



Mini-CEX Instruction Manual

For Observers

This document provides step-by-step instructions to the consultants on how to access and complete Mini-CEX assessment form

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For Observers

Overview

Year 1 or 2 trainees will request you to observe an interaction between them and a patient and provide feedback on their performance as part of the Mini-Clinical Evaluation Exercise (Mini-CEX). The aim is to ensure that all trainees are directly observed in their workplace and receive meaningful feedback from clinical experts to aid their learning.

The trainee will nominate when and where they would like to be observed at your convenience and may nominate a clinical skill that they wish feedback on. They have some minimum requirements to meet regarding the observations' timing and nature. It is essential that you are given this information to read in a timely way before you observe the interaction. If you are given the form after an observed interaction without prior notification, the objective of the exercise will not be met.

The observation and feedback should take under 20 minutes, of which about 5 minutes are spent on feedback. You are only asked to observe part of the interaction, for example, history taking or physical examination. Your feedback may be given immediately after the interaction or at a mutually convenient time later that day. Please observe silently and do not intervene in the interaction until the observation is complete.

Access

How do I access the form?

You will access the form from the trainee's device; they will have it ready for you before the observation starts. However, [here](#) is the link if you'd like to have a look prior to the observation. Below is the QR code to open it on a smart phone:



The link is also available on the webpage [here](#).

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.

Please rate the observed competence in the following skills
Observer to complete

	Below expectations	Meets expectations	Exceeds expectations	Not observed
Overall Clinical Care *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
History Taking *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical Examination *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professionalism *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clinical Judgement *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication Skills *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organisation Efficiency *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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, respect, confidentiality; behaves in an ethical manner; behaves in a culturally safe manner; awareness of relevant legal requirements; aware of limitations.
- *Clinical Judgement*
Makes appropriate diagnoses and formulates a suitable management plan; selectively orders/performs appropriate diagnostic studies; considers risks, benefits.
- *Communication Skills*

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.

Please pass this device to the Trainee and discuss your observations with them.

Things done well *

Trainee to summarise feedback provided by Observer

Areas for improvement *

Trainee to summarise feedback provided by Observer

Agreed action plan *

Trainee to complete

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.

Observer
Observer to complete

RANZCOG ID * **Name ***

Email * **Job Title ***

Signature * **Observation Date ***

draw type

Please pass this device to the Trainee for a final submission.

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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