

# **eSPRAT**

# **Guide**

***(electronic Sheffield Peer  
Review Assessment Tool)***

## Background

Sheffield Peer Review Assessment Tool<sup>[1,2]</sup> (SPRAT) provides multi-source feedback (MSF) also known as 360° assessment which is explicitly mapped to *Good Medical Practice (GMP)* which is the General Medical Council's (GMC) framework for good practice for all doctors in the UK.

The questionnaire covers the main domains of *GMP*;

- Good Clinical Care,
- Maintaining Good Medical Practice,
- Relationships with Patients,
- Teaching, Training, Appraising and Assessing,
- Working with Colleagues,
- Health,
- Probity.

Evidence from the UK, US and Canada supports the use of peer ratings as part of work place based assessment programmes. The Postgraduate Medical Education and Training Board (PMETB) and the GMC have identified MSF as suitable for postgraduate assessment and revalidation evidence. MSF would normally constitute part of an overall assessment programme.

SPRAT has been used as part of consultant appraisal and job planning, to inform annual assessment for doctors in training in a range of specialties and grades, to support Article 14 applications to PMETB, to inform clinical assessments undertaken by the National Clinical Assessment Service (NCAS), and is suitable evidence for revalidation. As part of the development and implementation process, its reliability and validity have been evaluated and it has been shown to be a robust assessment tool<sup>[1]</sup>. Importantly it also generates structured feedback that can be used to inform personal development planning. It is suitable for use by practitioners across all grades and specialties. It usefully forms part of an overall assessment programme.

### What is eSPRAT?

eSPRAT is the electronic version of SPRAT, which removes delays caused by manual packing, posting of paper materials and scanning of forms as electronic data transfer is instantaneous. With internet access, an individual can complete and submit an online form at a convenient time within the allocated timescales.

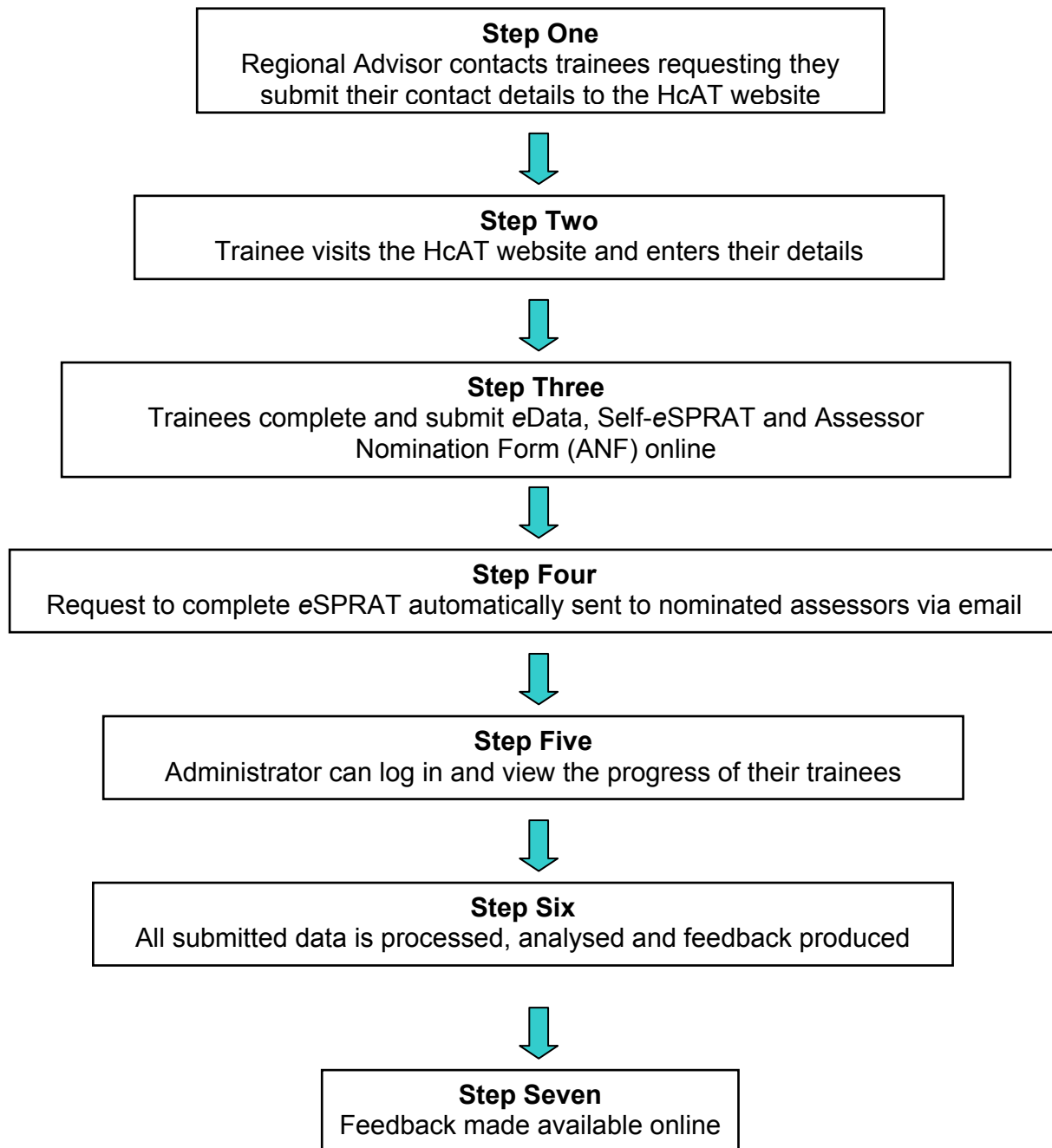
### What is Self-eSPRAT?

