**Template instructions: For medical staff with an MCC 360 process underway**

* Copy/paste the message below to follow up with colleagues or co-workers to meet your 360 requirements.
* Edit the message as you see fit. You will not know exactly who has replied already or not— your dashboard will simply show how many surveys are completed from those distributed (i.e. 5/10).
* The easiest way to do this may be to send the follow up email to *all* your invited respondents as a group, by using the “BCC” or blind copy field.
* Customize yellow highlighted areas with the group of respondents you are writing to

**Subject:** Follow up – Did you see the link to provide your input to my 360?

Dear colleagues or co-workers,

I appreciate your agreement to provide me with feedback to my MCC 360 practice review. If you have already completed the survey, thank you!

* *If you have not had a chance to complete it, would you please look for the survey link to reply soon?*

The survey takes only 5-10 minutes to complete. Questions focus on my role as a collaborator, communicator and professional. All your responses are strictly confidential.

* *If you do not see the email from* *MCC360@mcc.ca* *you may need to check your spam folder.*

Thanks,

Name

* For questions on the MCC 360, please visit [MCC 360 – Homepage | Medical Council of Canada](https://mcc.ca/assessments/mcc360/).
* To learn about 360 feedback for medical staff in BC, please visit: [bcmqi.ca/practice-enhancement](http://bcmqi.ca/practice-enhancement/360-feedback-for-medical-staff/360-program-stories-%2B-tips)