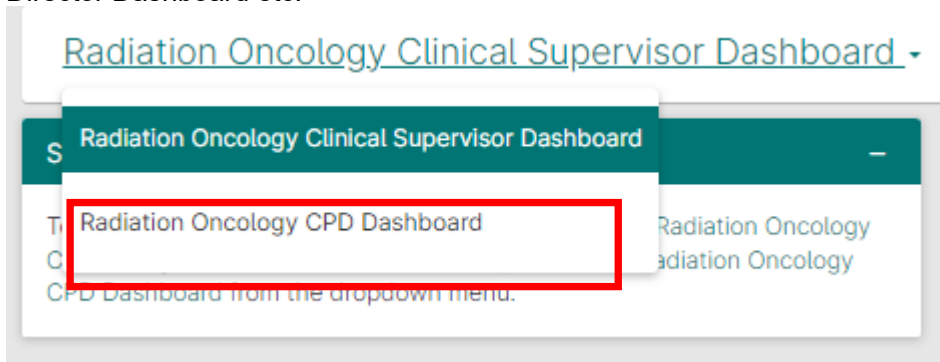


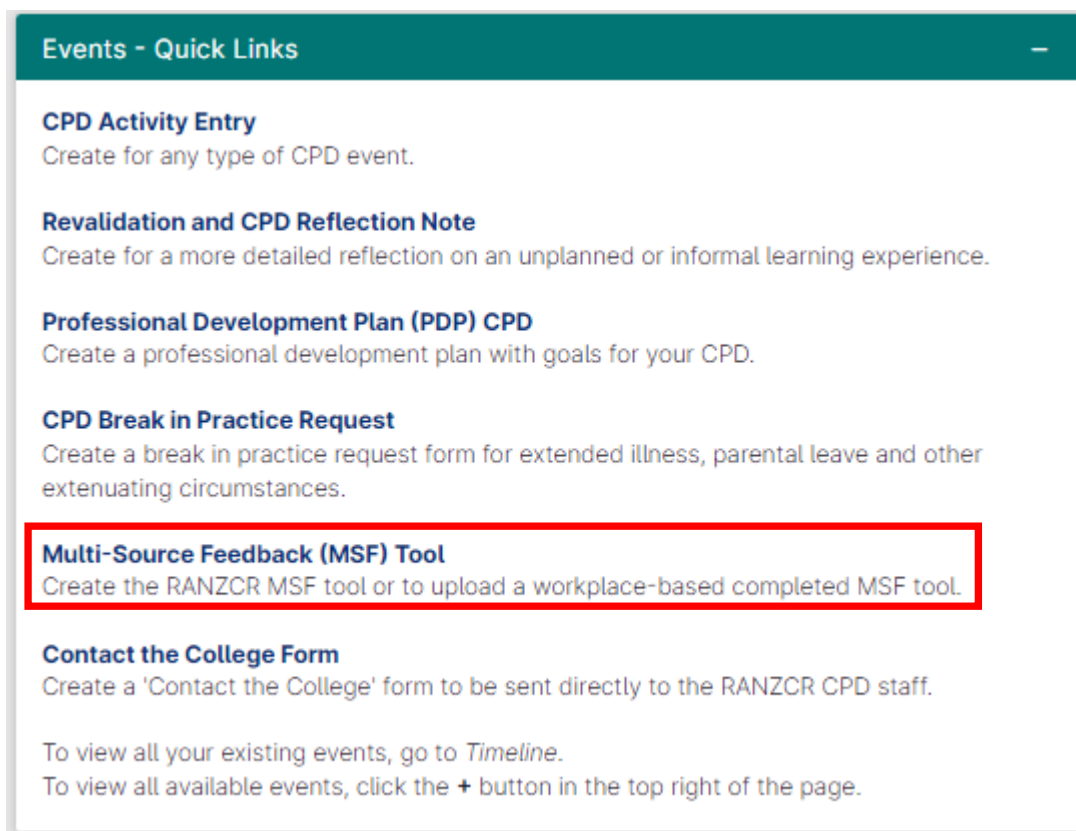
How to use the CPD Radiation Oncology Multi-Source Feedback (MSF) Tool in RANZCR CPD ePortfolio

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 or other provider.

To complete the RANZCR MSF follow steps 4 – 13

To upload a completed MSF from your workplace or other provider follow steps 14 – 18.

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.

New Radiation Oncology CPD Multi-Source Feedback (MSF) Tool Submit Save as draft

VERSION 2 Add tags Link to Overview of CPD Requirements

Fields marked with ★ are required. LAST SAVED: TODAY AT 3:44 PM

ⓘ 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 ★ **End date ★**

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 complete the RANZCR MSF

RANZCR Radiation Oncology Multisource Feedback Tool

The below resources can be used by Radiation Oncology Members to complete their Multisource Feedback (MSF). They are also available to download from the RANZCR website here.