Self eSPRAT is a self assessment form completed by the Trainee at the start of the eSPRAT process and is the same as the eSPRAT form completed by the assessors. The purpose of the Self eSPRAT is to see how the trainee feels they are progressing and to compare this with how they are viewed by their peers.

### What is eData?

eData collects demographic information that can be used to explore potential sources of bias within the assessment system as part of the quality assurance process, in accordance with the guidance set out in the PMETB principles for assessment.

## An Overview of the eSPRAT process



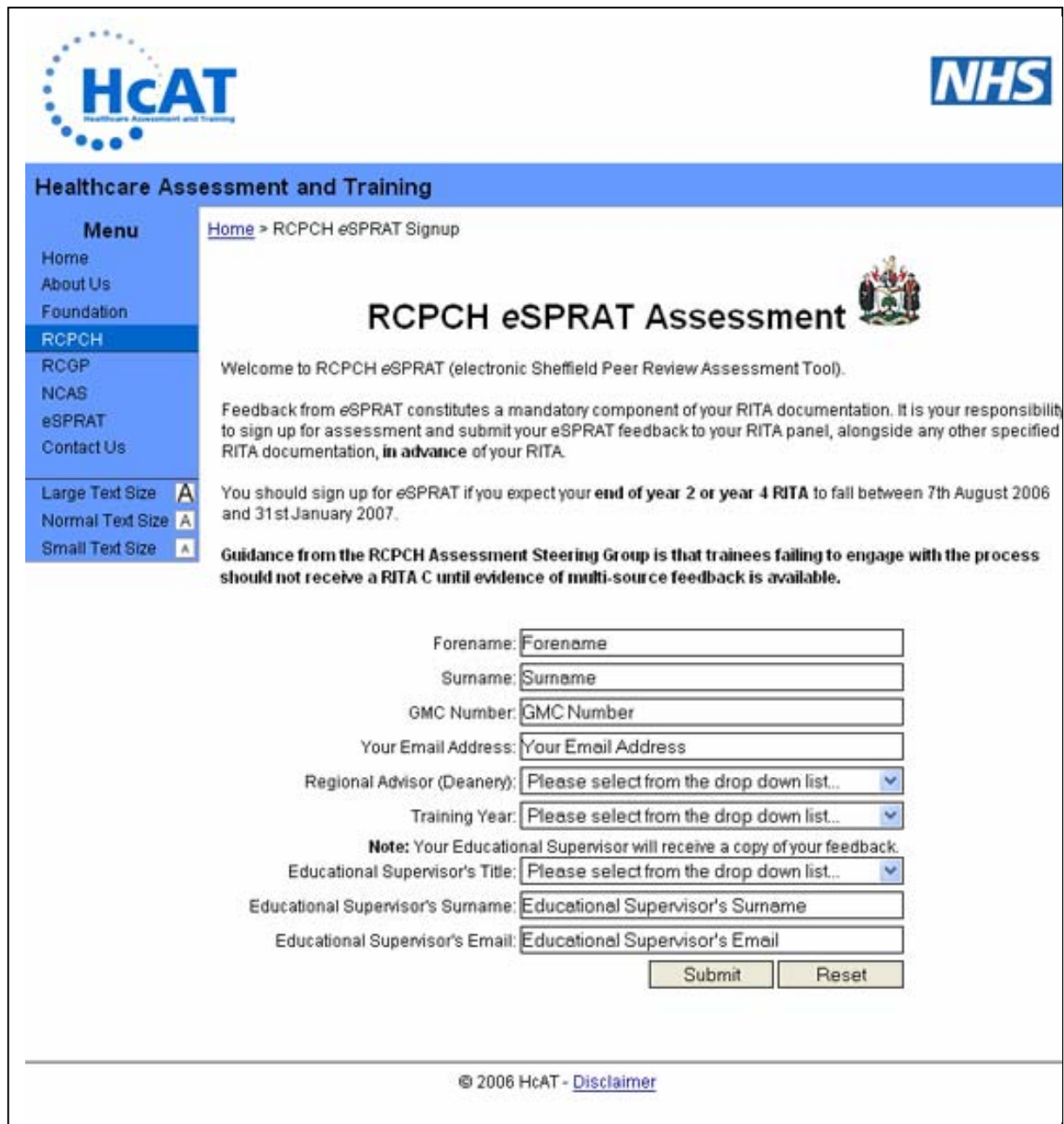
## Instructions for the Administrator

### Step One: Regional Advisor contacts trainees requesting they submit their details to the HcAT website

- The Regional Advisor receives an email from HcAT containing a link to the HcAT website which they distribute to their trainees.

