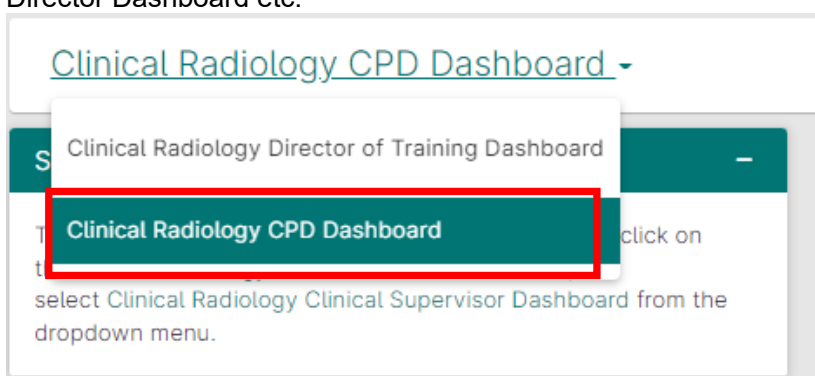


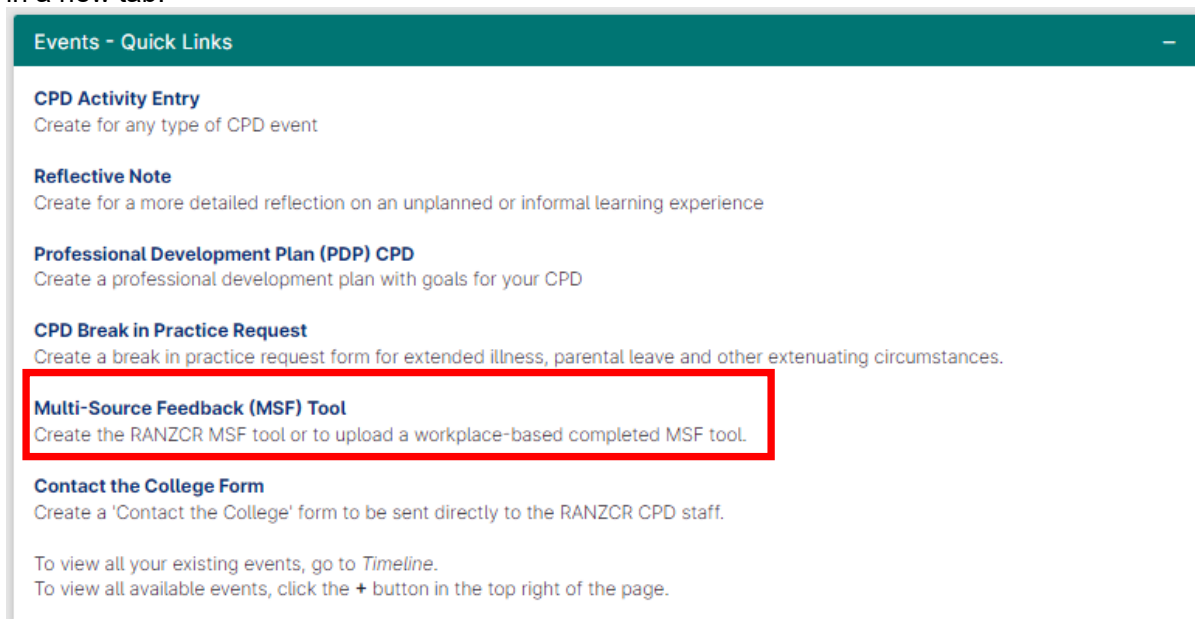
How to use the CPD Clinical Radiology Multi-Source Feedback (MSF) Tool in RANZCR ePortfolio

1. Log in to RANZCR ePortfolio via the MyRANZCR page, <https://www.myranzcr.com/>
2. Click on the button **RANZCR ePortfolio (NEW!)** to open the RANZCR ePortfolio page.

Note: ensure you have landed on the Continuing Professional Development Dashboard by checking the dropdown menu in the top left of the page. Depending on your role you may see the Clinical Supervisor Dashboard, Director of Training, Training Network Director Dashboard etc.



