

# BCSA

**Bowel Cancer Screener  
Accreditation**

**Assessors guide to completing  
the assessor declaration and  
candidate feedback form via  
the BCSA website**

Part of the JAG programme at the RCP

**JAG** Joint Advisory Group  
on GI Endoscopy



**Royal College  
of Physicians**

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# Summary of changes

Alongside the development of new DOPS and DOPyS forms for JETS, the BCS accreditation panel has produced updated assessment forms for BCS accreditation.

From August 2016 assessors will be required to submit an assessor declaration and candidate feedback form electronically via [www.bcsa.thejag.org.uk](http://www.bcsa.thejag.org.uk). This can be submitted by either assessor and should be done on the day of the assessment.

For your convenience a hard copy of the declaration and feedback form is available, alongside the other assessment forms, in the download section of the BCSA website , however the form should still be completed electronically. If you have no access to the internet at the assessment center please complete the form as soon as possible after.

Once the assessor declaration and candidate feedback form has been submitted this will automatically generate an email to both assessors asking for feedback on the assessment process and the assessment center. We will also ask each assessor to give feedback on their fellow assessor. Please complete this additional feedback form to assist us in improving the BCSA accreditation programme.

This document will provide you with step by step guidance to filling in the assessor declaration and feedback form and the assessment feedback form via the BCSA website. For queries on any of the changes please contact the BCSA administration team at [askjag@rcp.ac.uk](mailto:askjag@rcp.ac.uk) or call 0203 075 1620

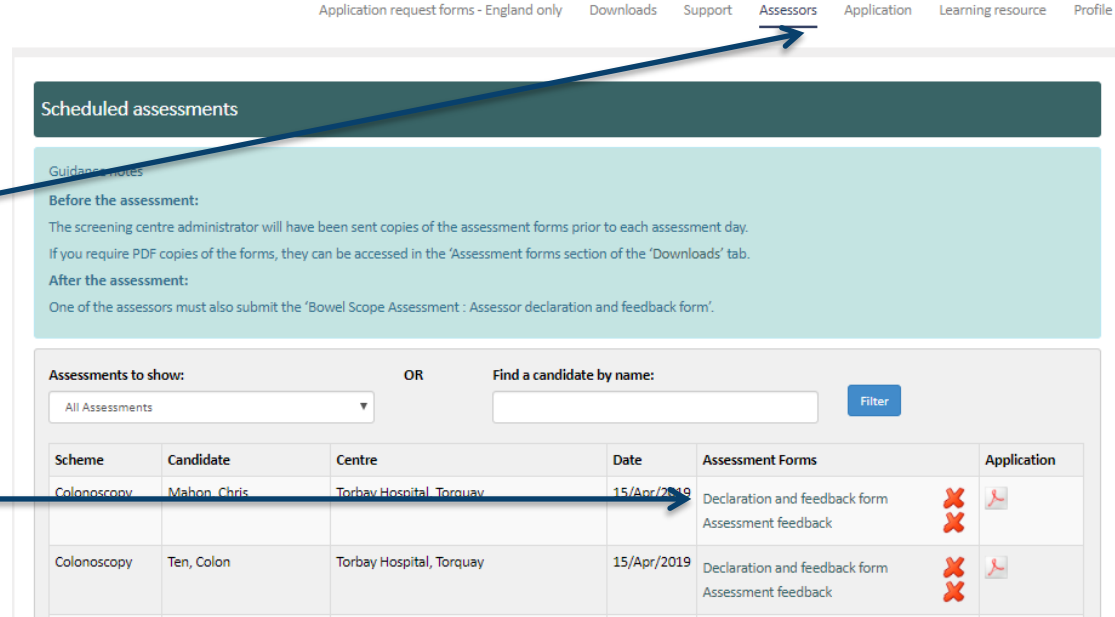


# Assessing the assessor declaration and candidate feedback form



Following the assessment, an assessor must log on and complete the declaration and feedback form via [www.bcsa.thejag.org.uk](http://www.bcsa.thejag.org.uk)

To access the form, log into the BCSA website and click on Assessors.

Under 'assessments' click on the declaration and feedback form for the candidate that you require. You will only be shown candidates that you have been assigned to.