### Step Two: Each trainee logs into the HcAT website and enters their details

- Visit the HcAT website using the link: <http://www.hcat.nhs.uk/RCPCH/>



The screenshot shows the HcAT (Healthcare Assessment and Training) website interface. At the top left is the HcAT logo, and at the top right is the NHS logo. Below the logos is a blue header bar with the text "Healthcare Assessment and Training". On the left side, there is a "Menu" with links: Home, About Us, Foundation, RCPCH (highlighted), RCGP, NCAS, eSPRAT, and Contact Us. Below the menu are links for "Large Text Size", "Normal Text Size", and "Small Text Size". The main content area has a breadcrumb trail "Home > RCPCH eSPRAT Signup". The title "RCPCH eSPRAT Assessment" is centered, accompanied by the Royal College of Paediatrics and Child Health (RCPCH) crest. Below the title, a welcome message states: "Welcome to RCPCH eSPRAT (electronic Sheffield Peer Review Assessment Tool)." A paragraph explains that feedback from eSPRAT is a mandatory component of RITA documentation and that users should sign up and submit feedback in advance. A specific sign-up window is noted: "You should sign up for eSPRAT if you expect your end of year 2 or year 4 RITA to fall between 7th August 2006 and 31st January 2007." A bolded guidance note states: "Guidance from the RCPCH Assessment Steering Group is that trainees failing to engage with the process should not receive a RITA C until evidence of multi-source feedback is available." The sign-up form includes fields for Forename, Surname, GMC Number, Your Email Address, Regional Advisor (Deanery) (a dropdown menu), Training Year (a dropdown menu), Educational Supervisor's Title (a dropdown menu), Educational Supervisor's Surname, and Educational Supervisor's Email. At the bottom of the form are "Submit" and "Reset" buttons. The footer contains the copyright notice "© 2006 HcAT - Disclaimer".

- The trainee enters their details selecting their Regional Advisor, Training Year and Supervisor title from the drop down boxes.

Forename:

Surname:

GMC Number:

Your Email Address:

Regional Advisor (Deanery):

Training Year:

**Note:** Your Educational Supervisor will receive a copy of your feedback.

Educational Supervisor's Title:

Educational Supervisor's Surname:

Educational Supervisor's Email:

- When the trainee has finished entering their details they must click 'Submit', this will check their form for errors.

Forename:


Reg

Educa

Educational

Educational Supervisor's Email:

<http://www.hcat.nhs.uk>

 The following errors were encountered:

- Your GMC number must be exactly 7 digits long
- Your email address is not in the correct format
- Your Regional Advisor (Deanery) must be chosen from the list below

Please correct these and resubmit the form.

Forename:

Surname:

GMC Number:  **Your GMC number must be exactly 7 digits long**

Your Email Address:  **Your email address is not in the correct format**

**Your Regional Advisor (Deanery) must be chosen from the list below**

Regional Advisor (Deanery):

Training Year:

**Note:** Your Educational Supervisor will receive a copy of your feedback.

Educational Supervisor's Title:

Educational Supervisor's Surname:

Educational Supervisor's Email:

- If the trainee is prompted to correct any errors they must click 'Submit' to confirm these changes.
- When the trainee has successfully submitted their details they are shown a confirmation screen and a copy of their information is emailed to them using the address they have supplied. An email is also sent to their Educational Supervisor to inform them that their trainee will be participating in eSPRAT.
- The trainee is told to contact HcAT if they do not receive their confirmation email within 24 hours to correct their email address.

### Step Three: Trainees complete and submit eData, Self-eSPRAT and Assessor Nomination Form (ANF) online

- When the assessment process begins, all trainees whose details have been successfully submitted will be sent an email with their unique username and password to access the HcAT website.
- The trainee will be able to read the guidelines for eSPRAT on the website and submit their eData, Self eSPRAT and Assessor Nomination Form by clicking on the relevant link.

Friday, 24 March 2006

Welcome Dr Trainee

Please make sure you have read the guidelines below before submitting the forms. After you have submitted your online Assessor Proposal Form you can log into this website at any time to check how many of your nominated assessors have completed a eSPRAT for you.

Click [here](#) to submit your Assessor Proposal Form

Click [here](#) to submit your eData

Click [here](#) to submit your Self eSPRAT

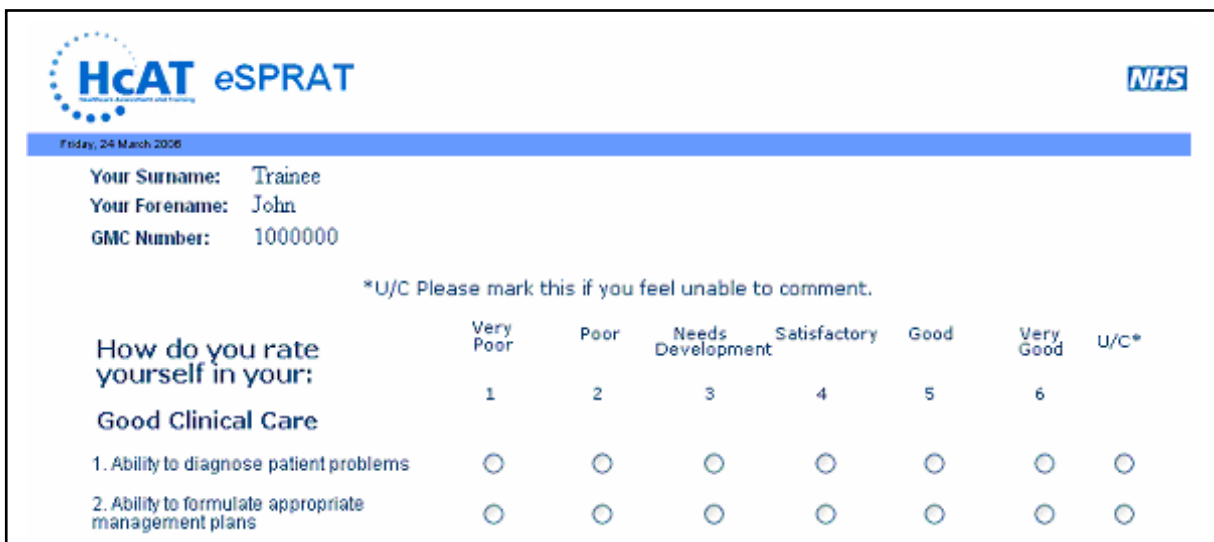
### eSPRAT Guidance Notes for SHOs:

