



Mini-CEX Instruction Manual

For Training Supervisors

This document provides step-by-step instructions to the training supervisors about the Mini-CEX

Contents

Overview	3
Requirements	3
What is my role?	4
Conformation of completion of Mini-CEX in My.RANZCOG	4
Version Register	5

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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 the trainees' responsibility to ensure that the Mini-CEX assessments are completed on time. They 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.
- Self-regulated requirements
The following is another list of requirements for the trainees. Until efficient systems are developed for monitoring these requirements, the trainees are expected to diligently follow them, and your role as a training supervisor is not necessarily to check-back whether these have been fulfilled. More on your role is given in the next section.
 - 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.

Further information about the Mini-CEX and guiding resources can be found on the website [here](#). The Mini-CEX online form opens via this [link](#). Below is the QR code to open it on a smart phone:



What is my role?

As a training supervisor, your role is to sight that the trainee has fulfilled the requirements for the NUMBER of Mini-CEX for their situation. As discussed above, you are not expected to check-back on the self-regulated requirements.

Conformation of completion of Mini-CEX in My.RANZCOG

Trainees will tick the Mini-CEX box if they have completed the required number of Mini-CEX:

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**

The completed Mini-CEX forms will be uploaded in 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	

Once you have confirmed that the Trainee has completed the correct number of Mini-CEX, click on the Mini-CEX tick box in the Supervisor Checklist Declaration:

Supervisor Checklist Declaration

I certify that I have reviewed the following training entries for this semester

☒ Logbook entries *

☒ Activities *

☐ Mini-CEX

Save or submit the 6MA as required.

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, corrected a typo in the Footer
6	March 2024	Requirement changes post pilot



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