The screenshot shows the 'Assessors' section of the BCSA website. At the top, there is a navigation menu with links for 'Application request forms - England only', 'Downloads', 'Support', 'Assessors', 'Application', 'Learning resource', and 'Profile'. The 'Assessors' link is highlighted with a blue arrow. Below the navigation is a dark green header for 'Scheduled assessments'. Underneath is a light blue box containing 'Guidance notes' with instructions for before and after the assessment. Below this is a section for 'Assessments to show:' with a dropdown menu set to 'All Assessments' and a search box for 'Find a candidate by name:'. A blue 'Filter' button is to the right. The main content is a table with columns for Scheme, Candidate, Centre, Date, Assessment Forms, and Application. Two rows are visible, both for 'Colonoscopy' at 'Torbay Hospital, Torquay'. The first row is for candidate 'Mahon, Chris' on '15/Apr/2019'. The second row is for candidate 'Ten, Colon' on '15/Apr/2019'. Both rows show 'Declaration and feedback form' and 'Assessment feedback' with red 'X' icons, and a PDF icon in the 'Application' column. A blue arrow points to the 'Declaration and feedback form' link in the first row.

Scheme	Candidate	Centre	Date	Assessment Forms	Application
Colonoscopy	Mahon, Chris	Torbay Hospital, Torquay	15/Apr/2019	Declaration and feedback form Assessment feedback	
Colonoscopy	Ten, Colon	Torbay Hospital, Torquay	15/Apr/2019	Declaration and feedback form Assessment feedback	

# Declaration

In the first section of the declaration and feedback form under 'DOPS criteria' you must indicate whether or not the candidate has passed all items on the DOPS form by clicking in the appropriate box.

Under the 'assessor sign off' section you must indicate whether the candidate should be accredited or not.

All items on the DOPS form must be achieved in order for the candidate to be accredited. If you indicate that the candidate has met the criteria but should not be accredited a pop up box will show asking you to confirm this decision. You will need to click 'cancel' or 'ok' depending on whether or not the candidate should be accredited.

You will receive a similar message if you indicate that the candidate has not met the DOPS criteria but should still be accredited.

## Guidance notes

Please complete the form below by ticking as appropriate in both the 'DOPS criteria' and the 'Assessor sign off' section below:

Candidate: Colon Ten  
Assessment centre: Torbay Hospital, Torquay

### DOPS Criteria

Candidate scores 'Achieved' (or N/A) for all items on DOPS forms

Candidate does not achieve a 'Achieved' (or N/A) for all items on DOPS forms

### Assessor signoff

The candidate should be accredited as a BCSP screening endoscopist

The candidate should not be accredited as a BCSP screening endoscopist

If the candidate should not be accredited following this attempt.

You have indicated that this candidate met the DOPS criteria, but should NOT be accredited.

Please confirm this individual should NOT be accredited by clicking OK below, otherwise click cancel.

OK

Cancel

You have indicated that this candidate did NOT meet the DOPS criteria, but SHOULD be accredited.

Please confirm this individual SHOULD be accredited by clicking OK below, otherwise click cancel.

OK

Cancel

# Feedback for the candidate

In the feedback section of the form you are required to type in the candidates strengths and any recommendations for improvement. Recommendations are especially important if the candidate has failed. If you have multiple comments, please number them to make it clear to the candidate.

Lastly you are asked to rate the candidate in the different areas of practice on a scale from 1 to 5 by clicking in the box under your chosen rating. Upon clicking the box, it will be highlighted.

Once you have completed all sections of the form you must click 'submit declaration'. Once submitted it cannot be amended without contacting the JAG office.

## Detailed DOPS Feedback Form for Accreditation of Screening Colonoscopists

### Guidance notes

Please give feedback for the candidate below. The text and recommendations must be completed before the assessment forms can be submitted.

### Relative Strengths:

### Recommendations to improve practice:

The scoring below is not counted towards the assessment. It is aimed to provide useful feedback to the candidate.

Please click in the appropriate box below to give a score for each area of practice. Please rate from 1 (poor) to 5 (excellent)

Area of practice	1	2	3	4	5
Lower GI endoscopic knowledge / pathology management (as observed during cases/discussion)					
Lower GI endoscopic technical skills					
Endoscopic Non-Technical Skills					

# Submission

You can see if you have completed the declaration and feedback form for a candidate as a green tick will show. If it is not completed or submitted the form will show with a red cross.

## Scheduled assessments

### Guidance notes

#### Before the assessment:





The screening centre administrator will have been sent copies of the assessment forms prior to each assessment day.

If you require PDF copies of the forms, they can be accessed in the 'Assessment forms section of the 'Downloads' tab.

#### After the assessment:

One of the assessors must also submit the 'Bowel Scope Assessment : Assessor declaration and feedback form'.

