

Advice & Guidance:

- Always check the dates of the round in advance.
- Log in to ASSET before the round and familiarise yourself with the assessment functions.
- We advise trainees to seek their assessors' permission before nomination to ensure they are available to complete the ePaedMSF before the deadline.
- Search for your assessors by name first, as they may not be registered with their work email address.
- Make sure you nominate a reasonable number of assessors to make sure that you have a good percentage completed.
- You can monitor your invitations in your "View Sent Invites" page.
- Complete your self-assessment as soon as the round opens.
- If you encounter any problems, at any point, during the process contact the ASSET team immediately so that your issues can be resolved before the round is concluded – no extensions will be given.
- When contacting ASSET please explain your problem in as much detail as possible to enable us to answer more swiftly.
- We advise that you check the following RCPCH website page:
<http://www.rcpch.ac.uk/training-examinations-professional-development/quality-training/asset-assessment-services-educatio-5>

You will find further guidance on these pages, including an ASSET FAQ – you can also view the FAQs via the Help tab on the ASSET website.

An Overview of the ePaedMSF Process:

Step One:

Trainees can nominate their assessors & themselves for assessment.



Step Two:

Trainees check their training level is correct. Contact the ASSET team if any information is incorrect or needs updating.



Step Three:

Assessors will receive an invitation email to complete the assessment.



Step Four:

Assessors can either follow the link in the email or log in directly to their ASSET account. If they do not have an ASSET account they can register directly www.asset.rcpch.ac.uk.



Step Five:

Assessors to fill in ePaedMSF assessment and trainees to complete their own self-assessment within the time specified.



Step Six:

All submitted assessments are collated and feedback made available via the Trainee/Educational Supervisor ASSET accounts. It is also available in ePortfolio the next day.

Step One: Nominating Assessors:

When the ePaedMSF round opens the option to select the ePaedMSF assessment from the Assessment Form drop down list will become available to trainees. To nominate select the ePaedMSF assessment from top yellow box and enter your intended assessor in the bottom box.

When selecting your assessor please search first by name as their registered email address will then appear, only if they do not have an ASSET account do you need to enter the email address only.

Invite to Assess

Assessment Form

- ePaedMSF: ePaedMSF (closes Thu 13 Jan 2011)
- Directly Observed Procedural Skills (DOPS)
- Case Based Discussion (CbD)
- RCPCH PAED Mini-CEX

Assessor

Joe Bloggs

Joe Bloggs asset@rcpch.ac.uk (search for name first then email address)

Submit 

View Sent Invites

You will be sent a self-assessment invitation, this must be completed. This is an integral part of the assessment and without this your ePaedMSF will not be valid and not eligible for your ARCP.

We suggest you select 12+ assessors and you need to have a minimum of 7 completed and successfully submitted assessments in order for the ePaedMSF to be valid.

You should choose as your assessors: 2/3 medical staff - half of which need to be consultants and include your educational supervisor; 1/3 should be nursing or allied health professionals

You should invite your educational/clinical supervisor to complete an assessment.

Sent Invites:

Invites Found

Date of invite	Sent to email address	Assessor	Assessment type	Added by ASSET	Saved	Completed
Mon 10 Jan 2011 11:02AM	asset@rcpch.ac.uk	Joe Bloggs	epaedmsf	✗	✗ Delete / Re-send	✗
Wed 05 Jan 2011 09:49AM	asset@rcpch.ac.uk	Joe Bloggs	dops (View)	✗	✓	✓
Wed 08 Dec 2010 01:20AM	joanne.hatton@rcpch.ac.uk	Joanne Hatton	epaedmsf	✗	✓	✓

To track your sent invitations click on "View Sent Invites" and this screen will appear. Completed assessments will show as a tick. If your assessor has only saved the assessment the 'saved' column will be ticked. You cannot view a completed ePaedMSF assessment as they are anonymous.

Step Two: Checking Training Level.

Please ensure that you correct your training level by going to your Settings tab. Contact us if it needs updating. If the level is wrong this will affect your feedback scores.

My Settings

Username: joanne.hatton@rcpch.ac.uk

To change your password please visit the [password settings page](#).

Your current position is: **ST2** (If this is wrong please email asset@rcpch.ac.uk with your updated information)

To nominate an educational supervisor scroll down to the **bottom of the page**.

Please be aware that your registered ASSET email address will be visible to users of the website – for privacy reasons you may wish to use your work email address.