3. On the dashboard in the **Events – Quick Links** widget, select the **Multi-Source Feedback (MSF) Tool** hyperlink. The Multi-Source Feedback (MSF) Tool page will load in a new tab.



You have **two options**.

1. Complete the RANZCR MSF, or
2. Upload an MSF that was completed at your workplace.

To complete the RANZCR MSF follow steps 4 - 19

To upload a completed MSF from your workplace follow steps 20 – 24.

To complete the RANZCR MSF Form

4. Under the Multi-Source Feedback field, select **I would like to complete the RANZCR MSF** from the dropdown list.

The screenshot shows the 'New Clinical Radiology CPD Multi-Source Feedback (MSF) Tool' form. At the top right, there are 'Submit' and 'Save as draft' buttons. Below the title, there are fields for 'Date occurred on' (16/2/2022) and 'End date' (16/2/2022). A description field is also present. The 'Multi-Source Feedback (MSF)' dropdown menu is highlighted with a red box, showing the selected option 'I would like to complete the RANZCR MSF'. There is also an 'Attach files' button at the bottom left.

5. Click **Submit** at the top of the page.

This screenshot is identical to the previous one, but the 'Submit' button at the top right is highlighted with a red box.

6. It should take you to the Timeline page, but if not click **Timeline** in the top menu bar.

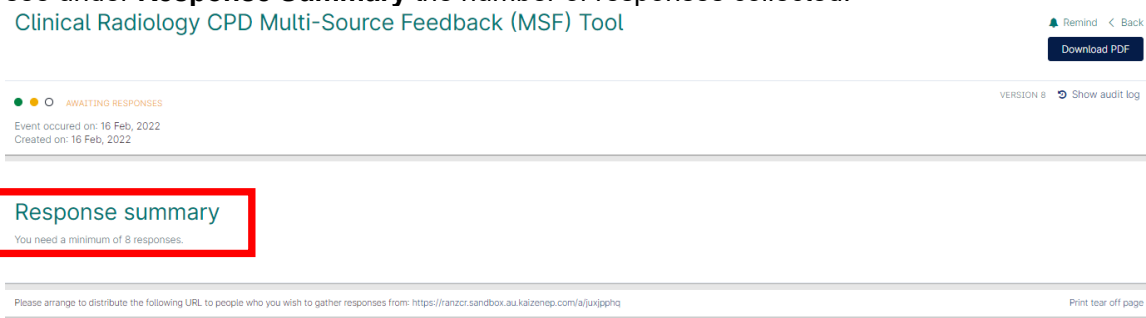
7. Find **Clinical Radiology CPD Multi-Source Feedback (MSF) Tool** (should be at the top) on the list of events on your timeline.

The screenshot shows the 'Timeline' page. At the top right, there are 'Create new' and 'Bulk tagging' buttons. Below the title, there is a search bar and a 'Search' button. The page shows 'Found 16 items' and 'Ordered by data created'. The event 'Clinical Radiology CPD Multi-Source Feedback (MSF) Tool' is highlighted with a red box at the top of the list. Below the event name, there is a URL and a 'Preview' button.

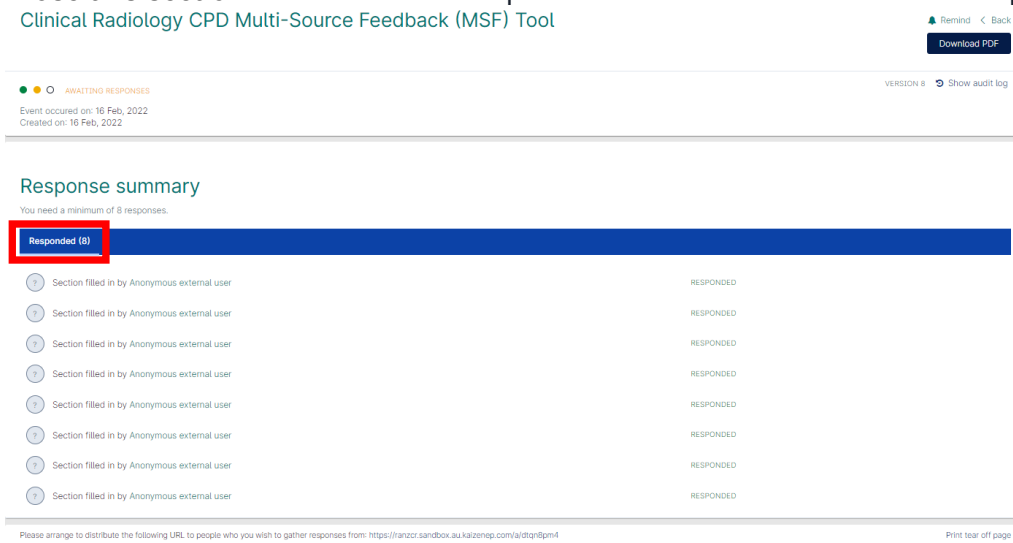
- You will see text under the event name "Clinical Radiology CPD Multi-Source Feedback (MSF) Tool" that says, "**Please arrange to distribute the following URL to people who you wish to gather responses from: URL link**". Copy and paste the URL link and email it to at least 8 peers that you wish to complete your MSF.



