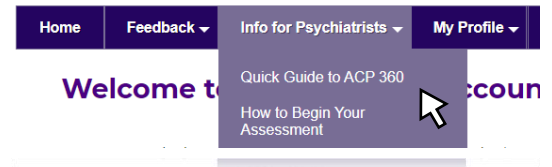# ACP 360 Quick Guide

Log in to the ACP 360 system at **www.360.rcpsych.ac.uk**
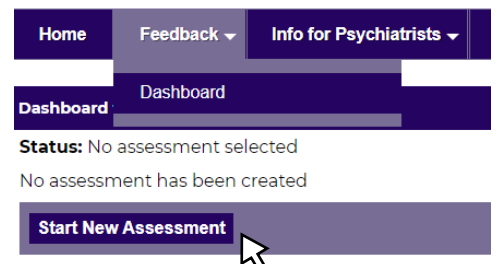
Information for Psychiatrists

Go to these pages first for information on:

- How to begin your assessment
- Requesting and submitting patient questionnaires
- Template letters to introduce ACP 360 to your patients and colleagues
- FAQs for further help

Feedback > Dashboard

Use your Dashboard to manage the collection of your feedback and self-assessment. When you're ready to start, go to your Dashboard and click **Start New Assessment.**

The Process:

Complete your Self-Assessment

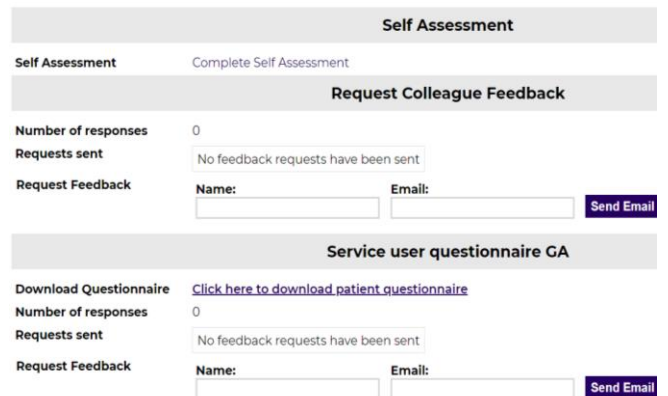On the Dashboard, click **Complete Self-Assessment**

Request Colleague feedback

Enter a colleague's name, email, then click **Send Email**

Until their response is received, weekly automated emails are sent with a link to the online questionnaire.

Request Patient feedback

Enter their names and emails and click **Send Email** (same process as with colleagues)

Or... Click the option to **Download** a digital version of the patient questionnaire, to print and distribute.

Collect completed paper questionnaires confidentially and return to the ACP team by **email** or **post**.

Ready to receive your report?

Contact the ACP 360 team once you've received the required number of feedback responses.

- We recommend obtaining **13** colleague and **25** patient responses
- However, we can release a report with a minimum of **5** colleague and **5** patient responses

Once released, you will be able **Generate** (download) various report types from your Dashboard:

- **360 report** – includes your self-assessment, colleague and patient responses
- **270 report** – includes your self-assessment and colleague responses
- **Patient report** – includes your patient responses, only.

Telephone **0208 618 4029** or email ACP360@rcpsych.co.uk to request your report.