

Register...

To register with ACP360 you will need to visit our website (www.360.rcpsych.ac.uk) and select 'Join Us'. If your Trust already have an account with us, they will need to register you by requesting a credit. Each 5-year registration allows for multiple assessments to be completed.



Log in to the ACP360 website...

Once you have an account you will be able to log in to the 360 website. Go to 'Feedback' – 'Dashboard'.



Guidance

Go to 'Info for Psychiatrists' to view info on:

- How to begin your assessment
- Sending patient questionnaires
- Template letter for patient questionnaires
- Reminder letter for patient feedback
- Template letter for colleague feedback
- FAQs

Dashboard



Self-assessment

To complete your self-assessment, click 'Complete Self-Assessment' This should take approximately 10 minutes.

Password

To change your password, go to 'My Profile – Change Password'.

Appraiser

To add your appraiser's details, go to 'My Profile' – 'My Appraiser'. Your complete report can then be sent directly to your appraiser.

Feedback

- To request colleague feedback, enter the name and email address and click 'Send Email'.
- To request patient feedback, either do the same as above for electronic requests, or download and print the paper questionnaire.



Ready to request your report?

Have you completed your self-assessment?

Have you received at least 13 colleague and 25 patient responses? (minimum of 5 of each)

Do you know what type of report you need? (360/270/Patient report)

Email or call us to request your report!



Generate report...

Visit your dashboard and scroll to the bottom. Click 'Generate Full Report' to generate then save/print.



Start new assessment...

If you would like to complete another assessment within your registration, contact the ACP360 team who will set one up. Call: 0208 618 4029 Email: ACP360@rcpsych.ac.uk.