

Multi-source Feedback (MsF) Survey

Instruction Sheet

Conducting the assessment

1. The trainee considers the colleagues or co-workers with whom they have worked over the preceding five months, who may be able to provide feedback. The group of responders should be from a variety of backgrounds including other specialist pain medicine physicians, medical practitioners (e.g. referring doctors), nursing staff and allied health professionals. It is suggested that a minimum of 12 potential responders are identified. For a valid assessment, eight forms must be included on the summary form.
2. The trainee provides the list of recommended responders to their supervisor to ensure the breadth of response is adequate.
3. The trainee approaches each responder following agreement by the supervisor and provides them with the MsF form.
4. The trainee is responsible for following up outstanding responses.
5. The trainee should arrange a feedback meeting with their supervisor when:
 - A minimum of eight forms has been received by the supervisor.
 - The supervisor has collated the responses on the MsF summary sheet.

One of the strengths of this process is that responders provide feedback in a confidential manner. The supervisor must not show the trainee the original MsF forms submitted, only the collated summary form.

6. The supervisor and trainee should meet for approximately 20 minutes to discuss the results of the survey. It is suggested that the trainee be asked about any particular items on the MsF that they may be concerned about and aspects of their practice they could improve upon.

The supervisor then discusses the summary results for each item. The supervisor highlights areas of consistent performance and areas for further development.

The supervisor and the trainee negotiate activities focused on achieving consistent performance of the Pain Medicine Roles in Practice and agree on the timeline for completion.

7. The supervisor and the trainee negotiate activities focused on achieving consistent performance of the Pain Medicine Roles in Practice and agree on the timeline for completion. Both the trainee and supervisor sign the form.

Minimum requirements for core training and practice development stage reviews

- A minimum of one multi-source feedback is required for each of the core training and practice development stage reviews.

For further detailed information see *FPM Training Handbook* Sections 13.1 and 13.2