EDGECUMBE doctor 360°

Process Flow Chart

Doctor 360 Feedback Account Activated
Administrator assigns colleague and/or patient feedback exercise

Invitation E-mail

Appraisers

Add Appraiser
Add your appraiser by either searching for them in the search function or clicking the button 'here' to add their details manually.
This task is optional

⚠ Self Assessment

Complete Self Assesments
Self-colleague assessment
Self-patient assessment

Reminder E-mails are usually every 21 days if questionnaires not completed.
Depending on Organisation setting this may differ.
The reminder emails will stop once all required tasks are completed
(If you have only one exercise activated, you will only need to complete one self-assessment which is available to you)
- **Self-colleague assessment**
- **Self-patient assessment**
- **Nominate colleagues**

⚠ Colleague Feedback

Nominate Colleagues
Notify your colleagues that you'll be asking for their feedback and that they should expect an invitation email, then enter names and email addresses of at least 6 Peers and 6 Support/Junior colleagues

Reminder E-mail to colleagues every 21 days if questionnaire not completed
Depending on Organisation settings how often you recieve reminder emails may differ.

⚠ Patient Feedback Tools

Collect Patient Feedback
From 'Patient Feedback Tools' module either:
1. Print paper forms from PDF Patient Questionnaire & Declaration Form and hand to distributor
2. Nominate an 'Appointee' to gather patient feedback digitally (via phone, email, text, iPad)

Reminder E-mail in 21 days if patient report not released.
Depending on Organisation settings how often you receive reminder emails may differ.

Patient Report Released Email
Once Edgecumbe have released report

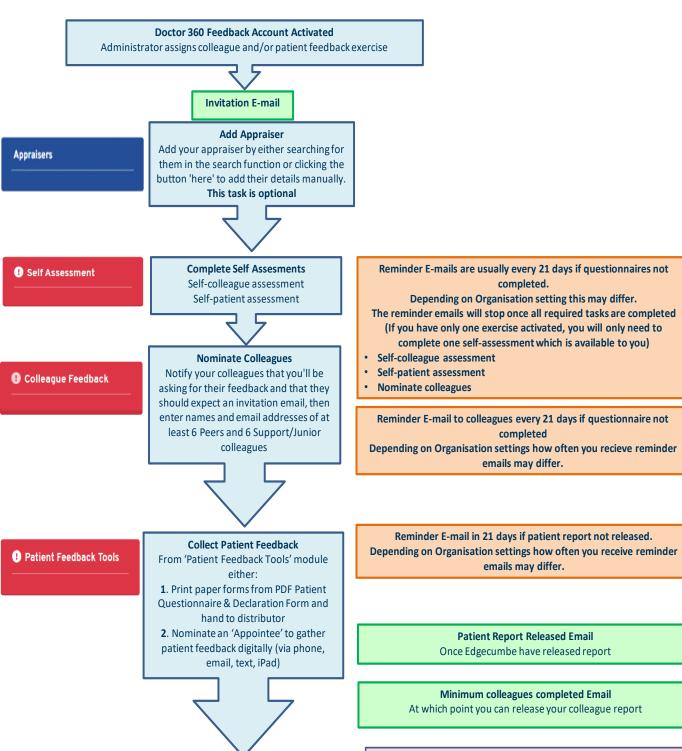**Minimum colleagues completed Email**
At which point you can release your colleague report

⚠ Reports

Reports
Obtain all final Report documents here.

Release your colleague report here if you have reached the minimum requirements.

Colleague Feedback Report release methods:
1. Anyone else registered for access to your reports (listed in the 'Appraiser' tab) will receive your colleague report FIRST, with the function to release it to you at a later time
2. You and anyone else registered for access to your reports will all recieve the colleague report at the same time
3. No one else is registered for report access, so only you receive the report when released