Learner invites a minimum of 3 individuals to provide feedback

Learner has option to send reminder emails to feedback providers as required

Learner has option to close process if 3 or more individuals have provided feedback

If less than 3 individuals have provided feedback, learner can extend the feedback period by an additional 30 days

Learner has option to close process if 3 or more individuals have provided feedback

Individuals receive email invitation to provide feedback

Individuals provide feedback (within 30 days)

Individuals provide feedback (within an extra 30 days)

Collaborator(s) receives feedback report

Collaborator(s) reviews feedback and contacts individuals for further information if required

Individual(s) provides additional information

Collaborator(s) adds comments and publishes feedback report

Learner and collaborator(s) meet to discuss and set actions for development

Learner maps to relevant outcomes and marks complete

Notes:
- Portfolio collaborator = educational supervisor and/or designated prescribing practitioner.
- The feedback cycle will close at the end of 60 days regardless of stage of completion, with no option of further extension. A new cycle will have to be restarted.
- The learner can only close the feedback process when they have:
  i) completed the self-assessment
  ii) received feedback from at least 3 individuals