#### Assessor Nomination Form:

- Please nominate 10 assessors who can comment on your clinical skills. Please ensure to include a minimum of 2 consultants, 3 Specialist Registrars, other training grade doctors and nurses/allied health professionals, but **not** admin or clerical staff.
- When providing the contact email for assessors please obtain their preferred email e.g. work, personal. It is important that whenever possible, you ask your assessors

## Self-eSPRAT completion;

- The Self-eSPRAT form will be personalised with the forename, surname and GMC number of the trainee.
- Once the trainee has submitted the Self-eSPRAT form, he/she will receive confirmation by email that the form has been successfully submitted.
- The trainee will only be able to submit the completed Self-eSPRAT form once.



The screenshot shows the Self-eSPRAT form interface. At the top, it displays the HcAT eSPRAT logo and the NHS logo. Below the logos, the date "Friday, 24 March 2006" is shown. The form is personalised with the following information:

Your Surname: Trainee  
Your Forename: John  
GMC Number: 1000000

\*U/C Please mark this if you feel unable to comment.

How do you rate yourself in your:

	Very Poor	Poor	Needs Development	Satisfactory	Good	Very Good	U/C*
	1	2	3	4	5	6	
Good Clinical Care							
1. Ability to diagnose patient problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Ability to formulate appropriate management plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## eData Completion;

- The eData form is personalised in the same way as the Self-eSPRAT.

- Once the trainee has submitted the eData form, he/she will receive confirmation by email that the form has been successfully submitted.
- The trainee will only be able to submit the completed eDATA form once.

### **Assessor Nomination Form Completion;**

- The trainee is able to enter details of up to 10 assessors in the Assessor Nomination Form.
- All fields are validated before the trainee is able to add an assessor to eliminate errors.
- Once the trainee has entered the details of the first assessor, he/she can save the details by clicking on “Add & Continue”, assessor details will be displayed in a table.
- The trainee can enter the details of the remaining assessors and click on “Add & Continue” each time to save the details entered, these details will be added to the table.
- The trainee can log out at anytime and come back to fill in the rest of the assessor nomination form. All details previously entered will be automatically saved and displayed in the table.
- The trainee must click on the “Submit” button after he/she has added details for all of their assessors.



Friday, 24 March 2006

**Please enter the details of your assessors here:**

Fields marked \* are compulsory. You need to enter the details of 10 assessors. You are recommended to provide this number so as to increase your chance of getting enough assessor responses for feedback. The details of the assessors you are entering will be saved and you can log out of this page and come back at any time to complete this form. **Please note that once you have clicked on the submit button you will not be allowed to submit the form again.**

\* Title:

\* Forename:

\* Surname:

\* E-mail:

\* Occupation:  or other:

Click on 'Cancel' if you want to go back to the main page

	Title	Forename	Surname	E-mail	Occupation
1	Dr	Dave	Assessing	dr.dave@hospital.nhs.uk	SHO
2	Prof	Chris	Assessor	chris.assessor@assessor.nhs.uk	Consultant

To remove an assessor from your list, select the email of the user and click on the delete button.

© HcAT 2006 [logout](#)

- Once the trainee has clicked the "Submit" button they are asked to confirm submission of their assessor nomination form.

Friday, 24 March 2006

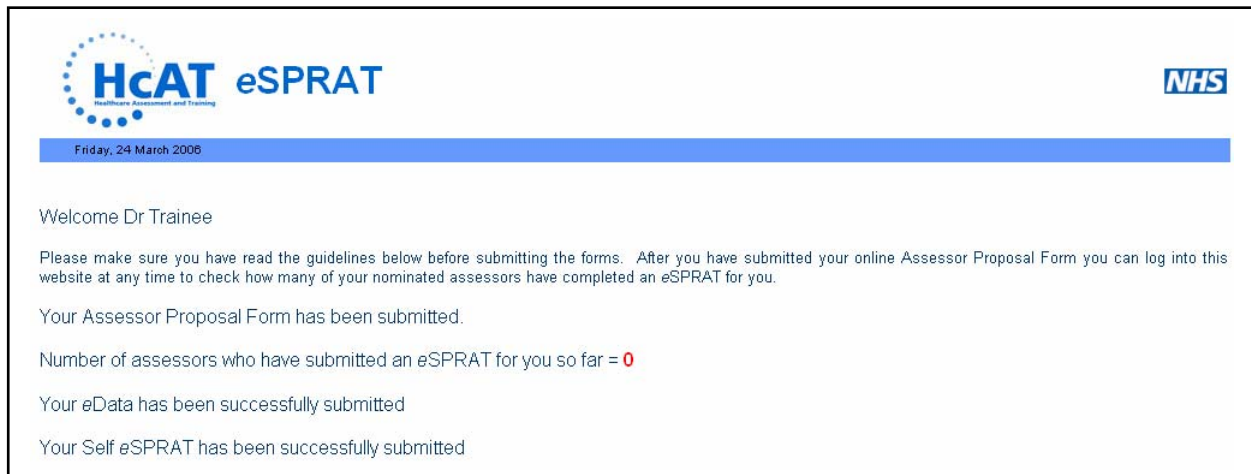
Please note that you are recommended to provide the contact details of at least 10 assessors so as to increase your chance of getting enough assessor responses for feedback. If you have not entered enough assessors please click on "No" and add more assessors before submitting this form. You **will not be allowed** to submit your Assessor Proposal **again** once you have click on "Yes".

