



Mini-CEX Instruction Manual

For Trainees

This document provides step-by-step instructions to the trainees on how to access, complete, submit and register Mini-CEX assessment form

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Mini-CEX Instruction Manual

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Overview

Mini-Clinical Evaluation Exercise (Mini-CEX) is a short observation of an aspect of your clinical practice by a Consultant or Advanced Trainee with performance ratings in seven categories followed by interactive, meaningful and actionable feedback. The Mini-CEX aims to ensure that all trainees are directly observed in their clinical practice and receive feedback on their performance. It is an established driver of learning.

Each mini-CEX should take under 20 minutes, including about five minutes of feedback. The observations may occur in various settings, including clinics, inpatient wards, Emergency Departments, labour and delivery rooms or operating theatres, and variety is preferred. The focus of each interaction may be history taking, physical examination, diagnosis and management or counselling. No particular level of rating is required to be attained.

It is your responsibility as a trainee to ensure that the Mini-CEX assessments are completed on time. You must prospectively ask the observer to participate in the Mini-CEX and provide them with the "Instruction Manual for Observers" with sufficient time to read it. It is acceptable to request observation of a particular clinical skill. The disruption to patient care must be minimised.

Requirements

- Number of Mini-CEX assessments required: 3 per 26 weeks Full Time Equivalent (FTE) of Basic Time in Training (BTIT) to a total of 12 by the end of 104 weeks BTIT for all trainees in Year 1 and Year 2 of FRANZCOG training.
- It is expected that 4 different observers are involved over the 12 Mini-CEX assessments.
- It is expected that 2 out of 6 in Year 1 training and 2 out of 6 in Year 2 training be obstetric interaction.
- It is expected that 2 out of 6 in Year 1 training and 2 out of 6 in Year 2 training be gynaecological interaction.
- For Year 1 training, it is expected that at least 2 must be history taking and 2 must be physical examination category.

Access

How do I access the form?

The Mini-CEX online form opens via this [link](#). Below is the QR code to open it on a smart phone:



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

Device Compatibility

The Mini-CEX form can be opened on laptop, MacBook, smartphones and iPads or similar devices.

Browser Compatibility

The Mini-CEX form performs very well in most computer and mobile operating systems and major web browsers including Edge, Firefox, Chrome, Safari, Safari (iOS)

Mini-CEX Assessment Process

Open the form on your phone/device following the link above. Instructions are placed on the top of the form for you to read. Then fill in your details and submit.

Trainee
Trainee to complete

RANZCOG ID *

RANZCOG ID is required.

DOB *

DOB is required.

Name *

Email *

Then fill in the Observation details.

Observation
Trainee to complete

Year *

Speciality *

Setting *

Focus

Please pass this device to the Observer to complete the assessment.

Provide the device to the observer and request them to rate your performance while they observe.

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"/>

After the consultation concludes, discuss the ratings with the observer and seek verbal feedback. Summarise and enter the feedback on the form in the text boxes.

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

Once the discussion concludes, ask the observer to provide their details on the form.

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

Observer

Observer to complete

RANZCOG ID *

Name *

First

Last

Email *

Email

Job Title *

Job Title

Signature *

Observation Date *

19/05/2023

×

draw type

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

Uploading the Mini-CEX completed form to your 6MA in My.RANZCOG

On completion of the Mini-CEX, you will receive an email with the completed Mini-CEX form (pdf file) attached. Access [Members Portal - Home \(ranzcog.edu.au\)](https://members.ranzcog.edu.au) and initiate (or continue to complete) your 6-Monthly Summative Assessment (6MA). The Trainee Checklist Declaration has been updated to include the Mini-CEX. If you have completed the required number, click on the Mini-CEX tick box:

Trainee Checklist Declaration







I certify that I have reviewed the following training entries for this semester and that the entries are a true and accurate record of my training

- ☒ Logbook entries *
- ☒ Training/Assessment Requirements *
- ☒ Professional Development Leave *
- ☒ Leave *
- ☐ Mini-CEX

Upload the completed Mini-CEX form/s to the Attachments section:

Attachments

+Add Attachment

Action	Date	Title	Added by
	16-05-2023	 Mini-CEX	
	16-05-2023	 Mini-CEX	
	16-05-2023	 Mini-CEX	

Save your 6MA if you will continue to make additions or submit your 6MA if it is complete.

Your feedback to the observer

After you submit the form, the email that has the attached pdf of the completed form will also have a link to a survey requesting you to provide feedback to the observer. Please note that individual responses to this survey will only be accessed by the College staff, and any identifying information will not be included in the reporting of results.

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
6	March 2024	Requirement changes post pilot



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