

RACGP

Fellowship Support Program

(FSP)

Early Assessment of Safety and Learning (EASL)
Instructions for Registrars



RACGP

What does the EASL comprise of?

During the first two weeks of general practice training term one (GPT1), you'll complete the early assessment for safety and learning (EASL) with your supervisor. We understand that you enter the FSP with varying levels of experience and clinical competency, and this assessment aims to ensure that the supervision you receive is matched to your level of learning needs.

- **EASL pack:** contains guidance documents to assist you in the EASL.
- **Direct observations (mini-CEX):** your supervisor will observe four (4) clinical consultations to assess your clinical skills and performance. After each observation, your supervisor will discuss your performance including strengths and areas for improvement.
- **Clinical case analysis (CCA):** a hybrid assessment format that combines a review of clinical notes or case reports with oral questioning, using your own cases. You're required to upload two (2) cases to the FSP portal for your supervisor to review and assess. CCA may take the form of a random case analysis (RCA) or a case-based discussion (CBD).
- **Multiple-choice questionnaire:** You'll need to complete an EASL multiple-choice questionnaire (MCQ) test through RACGP's glearning, before the start of GPT1. You'll have access to a set of 70 questions, to be completed in one sitting, that assess applied knowledge with a focus on acute and serious illness and common presentations in general practice. Once the test has been completed, a report is generated for use of supervisor, and yourself. You are encouraged to discuss the report with your medical educator (ME) and supervisor. On completion you can access the report in the Documentation section your FSP portal.

The above EASL requirements are due in the first two weeks of GPT1

Your next steps

You'll need to arrange time with your supervisor to complete:

- **the [EASL Pack](#)** - you need to go through this pack with your supervisor and complete all the forms together. Once complete, your supervisor upload a copy of the EASL pack to the 'Documentation' section of your FSP portal.
- **observation of four (4) patient consults** – your supervisor will observe you in your consulting room and will have the template in their FSP portal.
- **an upload of two (2) clinical case analysis (CCA)** to the FSP portal for your supervisor to review and assess.

The multiple-choice questionnaire you can access via [gplearning](#). You must complete them in one sitting as the system will log you out automatically, after a period of inactivity.

The next slides will provide screenshots and instructions on how to complete EASL pack and CCAs

EASL Pack

The [EASL pack](#) is a document that we require you and your supervisor to work through together.

A completed EASL pack should contain a:

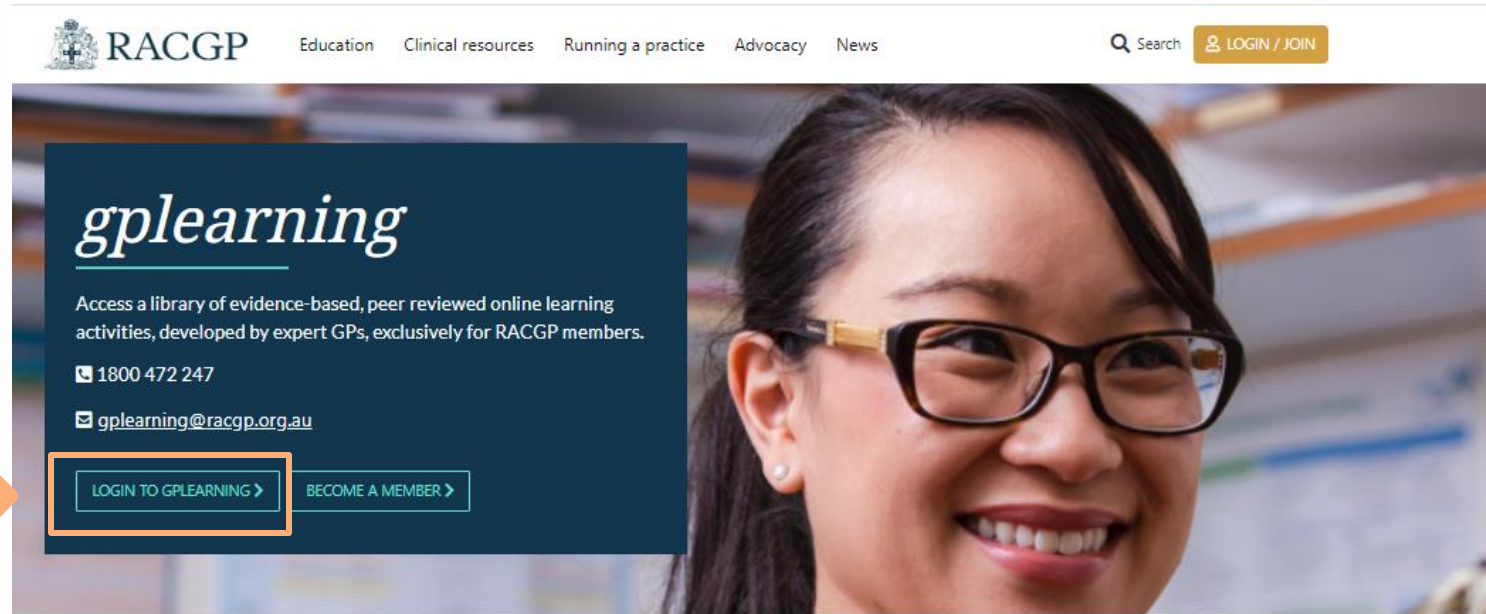
- Orientation checklist (pages 5-7 in the EASL pack)*
- Call for help list (pages 10-12 in the EASL pack)
- Supervision plan (pages 15-16 in the EASL pack)
- Teaching plan (pages 19-20 in the EASL pack).

