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## Mini-CEX Assessment Process

### Rating of trainee performance

Firstly, you are requested to rate the trainee's performance on a 3-point scale in seven categories. It is not expected that you will feel you can comment on all categories, in which case, please nominate "Not observed". The other ratings are "Below expectations", "Meets expectations", and "Exceeds expectations". Your expectations should be appropriate for the trainee's training year. The trainee is not required to achieve any particular level of competence.

### Categories

#### Overall Clinical Care

Demonstrates satisfactory clinical judgement; synthesis; caring; effectiveness; efficiency; appropriate use of resources; balances risks and benefits; awareness of own limitations.

#### History Taking

Facilitates patient's telling of their story; effectively uses appropriate questions to obtain accurate, adequate information; responds appropriately to verbal and non-verbal cues.

#### Physical Examination

Follows efficient, logical sequence; examination appropriate to clinical problem; explains to patient; sensitive to patient's comfort, modesty.

#### Professionalism

Shows respect, compassion, empathy; establishes trust; attends to patient's needs for comfort,

Explores patient's perspective; jargon-free; open and honest; empathic; agrees management plan/therapy with patient.

Organisation Efficiency

Prioritises; is timely; summarises.

## Providing feedback

**After you rate the trainee's performance, you are expected to elaborate on the trainee's performance and provide feedback on what you think was done well and areas for improvement. Discuss an action plan. The trainee is expected to summarise this and summarise this on the form.**



## Providing your details

Once the discussion concludes, the trainee will ask you to provide your details on the form.



Please pass this device to the Observer for a final sign-off.

Observers to complete:

First Last

Email Job Title

Job Title

Signature Date

18/04/2018

18/04/2018

Once the trainee submits the form:

The trainee will receive a copy of the assessment via email

You will receive further information on CPD and self-reflection via email.

## Your CPD

### How is the Mini-CEX linked to my CPD?

When a Mini-CEX has been submitted, one CPD hour will be recorded and uploaded to your CPD portal under the Educational Activities domain, Supervision. Upload of hours to your CPD portal will occur on a quarterly basis with a final upload towards the end of a current CPD cycle.

You may also self-claim 30 minutes for undertaking a personal reflection of supervising the Mini-CEX. Complete the online reflection form [link will be added here soon] submit and receive a PDF copy via email that you can upload to your CPD portal.

### How can I improve my feedback skills?

There are many feedback models to choose from and RANZCOG has developed suite of feedback resources that you may find useful. These will be available on the website shortly.

You may also choose to seek feedback from the trainee on your performance in observing and providing feedback for the Mini-CEX.

**REMEMBER** to keep feedback:

Timely

Provided in an appropriate environment

Constructive (not critical)

Collaborative

Actionable – you have clearly agreed the next steps with the trainee to help them progress

## Version Register

Version	Date of Version	Pages revised / Brief Explanation of Revision
3	May 2023	Creation
4	June 2023	Formatting (Header/Footer)
5	August 2023	Inserted link and QR code for the live online form

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