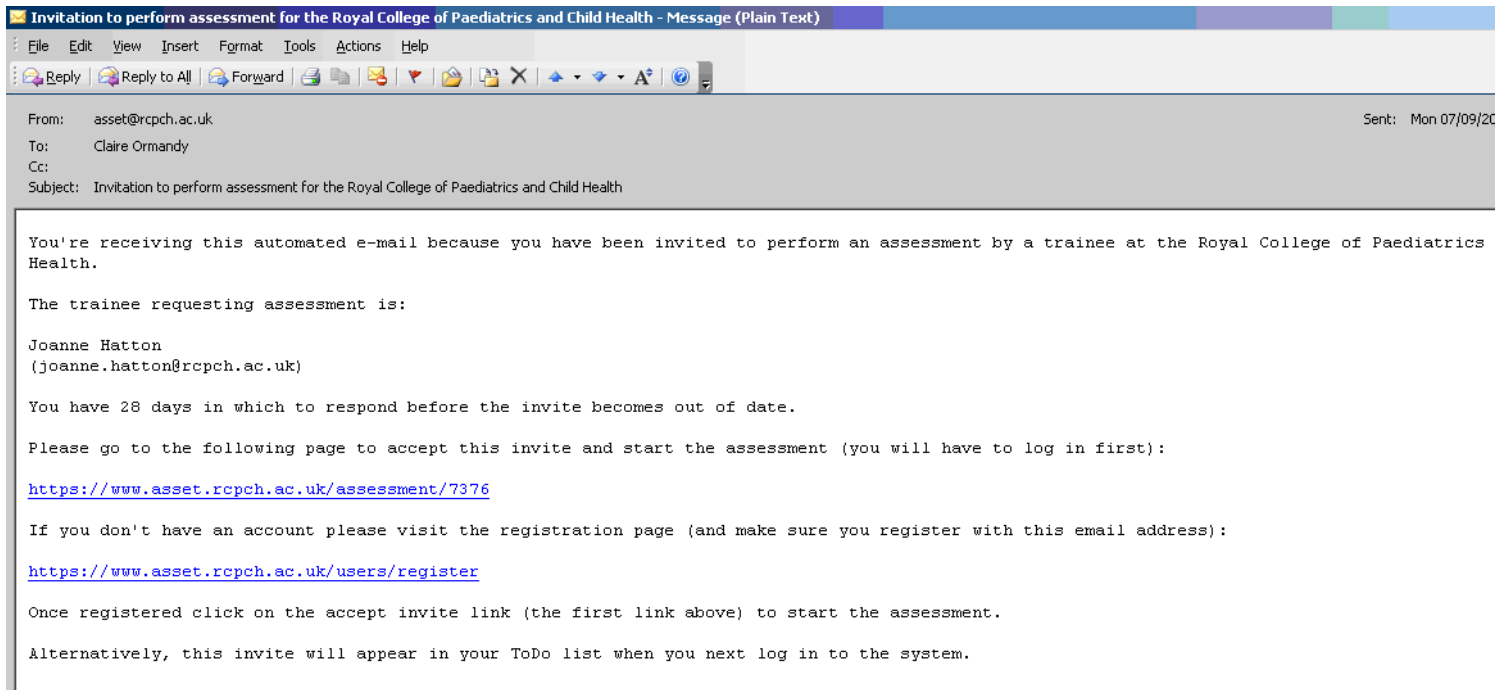
Email Address

e.g. name@rcpch.ac.uk

joanne.hatton@rcpch.ac.uk

You should also check that you are registered in the correct deanery otherwise your round dates will be incorrect.

Step Three & Four: Assessors Will Receive an Invitation Email and How To Access The Assessment.



This is the email that assessors will receive.

If they have an ASSET account already they can go straight to the assessment by clicking the link or they can log in directly to their account and look in their to-do list.

If they do not have an ASSET account they can register by following the appropriate link, once they have registered with ASSET they will be able to access the assessment in their to-do list.

Assessor must make sure they register with the same email address that the invitation was sent to otherwise they will experience problems accessing the assessment.

Step Five: Assessors Fill in Assessments:

Once an assessor has received their ePaedMSF invitation and has accessed the assessment they have 40 minutes to complete the assessment. This is shown by the timer on the page. It is advisable to save the assessment when the timer starts to run out to avoid losing the form.

Please make sure that you check the name of the trainee whose assessment you are completing to avoid any misidentification.

This assessment has been successfully submitted.

<p> Trainee</p> <p>Joanne Hatton GMC Number: 1234567 joanne.hatton@rcpch.ac.uk Trainee Level: ST2</p>	<h2>ePaedMSF</h2> <hr/> <p> Download Print Version</p> <p>Submitted on: Mon 10 Jan 2011 11:16 a.m.</p>
<p> Assessor</p> <p>Joe Bloggs GMC Number: 12 asset@rcpch.ac.uk</p>	<h3>Important</h3> <p>Comments made as part of the MSF should be constructive and formative. It is not appropriate to use the anonymity of the system to give negative feedback that has not been previously discussed in a confidential and supportive manner through the regular meetings with educational supervisors.</p>
Question	Answer

Assessors should be aware that comments are fed back verbatim to the assessed. If you have comments about a doctor's fitness to practise, probity or health please provide additional details and do not simply tick the box.

Unlike other assessment forms on ASSET you will not be able to view separate ePaedMSF assessments after they are initially submitted, you will receive a final report at the end of the ePaedMSF round. You will however be able to view your own self-assessment.

If you have any problems opening, submitting or saving an assessment form please contact us immediately so that we can advise you on a solution. We can only help while the ePaedMSF round is open.

Step Six: Receiving your ePaedMSF Report.

Your completed ePaedMSF report will appear in your Reports tab on the day after the round closes, or when you have received 20 completed assessments. It will also appear in your educational supervisor's Reports Tab if you are linked to them on ASSET. After 24 hours it will become available on your ePortfolio.

If you did not receive the minimum of seven assessments or did not complete your self-assessment you will only receive your comments and not your individualised scores. This cannot be used as a valid ePaedMSF for an ARCP or RITA.

Assessment Reports

Joe Bloggs

Reports Found				
Assessment Type	Trainee	Trainee Level	Period	
ePaedMSF Assessment Report (INCOMPLETE)	Joe Bloggs	ST3	14 Apr 2010 - 19 May 2010	View

Filter on assessment type: Mini CEX CbD DOPS ePaedMSF

Filter by year:

Free texts comment are reproduced as they were entered by each assessor and are anonymous to the trainee i.e. they do not know which assessor made which comment. All assessors' identities are known to the ASSET administrators and in those rare cases where an assessor makes a serious allegation regarding health, probity or patient safety we may pass on your identity to the relevant body to allow further investigation of the issue.