**Are you sure you want to submit your Assessor Proposal Form now?**

© HcAT 2006 [logout](#)

- Once the assessor nomination form has been submitted, all the assessors in the list will receive a request to complete an eSPRAT via email.
- The trainee will receive an email with confirmation of the assessors who he/she has nominated.

- The trainee will be able to see how many of their nominated assessors have completed and submitted an eSPRAT form, but they will not know who these assessors are.



**HcAT eSPRAT** **NHS**

Friday, 24 March 2006

Welcome Dr Trainee

Please make sure you have read the guidelines below before submitting the forms. After you have submitted your online Assessor Proposal Form you can log into this website at any time to check how many of your nominated assessors have completed an eSPRAT for you.

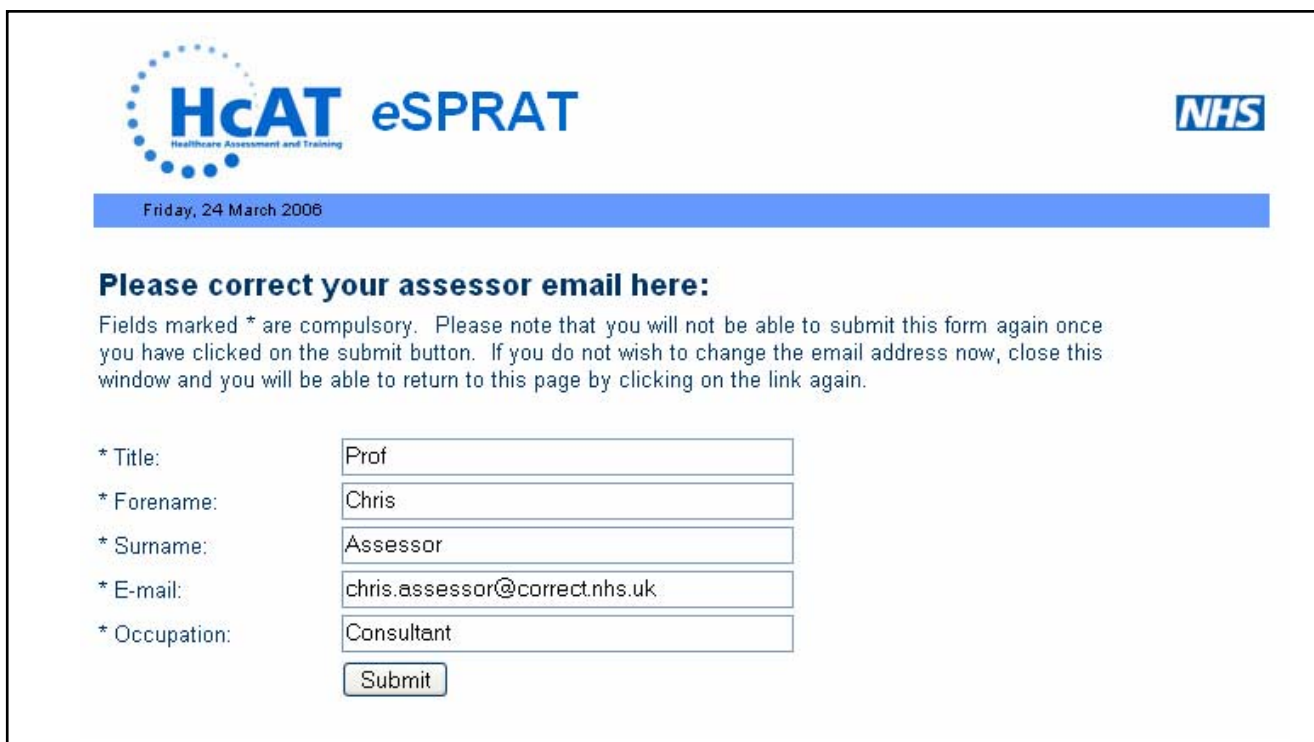
Your Assessor Proposal Form has been submitted.

Number of assessors who have submitted an eSPRAT for you so far = **0**

Your eData has been successfully submitted

Your Self eSPRAT has been successfully submitted

- If an assessor email bounces back, the trainee will be notified by email which will contain a unique link to allow the trainee to access the online assessor nomination form where they can correct the email address of that assessor.



**HcAT eSPRAT** **NHS**

Friday, 24 March 2006

**Please correct your assessor email here:**

Fields marked \* are compulsory. Please note that you will not be able to submit this form again once you have clicked on the submit button. If you do not wish to change the email address now, close this window and you will be able to return to this page by clicking on the link again.

