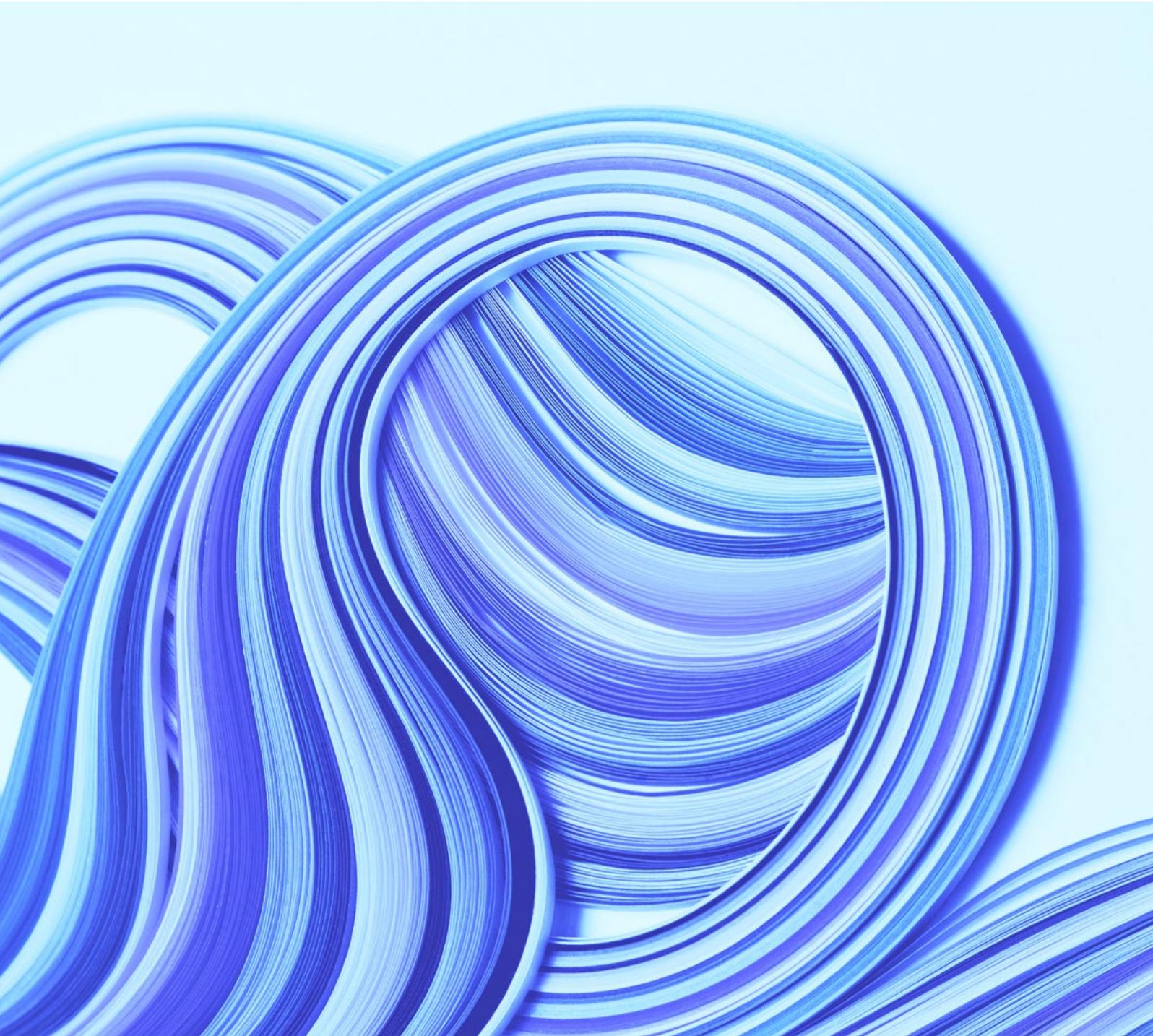




RACGP

Royal Australian College of General Practitioners

*Guide to completing the  
Initial Core Skills Analysis  
for Practice Experience  
Program participants*



## **Guide to completing the Initial Core Skills Analysis for Practice Experience Program participants**

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The Royal Australian College of General Practitioners Ltd  
100 Wellington Parade  
East Melbourne, Victoria 3002

Tel 03 8699 0414  
Fax 03 8699 0400  
[www.racgp.org.au](http://www.racgp.org.au)

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*We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.*

## Purpose of the Initial Core Skills Analysis

The Initial Core Skills Analysis (ICSA) is completed once you have commenced the Practice Experience Program (PEP) and then again in your final PEP term.

The purpose of the ICSA is to help you develop a plan to focus your learning. Developing a plan for learning that is relevant to you and your practice is the cornerstone of the PEP. A plan for learning will help you focus your study most effectively on the areas that need development.

Your final ICSA may help you understand where the PEP has improved your skills and knowledge and identify areas where you could continue to focus your learning in the future.

While the ICSA is not mandatory, it is important that you complete the activities in order to get maximum benefit from the program.

## Components

You will receive an email inviting you to complete the ICSA. This email contains instructions and the relevant link that you will require.

Completion of the ICSA involves the following steps:

1. Multiple-choice questions (MCQs) – 150 MCQs completed online
2. A follow-up discussion with your training organisation medical educator (ME) to discuss your results and plan your program

### Multiple-choice questions

The MCQs will help determine your level of clinical knowledge and confidence and, therefore, which PEP learning units and/or *glearning* activities you should undertake.

