme' is 'Histopathology'.

1. Log into the LEPT system and click into 'My Details'.
2. At the 'User Details' screen, scroll down to the bottom of the page to 'View your portfolio user details' and then click into 'Edit'.



View Your Portfolio User Details	
WTE Year	ST2 (Histopathology)
Job Position	ST2 Trainee
Workplace	London Royal Infirmary
Specialty	Histopathology
GMC Number	10000000
NTN	Number
Training Programme Director	Sandra Dewar
Head of Pathology School	Sandra Dewar
CV	<i>No file uploaded</i>
<a href="#">Edit</a>	

- From the dropdown list, please change the 'WTE Year' to ST3 (Histopathology). You can also optionally change the 'Job Position' field too to ST3 Trainee. You must click the 'Save' button at the bottom of the page for the changes to take effect.

User Details

Edit Your Portfolio User Details	
WTE Year	ST2 (Histopathology) <input type="button" value="v"/>
Job Position	ST2 Trainee <small>Max. 30 characters</small>

- Then, on the presenting page, at the top, click into 'Assessment' and then choose 'Enter new assessment'.

VIEW PORTFOLIO ASSESSMENTS PROGRESS TRAINING DEVELOPMENT RESOURCES TRAINING ROTATIONS HELP

ENTER NEW ASSESSMENT  
OUTSTANDING ASSESSMENTS  
COMPLETED ASSESSMENTS  
RESULTS LIST - EXAMINATIONS AND YEAR 1 ASSESSMENTS

USER DETAILS

User Details

- On the next page, please scroll to the bottom and click into 'Enter MSF assessment'.



MSF Assessment

All trainees who commenced training since August 2007 are required to undertake three multi-source feedback (MSF) assessments throughout their training at Year 1, 3 and 5.

Year 3/5 trainees (Stages B-C/D) and those trainees who have transferred to the 2010 and beyond GMC-approved curriculum and assessment system must undertake their MSF assessments. This applies to all trainees in ST3 (ST5 for joint medical microbiology and virology/infectious diseases and chemical pathology/metabolic medicine trainees) and ST5 (ST7 for joint medical microbiology and virology/infectious diseases and chemical pathology/metabolic medicine trainees).

Year 1 trainees (i.e. ST1 Chemical Pathology and ST3 Chemical Pathology (Metabolic Medicine, ST1 Histopathology, ST1 Medical Microbiology and Virology and ST3 Medical Microbiology and Virology and Infectious Diseases) **should not** use this section to create their MSF assessments.

To start an assessment form, please select from the following:

Click on the 'Enter MSF assessment' tab below to start an Year 3/5 (Stages B-C/D) MSF assessment multi-source feedback (MSF):

[Enter MSF assessment](#)

6. From now on, the MSF process and instructions on the page are identical to those which would have been followed during Year 1 training – with one exception...

assessment settings

Please select the WTE year for this assessment \*

ST2

It is important that you specify the correct WTE year for this MSF Assessment as it cannot be changed once the assessors list is finalised.

7. From the above screenshot, Year 2 trainees must change the WTE Year to ST2 and likewise, Year 4 trainees must choose ST4 so that the correct year of training is recorded on the MSF Report. The above screenshot can be found at the bottom of the opening MSF assessment page.

If you have any queries, please contact:

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