- You are now waiting for a minimum of 8 responses. You can see how many responses have been submitted by going to your Timeline page, by clicking **Timeline** in the top menu bar.
- Find the latest **Clinical Radiology CPD Multi-Source Feedback (MSF) Tool** (should be near the top) on the list of events on your timeline and click on the green hyperlinked text **Clinical Radiology CPD Multi-Source Feedback (MSF) Tool**.
- The Clinical Radiology CPD Multi-Source Feedback (MSF) Tool will open, and you will see under **Response Summary** the number of responses collected.



- Once the **Response Summary** reaches the minimum required responses, at the bottom of the page a green button "Close this section" becomes available. Click on the green **Close this section** button. This will complete and close this section to further responses.



13. If you scroll down the page, you will see the following:

Section filled in by Hidden user Show more ▼ FILLED IN ON 16 FEB, 2022

Section filled in by Hidden user Show more ▼ FILLED IN ON 16 FEB, 2022

Section filled in by Hidden user Show more ▼ FILLED IN ON 16 FEB, 2022

Section filled in by Hidden user Show more ▼ FILLED IN ON 16 FEB, 2022

Section filled in by Hidden user Show more ▼ FILLED IN ON 16 FEB, 2022

Section filled in by Hidden user Show more ▼ FILLED IN ON 16 FEB, 2022

The next section of this form can be filled in by users with these roles: Timeline owner

This will complete and close this section to further responses

Close this section

14. Click **OK** on the pop out window.

By closing this section you will not be able to receive any further responses. Do you wish to continue?

Cancel OK

15. The page will refresh, and at the top of the page you will see text that says “*You are currently working on a response to this event. Click here to fill in.*” Click on the **Click here to fill in** hyperlink.

Clinical Radiology CPD Multi-Source Feedback (MSF) Tool

Remind Retract Back

Download PDF

● ● ○ SUBMITTED AWAITING RESPONSE FROM ABIGAIL LYMAN

VERSION 8 Show audit log

Event occurred on: 16 Feb, 2022

Created on: 16 Feb, 2022

You are currently working on a response to this event. Click here to fill in.

Section filled in by Abigail Lyman

FILLED IN ON 16 FEB, 2022

Multi-Source Feedback (MSF)

Are you completing the RANZCR MSF, or are you uploading a completed MSF from your workplace?

I would like to complete the RANZCR MSF

Show less ^

This section has responses from multiple users.

Section filled in by Hidden user

FILLED IN ON 16 FEB, 2022

Section filled in by Hidden user

Show more ▼

FILLED IN ON 16 FEB, 2022

16. The page will refresh, and the self-assessment section of the form will be available when you scroll down the page. Fill in the self-assessment fields that are displayed.

17. Once complete, click **Submit** at the top of the page.

The screenshot shows the 'New Clinical Radiology CPD Multi-Source Feedback (MSF) Tool' form. At the top right, there is a green 'Submit' button highlighted with a red box. Below the title, there are navigation links: 'VERSION 8', 'Add tags', and 'Link to Overview of CPD Requirements'. A note states 'Fields marked with * are required.' and 'LAST SAVED: TODAY AT 4:33 PM'. The form contains several input fields: 'Date occurred on' (16/2/2022), 'End date' (16/2/2022), and a 'Description (optional)' field. Below these is a section titled 'Multi-Source Feedback (MSF)' with a dropdown menu showing 'I would like to complete the RANZCR MSF' and an 'Attach files' button.