Assessments to show:  OR Find a candidate by name:  [Filter](#)

Scheme	Candidate	Centre	Date	Assessment Forms	Application
Colonoscopy	Mahon, Chris	Torbay Hospital, Torquay	15/Apr/2019	Declaration and feedback form Assessment feedback	 
Colonoscopy	Ten, Colon	Torbay Hospital, Torquay	15/Apr/2019	Declaration and feedback form Assessment feedback	 

Thank you, DOPS declaration and feedback has been submitted, click here to complete your assessment feedback now (you can complete this at a later date if you wish). Return to Assessment List

Once you have submitted the declaration and feedback form you will receive a prompt asking you to complete the assessment feedback form (this is your feedback on the assessment process, the assessment center and your fellow assessor).

Application request forms - England only Downloads Support Assessors Application Learning resource Profile

### Screening Colonoscopist Accreditation - Assessor declaration and feedback on candidate

Guidance notes  
Please complete the form below by ticking as appropriate in both the 'DOPS criteria' and the 'Assessor sign off' section below:

Candidate: Colon Ten  
Assessment centres: Torbay Hospital, Torquay

DOPS Criteria

Candidate scores 'Achieved' (or N/A) for all items on DOPS forms   
Candidate does not achieve a 'Achieved' (or N/A) for all items on DOPS forms

Assessor signoff

The candidate should be accredited as a BCSP screening endoscopist   
The candidate should not be accredited as a BCSP screening endoscopist

If the candidate should not be accredited following this assessment, should they wish to retake the DOPS assessment they will need to do so within 12 months of their first attempt.

# Accessing the assessment feedback form

To complete the assessment feedback form you can click on the link on the website that appears as soon as you complete the candidate feedback form.

Alternatively you will receive an email which also contains a link to the assessment feedback form. This email will be sent to both assessors.

The image shows a composite screenshot. At the top, a green notification bar reads: "Thank you, DOPS declaration and feedback has been submitted, click here to complete your assessment feedback now (you can complete this at a later date if you wish). Return to Assessment List". Below this is the BCSA Accreditation website header with navigation links: "Application request forms - England only", "Downloads", "Support", "Assessors", "Application", "Learning resource", and "Profile". The main content area is titled "Screening Colonoscopist Accreditation - Assessor declaration and feedback on candidate" and includes a "Guidance notes" section with the instruction: "Please complete the form below by ticking as appropriate in both the 'DOPS criteria' and the 'Assessor sign off' section below:". The candidate name "Colon Ten" is displayed. Overlaid on the bottom half of the screenshot is an email client window titled "SAAS Assessor Feedback - Message (HTML)". The email header shows it is from support1@weblogik.co.uk to Raphael Broughton, with the subject "SAAS Assessor Feedback". The body of the email reads: "Dear Rupert Pullan, please complete feedback for the assessment at Torbay Hospital, Torquay on 18/07/2016." followed by a blue hyperlink: <http://saas.weblogik.co.uk/AssessorFeedback/List.aspx>. Two blue arrows point from the text on the left to the notification bar and the email link.



# Completing the assessment feedback form

The feedback on the assessment form is made up of two brief sections, feedback on the assessment centre/process and feedback on your fellow assessor.

To navigate through the different sections select 'next'. You can also select 'previous' if you would like to go back and amend an answer.

You must select an answer for every question, you can select either 'Yes', 'Partially', 'No' or 'N/A' for each question. There is also a comment box if you would like to provide further detail.

Once you submit your feedback form you cannot change your answers.

### Feedback on process / centre: Torbay Hospital, Torquay

Guidance notes  
Click in the cell to select your response.

Area of feedback	Yes	Partially	No	N/A
Was the information received prior to the assessment complete and timely?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External faculty only – were travel/accommodation arrangements satisfactory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the assessment process run to time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the patients suitable and adequately prepared for the assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the unit have adequate facilities for the MCQ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the unit have adequate facilities for candidate feedback?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the DOPS forms clear and easy to complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the DOPyS forms clear and easy to complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were the online candidate declaration forms clear and easy to complete?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click to enter any comments

Next

### Feedback on fellow assessor: Mark Feeny

Guidance notes  
Click in the cell to select your response.

Area of feedback	Yes	Partially	No	N/A
Was your colleague familiar with the assessment process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was your colleague familiar with DOPS / DOPyS forms and relevant descriptors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did your colleague interact with unit staff / candidates in a professional manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where relevant, was the quality of feedback given to candidates appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did your colleague judge the candidates objectively?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click to enter any comments

Previous Submit

Further information regarding this report may be obtained from the JAG office at the Royal College of Physicians.

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