The MCQs consist of 150 single, best-answer questions divided into blocks of 30 questions. They are matched to the PEP learning units. In addition to your answer, after each question you will be asked to rate your confidence in your answer. This appears as an extra question with a yes/no answer option. Please ensure you answer this question about confidence for each of the MCQs presented.

The questions are completed at home but are time-limited; you will have 45 minutes for each block of 30 questions. The timer on the questions commences once you start a block of questions and runs continuously even if you close the activity. You will therefore not be able to return to a block of questions later, and will need to set time aside and have a reliable internet connection to complete each block of questions. The blocks must be completed in order.

The MCQs are **not** an exam; they are about helping to identify the areas on which to focus your learning. Although there is a temptation to check your answers for questions about which you are unsure, this may mean that you are unable to complete all the questions in the time allowed. This will have a negative effect on your score. In addition, it will not help to identify the areas that you would be best to focus on while in the program.

You will be given an opportunity to repeat the ICSA in your final term in the PEP. This will help you to review your progress and target your studies as you approach Fellowship assessments.

### How to complete the ICSA

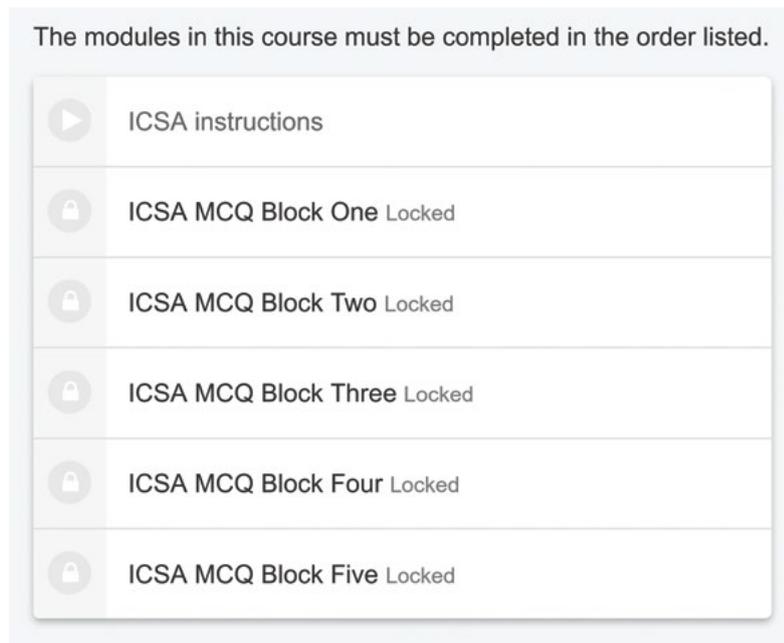
Please read the information supplied with each activity in combination with this guide. If you have any queries, a list of contacts is provided at the end of this guide. **Note that the ICSA components must be completed by the due date in order for your ICSA results to be uploaded to the portal in a timely manner.**

## MCQs

The MCQs are completed online via Litmos, the RACGP's learning management system.

Please follow the instructions you will receive on the email providing the link.

Once you access the MCQs on Litmos, you will be presented with the ICSA MCQ course page. There are six activities ('modules') within this course (refer to image below). The first is the instructions and checklist for the ICSA MCQs, while the other five are the MCQs themselves.



Each MCQ block contains a total of 60 questions; 30 are MCQs while the other 30 ask you to rate your confidence level in the previous answer you gave.

Each block has an enforced 45-minute continuous timer; closing the activity block will not pause the timer.

**Therefore, once you start a block of questions, you will need to complete it at the time.** You can, however, complete full blocks at different times. For example, you could complete block one and then come back and complete block two the following day.

You must complete the blocks in order; you will not be able to access the next block until you have completed the one before it. You will need to complete all five MCQ blocks for this portion of your ICSA.

All of the blocks **must be completed by the due date** (this is the deadline for completion of the ICSA as a whole). You will receive an email confirming your completion of the activity once you have completed all of the blocks.

## Results

You will receive your ICSA results which include:

- your participant profile – outlining your identifying details, demographics and scope of practice
- your MCQ results – you will not receive all of your results in terms of answers to each individual question, but you will receive feedback regarding how you rated against each learning unit category. Your results are presented in a graph that shows the extent to which your answers match your confidence in each category. All are matched to the non-core learning units.

## What to do with your results

Look at your results you have received and think about any learning areas identified that you were not aware of or did not expect. You may want to include these in your plan for learning. Consider communication and consulting skills as learning areas, as well as clinical topics. Think about communication, clinical, ethical and legal issues and how these might apply to your practice.

After your ICOSA results are uploaded to the portal, you will have an opportunity to discuss your results with an ME, and use the results and discussion to help you develop your initial plan for learning. As you complete the program, you should regularly review your plan for learning and discuss it with an ME assigned to you by your training organisation.

## *Evaluation*

You will be asked to provide us some feedback about the ICOSA in the form of an evaluation survey. Once all of the activities are completed, a link will be emailed to you to access this survey.

## *Who to contact for queries*

General queries: [pepadmin@racgp.org.au](mailto:pepadmin@racgp.org.au)

Technical or access queries: [pepsupport@racgp.org.au](mailto:pepsupport@racgp.org.au)



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Healthy Australia.