* Title:	<input type="text" value="Prof"/>
* Forename:	<input type="text" value="Chris"/>
* Surname:	<input type="text" value="Assessor"/>
* E-mail:	<input type="text" value="chris.assessor@correct.nhs.uk"/>
* Occupation:	<input type="text" value="Consultant"/>
	<input type="button" value="Submit"/>

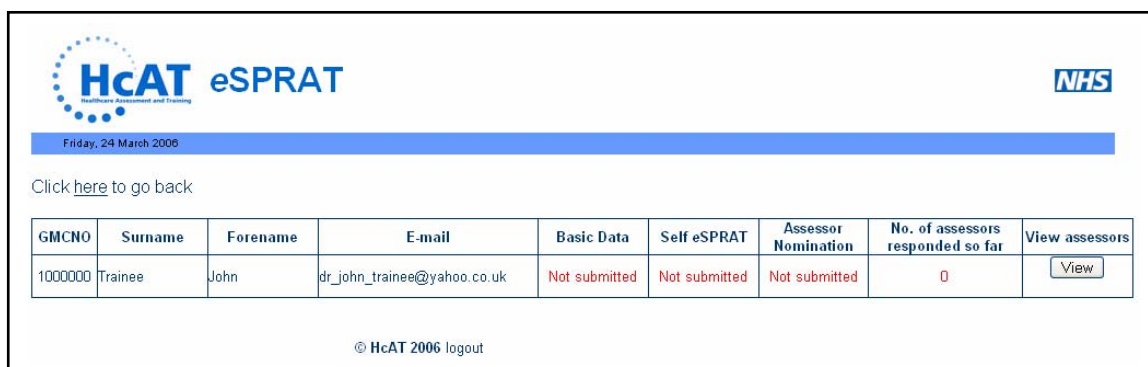
- Trainees will receive reminders via email on pre-determined dates if they have not completed their eData, Self-eSPRAT and Assessor Nomination Forms.

## Step Four: Request to complete eSPRAT automatically sent to nominated assessors via email

- The assessor receives an email with a request to complete the eSPRAT.
- The email will contain a unique link which will take the assessor to the online eSPRAT form for the trainee who has nominated them.
- Once the assessor has completed and submitted the eSPRAT form, he/she will receive confirmation via email that it has been successfully submitted.
- The assessors will receive reminders via email at pre-determined dates if they have not yet submitted their eSPRAT.

## Step Five: Administrators can log in and view the progress of their trainees

- The administrator is able to see whether a trainee has completed the eData, Self-eSPRAT, the Assessor Nomination Form and also the number of assessors who have submitted an eSPRAT by clicking on “View the details of trainees” from their eSPRAT admin page.

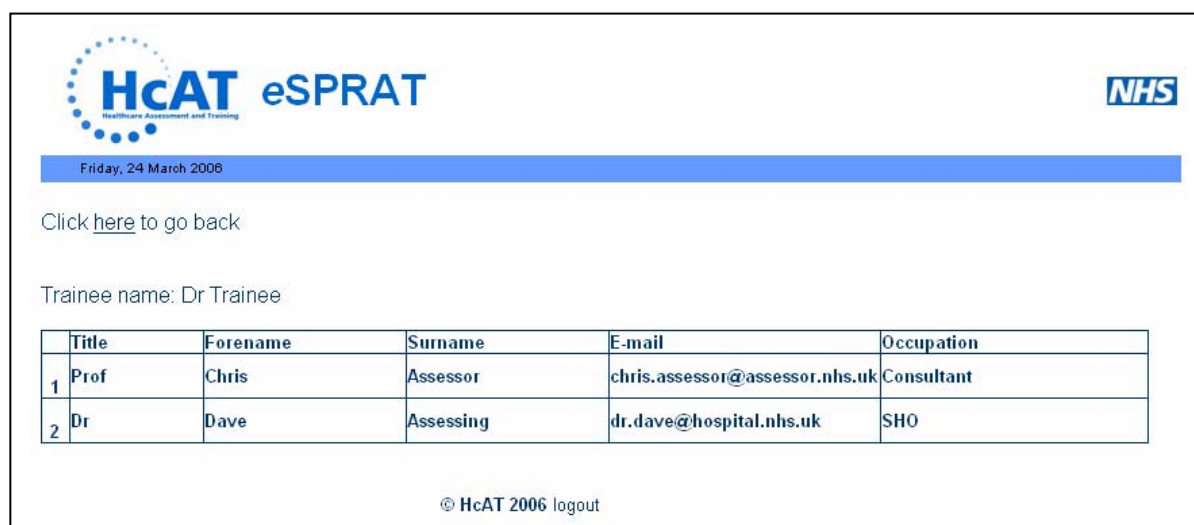


The screenshot shows the HcAT eSPRAT administrator interface. At the top left is the HcAT logo with the text 'Healthcare Assessment and Training'. At the top right is the NHS logo. Below the logos is a blue bar with the date 'Friday, 24 March 2006'. Below the bar is a link 'Click [here](#) to go back'. Below the link is a table with the following data:

GMCNO	Surname	Forename	E-mail	Basic Data	Self eSPRAT	Assessor Nomination	No. of assessors responded so far	View assessors
1000000	Trainee	John	dr_john_trainee@yahoo.co.uk	Not submitted	Not submitted	Not submitted	0	<a href="#">View</a>

At the bottom of the page is the text '© HcAT 2006 logout'.

- The list of the assessors entered by a particular trainee can be viewed by clicking on the “View assessor” button.



The screenshot shows the HcAT eSPRAT administrator interface. At the top left is the HcAT logo with the text 'Healthcare Assessment and Training'. At the top right is the NHS logo. Below the logos is a blue bar with the date 'Friday, 24 March 2006'. Below the bar is a link 'Click [here](#) to go back'. Below the link is the text 'Trainee name: Dr Trainee'. Below the text is a table with the following data:

	Title	Forename	Surname	E-mail	Occupation
1	Prof	Chris	Assessor	chris.assessor@assessor.nhs.uk	Consultant
2	Dr	Dave	Assessing	dr.dave@hospital.nhs.uk	SHO

At the bottom of the page is the text '© HcAT 2006 logout'.

