

INSTRUCTIONS

- The 360° Feedback assessment must be completed during the Substantial Comparability placement, normally at six (6) months or at least three (3) months prior to the completion of the placement, in the case of a placement greater than twelve (12) months.
- The candidate and Supervisor shall each nominate at least ten (10) co-workers, colleagues or contacts (not patients) who may include:
 - other medical practitioners and medical students;
 - Multi Disciplinary Team (MDT) members, including pharmacy;
 - administration;
 - management;
 - community contacts, such as NGO personnel;
 - Residential care workers.
- Ten (10) respondents from the co-worker, colleague or community contact names shall be randomly selected by RANZCP staff to complete the survey.
- The candidate will also be provided with a set of 360° Feedback forms and associated material to hand out to patients/carers of patients/family members of patients. These can be handed to a number of patients/carers of patients/family members of patients; **the RANZCP must receive a minimum of five (5) completed patient Feedback Form Bs**. Patients will be required to return these forms directly to the RANZCP via a pre-addressed envelope to retain anonymity and the responses will remain confidential.
- Selected participants shall be asked to complete Questionnaire A *online* (to be completed by co-workers, colleagues or community contacts of the candidate) or Form B *manually* (to be completed by patients of the candidate and/or the carers or family members of the patients) to give feedback on the performance of the candidate in the workplace.
- The candidate shall complete Questionnaire C *online* and self-rate their performance in the workplace.
- An external organisation collates and de-identifies the results, which are then reported to the candidate, the Supervisor and to the Substantial Comparability Assessment Review Panel (SCARP).

EVALUATION OF RESULTS

- The SCARP shall review and confirm all collated survey results for each candidate.
- An average Satisfactory rating (4 or 5) is required consistently but not necessarily exclusively, in the collated results of Forms A and B.
- The aggregated results of the survey shall be reported by the RANZCP to the candidate and to the Supervisor.

A Respondent Nomination Form is attached.

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