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/mult-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).

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’.

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3. 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.

4. Then, on the presenting page, at the top, click into ‘Assessment’ and then choose ‘Enter new assessment’.

5. On the next page, please scroll to the bottom and click into ‘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…

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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