### **Step Six: All submitted data is processed, analysed and feedback produced**

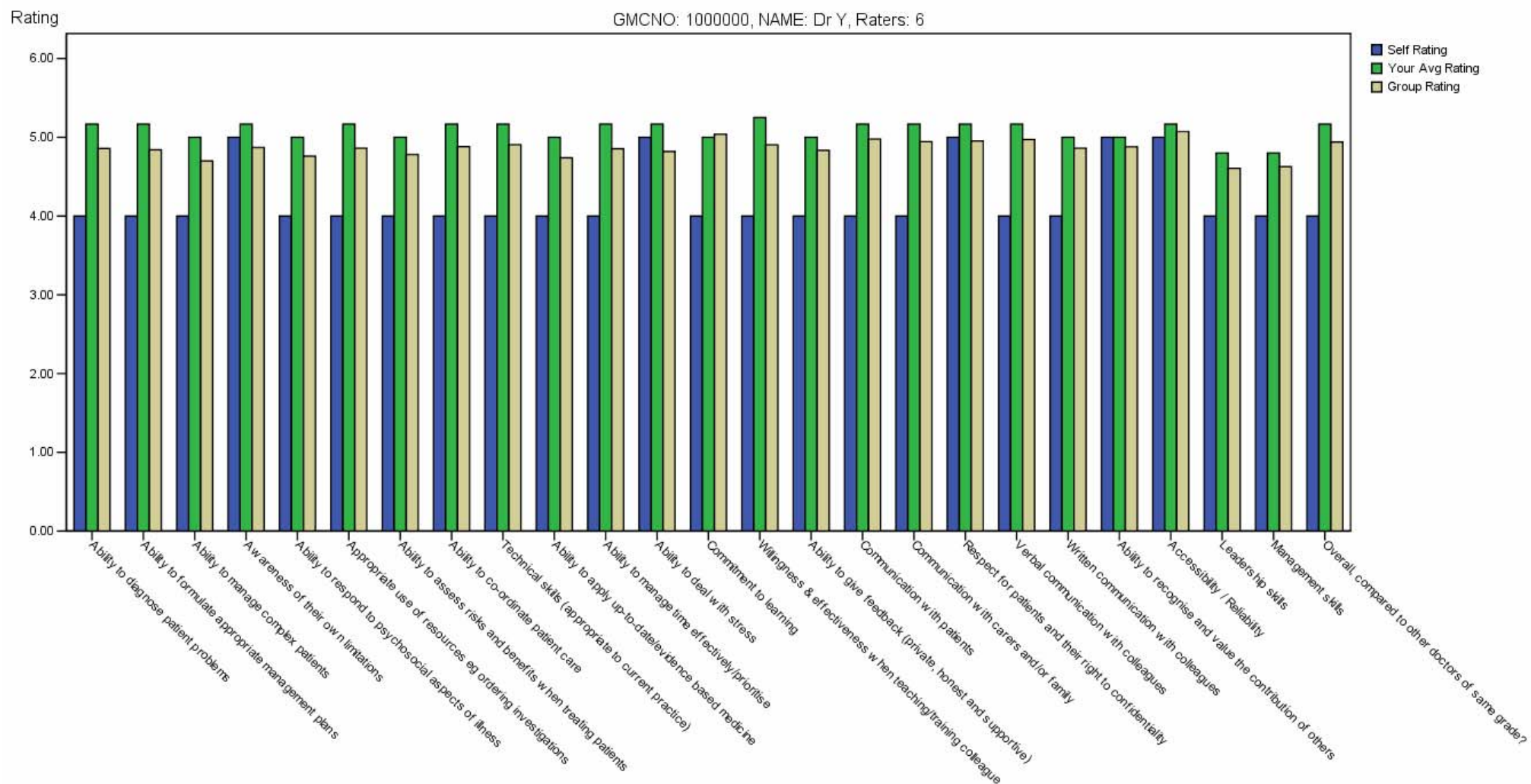
- When the deadline for submitting all eSPRAT data has passed, the data is analysed and feedback is produced.