- [Radiation Oncology Multisource Feedback Tool Instructions](#)
- [Radiation Oncology Multisource Feedback Tool Checklist](#)
- [Radiation Oncology Multisource Feedback Questions – Medical Colleague](#)
- [Radiation Oncology Multisource Feedback Questions – Non-Medical Colleague](#)
- [Radiation Oncology Multisource Feedback Questions – Self Assessment](#)
- [Radiation Oncology Multisource Feedback Completion form](#)
- [Radiation Oncology Multisource Feedback reporting template](#)

Download the appropriate forms above, and circulate to your peers for completion. Click **Save as draft** in top right so that you can come back to the MSF event to complete this submission. Do not click Submit until you have collated your completed MSF forms.

Next Steps

Once the MSF forms have been completed, click the **Attach Files** button below to upload the completed MSF forms.

5. Download the appropriate documents from the list of Radiation Oncology Multisource Feedback forms:
 - a. Radiation Oncology Multisource Feedback Tool Instructions
 - b. Radiation Oncology Multisource Feedback Tool Checklist
 - c. Radiation Oncology Multisource Feedback Questions – Medical Colleague
 - d. Radiation Oncology Multisource Feedback Questions – Non-Medical Colleague
 - e. Radiation Oncology Multisource Feedback Questions – Self Assessment
 - f. Radiation Oncology Multisource Feedback Completion form
 - g. Radiation Oncology Multisource Feedback reporting template

New Radiation Oncology CPD Multi-Source Feedback (MSF) Tool

VERSION 2 Add tags Link to Overview of CPD Requirements

Submit

Save as draft

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LAST SAVED: TODAY AT 3:44 PM

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

Please indicate the date on which this event occurred.

End date ★

16/2/2022

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

Description (optional)

Multi-Source Feedback (MSF)

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I would like to complete the RANZCR MSF

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Next Steps

Once the MSF forms have been completed, click the **Attach Files** button below to upload the completed MSF forms.

Attach files

6. Read the **Radiation Oncology Multisource Feedback Tool Instructions** and follow the steps in the instructions.
7. Click **Save as draft** in the top right of the ePortfolio MSF form so you can return to the event form when you have completed the MSF documentation.

New Radiation Oncology CPD Multi-Source Feedback (MSF) Tool

Submit
Save as draft

VERSION 2 Add tags Link to Overview of CPD Requirements

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Next Steps

Once the MSF forms have been completed, click the **Attach Files** button below to upload the completed MSF forms.

📎 Attach files

- Once you have collated the completed MSF forms from your peers and completed your self-assessment, click **Timeline** in the top menu bar.

kaizen
Dashboard Timeline Documents Content Overview of CPD Requirements Reports
+ 🔔 👤

Timeline

Create new
Bulk tagging

Search

Found 4 items

Ordered by **date created**

Events created in February 2022

Radiation Oncology CPD Multi-Source Feedback (MSF) Tool
●
CREATED ON: 16 FEB, 2022

📄 Fill in
Delete
☰ Preview

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

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

RANZCR Radiation Oncology Multisource Feedback Tool

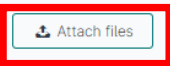
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Next Steps

Once the MSF forms have been completed, click the **Attach Files** button below to upload the completed MSF forms.



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

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

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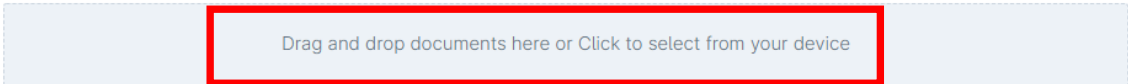
Download the appropriate forms above, and circulate to your peers for completion. Click **Save as draft** in top right so that you can come back to the MSF event to complete this submission. Do not click Submit until you have collated your completed MSF forms.

Next Steps


Once the MSF forms have been completed, click the **Attach Files** button below to upload the completed MSF forms.




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.



Filter by docs/folders names



 There are no documents available.

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

New Radiation Oncology CPD Multi-Source Feedback (MSF) Tool

VERSION 2 Add tags Link to Overview of CPD Requirements

Submit

Save as draft

Fields marked with * are required. LAST SAVED: UNSAVED

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 complete the RANZCR MSF

13. 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 or other provider

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

New Radiation Oncology CPD Multi-Source Feedback (MSF) Tool

VERSION 2 Add tags Link to Overview of CPD Requirements

Submit

Save as draft

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

Attach files

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

New Radiation Oncology CPD Multi-Source Feedback (MSF) Tool Submit

VERSION 2 Add tags Link to Overview of CPD Requirements Save as draft

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 ★ **End date** ★

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? ★

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

Multi-Source Feedback (MSF)

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

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.

Filter by docs/folders names

⚠ There are no documents available.

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

New Radiation Oncology CPD Multi-Source Feedback (MSF) Tool Submit
Save as draft

● VERSION 2 🏷️ Add tags 🔗 Link to Overview of CPD Requirements

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

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Date occurred on ★ **End date** ★
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? ★

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