eSPRAT Guide
(electronic Sheffield Peer Review Assessment Tool)
Background
Sheffield Peer Review Assessment Tool\(^{[1,2]}\) (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\(^{[1]}\). 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

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

Step Two
Trainee visits the HcAT website and enters their details

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

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

Step Five
Administrator can log in and view the progress of their trainees

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

Step Seven
Feedback made available online
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/

![Screenshot of the HcAT website](image-url)
• The trainee enters their details selecting their Regional Advisor, Training Year and Supervisor title from the drop down boxes.

![Form with fields for details]

- Forename: John
- Surname: Trainee
- GMC Number: 1234567
- Your Email Address: dr_john_trainee@yohoc.co.uk
- Regional Advisor (Deanery): Dr Richard Brooker (N/NE Scotland)
- Training Year: Core (Year 2)

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

- Educational Supervisor’s Title: Prof
- Educational Supervisor’s Surname: Supervising
- Educational Supervisor’s Email: prof.supervising@enoh.nhs.uk

Submit  |  Reset

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

![Error message]

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.

Submit  |  Reset
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.
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/related health professionals, but not admin or clinical 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.

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**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.

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**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.
Once the trainee has clicked the “Submit” button they are asked to confirm submission of their assessor nomination form.

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.

• 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.

• 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 list of the assessors entered by a particular trainee can be viewed by clicking on the “View assessor” button.
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 = 99999999
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


Further Reading