### **Step Seven: Feedback made available online**

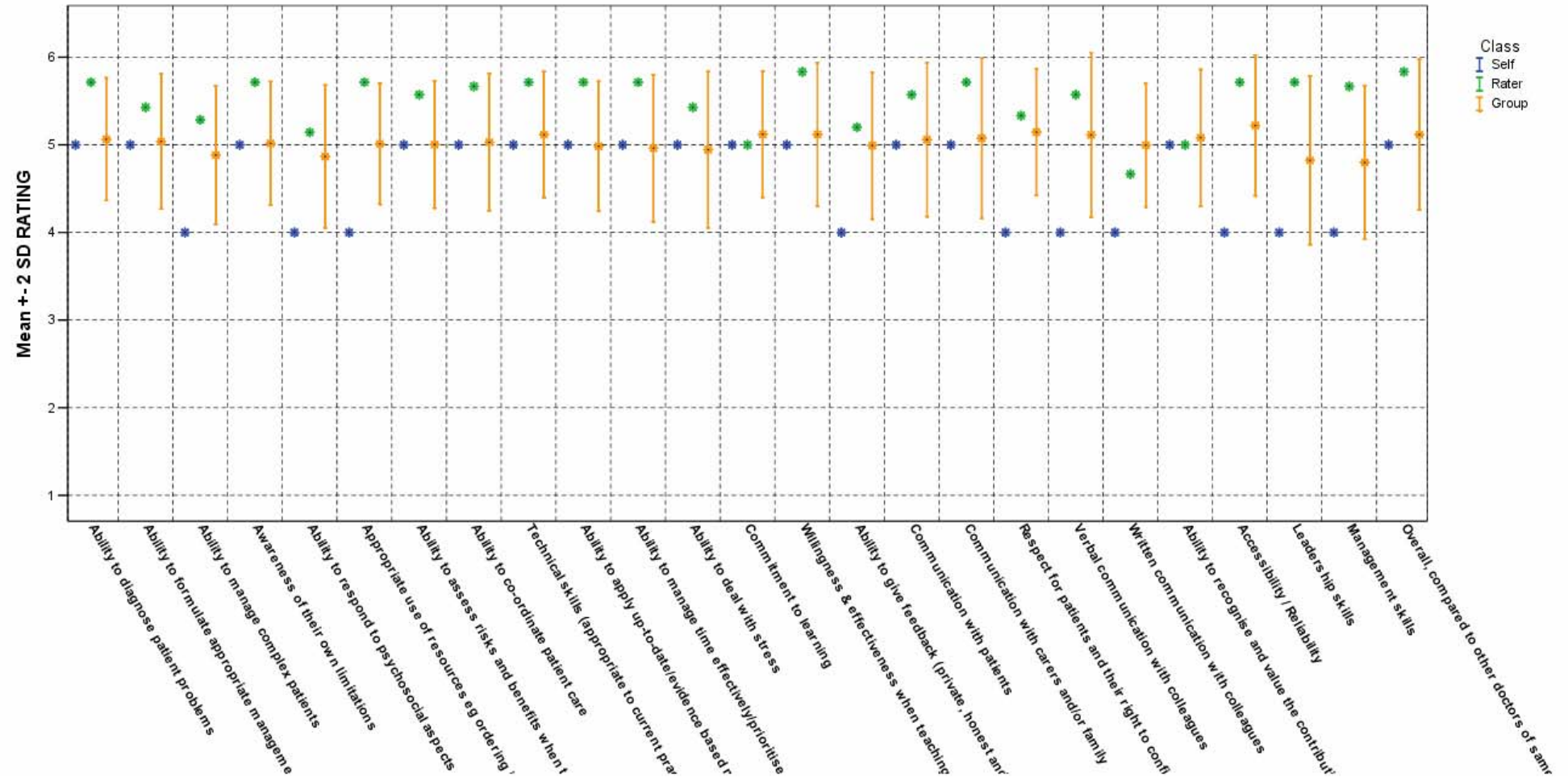
- Educational Supervisors and trainees receive an email with a unique username and password to access the individual trainee's feedback on the HcAT website.
- Links to guidance on how to deliver eSPRAT feedback and a pro forma for documenting the discussion are provided on the HcAT website.
- Examples of the feedback graphs produced can be found at the end of this document.

#### **Please Note:**

The screenshots in this guide relate to the generic eSPRAT process and will be amended as necessary for different speciality eSPRAT processes.



GMCNO = 9999999 NAME = Dr X RATERS = 7






## How to Interpret the eSPRAT Feedback Graph

The second graph above is one representation of a graph available for your eSPRAT feedback and may vary from the final graph that you receive. The following explains how to interpret the graph and what the different marks and lines mean.

### What does the graph show?

- Your self rating for each question
- Shows the mean score you received for each question
-  Shows the mean score (circle) achieved for each question by your cohort +/- 2 standard deviations (represented by the lines either side)

The grid lines are there to aid reading of the graph.

### Why have we used standard deviations?

Many trainees and trainers have asked for a method of feedback that gives some idea of the distribution of ratings around the cohort mean.

Trainees have often focused on how their score relates directly to the group mean. Standard deviations help provide a feel for where the trainee is in relation to the whole comparative cohort. By focussing less on the actual mean score (remembering that 50% of people will of course be below the mean) trainees should be able to place their performance better in context.

**Please remember**– standard deviations are a measure of **spread** of data from the mean and not a **range** (range meaning highest and lowest scores).

### Why does the standard deviation plot appear to show a score greater than 6 when 6 (very good) was the highest score obtainable?

As standard deviation is calculated using a mathematical formula, this formula does not know that the maximum score a doctor can achieve is 6 and may provide values in excess.

### What is the pass mark?

4.0 represents a satisfactory score for a given competency and for the overall mean score.

## References

1. Archer JC, Norcini J, Davies HA. *Use of SPRAT for peer review of paediatricians in training*. BMJ 2005;330(7502):1251-1253
2. Davies, H. and J. Archer, *Multi-source feedback: development and practical aspects*. Clinical Teacher, 2005. 2(2): p. 77-81.

## Further Reading

Ramsey PGW, M.D.; Carline, J.D.; Inui, T.S.;Larson, E.B.;LoGerfo, J.P. *Use of Peer Ratings to Evaluate Physician Performance*. JAMA 1993;269(13):1655-1660

Archer, J.C. and Davies, H., *Clinical Management. Where medicine meets management. On reflection*. Health Serv J, 2004. 114(5903)L p. 26-7.

Noricini, J.J., *Peer assessment of competence*. Med Educ, 2003. 37(6): p. 539-43.

Lockyer, J., *Multisource feedback in the assessment of physician competencies*. J Contin Educ Health Prof, 2003. 23(1): p. 4-12