18. The MSF event is now complete. You can review the responses by clicking the **Show More** button under each anonymous response.

The screenshot shows the 'Clinical Radiology CPD Multi-Source Feedback (MSF) Tool' interface. At the top right, there are links for '< Back' and a 'Download PDF' button. Below the title, there are three green dots and the word 'COMPLETE'. The event details are: 'Event occurred on: 16 Feb, 2022' and 'Created on: 16 Feb, 2022'. There is an 'Edit' button. Below this, a response is shown: 'Section filled in by Abigail Lyman' with a profile icon 'AL' and 'FILLED IN ON 16 FEB, 2022'. The response content is 'Multi-Source Feedback (MSF)' and 'Are you completing the RANZCR MSF, or are you uploading a completed MSF from your workplace?' with the answer 'I would like to complete the RANZCR MSF'. There is another 'Edit' button. Below the response, there is a 'Show less' link. At the bottom, there is a section for 'Hidden user' with a profile icon '?' and 'FILLED IN ON 16 FEB, 2022'. A 'Show more' button is highlighted with a red box.

19. The MSF event is now complete. Make sure you complete the CPD Activity form to claim the hours spent on this CPD activity.

To upload a completed MSF from your workplace

20. Under the Multi-Source Feedback field, select **I would like to upload a completed MSF from my workplace** from the dropdown list.

The screenshot shows the 'New Clinical Radiology CPD Multi-Source Feedback (MSF) Tool' form. At the top right, there are 'Submit' and 'Save as draft' buttons. Below the title, there are navigation links: 'VERSION 8', 'Add tags', and 'Link to Overview of CPD Requirements'. A note states 'Fields marked with * are required.' and 'LAST SAVED: UNSAVED'. A blue banner indicates the event will be added to the timeline as a SHARED event. There are input fields for 'Date occurred on' (16/2/2022) and 'End date' (16/2/2022). A 'Description (optional)' field is present. The 'Multi-Source Feedback (MSF)' dropdown menu is highlighted with a red box, showing the selected option: 'I would like to upload a completed MSF from my workplace'. Below the dropdown is an 'Attach files' button.

21. Click the **Attach Files** button at the bottom of the page.

This screenshot is identical to the previous one, but the 'Attach files' button at the bottom of the form is highlighted with a red box.

22. Either drag and drop your MSF documentation into the field or click on the text to select the documentation from your device.

This screenshot shows the file upload interface. At the top, the 'Multi-Source Feedback (MSF)' dropdown is visible with the same selection. Below it is a 'Hide file browser' button. A blue banner provides information about document sharing. The main area is a file upload interface with a red box highlighting the text: 'Drag and drop documents here or Click to select from your device'. Below this is a search bar for 'Filter by docs/folders names' and a message: 'There are no documents available.'

23. Once the documentation is attached, click **Submit** at the top of the page.

New Clinical Radiology CPD Multi-Source Feedback (MSF) Tool

VERSION 8 Add tags Link to Overview of CPD Requirements

Fields marked with * are required. UNSAVED CHANGES...

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on * 16/2/2022 End date * 16/2/2022

Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Multi-Source Feedback (MSF)

Are you completing the RANZCR MSF, or are you uploading a completed MSF from your workplace? *

I would like to upload a completed MSF from my workplace

Attached files

2022 RO Multi-source Feedback Sign-off Form (1) (1).pdf SHARED

Hide file browser

The document you upload here will default to be shared with anyone that has permission to view your portfolio. If you require this to be private then please change the status after upload is complete.

Drag and drop documents here or Click to select from your device

Filter by docs/folders names

2022 RO Multi-source Feedback Sign-off Form (1) (1) SHARED PDF Unlink this

Submit

24. The MSF event is now complete. Make sure you complete the CPD Activity form to claim the hours spent on this CPD activity.