**Even if you've been working at the same practice before commencing FSP, we still ask that you and your practice manager work through the orientation checklist as we require this for FSP training site accreditation.*

Once the pack is complete, your supervisor will be required to upload a copy to the Documentation section of your FSP portal.

EASL multiple-choice questionnaire

You can access the multiple-choice questionnaire (MCQs) via [glearning](#).



The screenshot shows the top navigation bar of the RACGP website with links for Education, Clinical resources, Running a practice, Advocacy, and News. A search icon and a 'LOGIN / JOIN' button are on the right. The main banner features the 'glearning' logo, a description of the platform as a library of evidence-based, peer-reviewed online learning activities for RACGP members, and contact information: phone number 1800 472 247 and email glearning@racgp.org.au. Two buttons are present: 'LOGIN TO GPLEARNING >' and 'BECOME A MEMBER >'. An orange arrow points to the 'LOGIN TO GPLEARNING >' button.

[Home](#) > [Education](#) > [CPD Home](#) > [Online learning](#) > [glearning](#)

About us

glearning is the RACGP online learning platform that is free to all members. Access hundreds of CPD approved, practical, interactive, and engaging online learning activities. Complete any *glearning* CPD accredited activity and your CPD hours will be automatically uploaded by the RACGP.

1. Log in with your RACGP member account.



The screenshot shows the 'How to Login' section of the RACGP website. It includes the heading 'How to Login', a sub-heading 'Log in to the RACGP website, click on 'My Account' and select *glearning*', and a 'LOGIN NOW >' button. An orange arrow points to the 'LOGIN NOW >' button.

EASL multiple-choice questionnaire

The screenshot shows the RACGP website header with navigation links: Education, Clinical resources, Running a practice, Advocacy, and News. A search bar and a 'MY ACCOUNT' button are visible. The 'MY ACCOUNT' button is highlighted with an orange box and an arrow. A dropdown menu is open, listing: RACGP Plus >, RACGP Shop >, gplearning >, recruitGP >, FSP Portal >, Member Home, and Logout. The 'gplearning >' option is highlighted with an orange box and an arrow. Below the main content area, there are logos for gplearning, newsGP, recruitGP, and AJGP.

2. Once you've logged in, click on 'My Account'

3. select 'gplearning'

EASL multiple-choice questionnaire

LMS Dashboard Discover Help FAQ Awards Member Home Announcements

Based on user feedback we have made some user interface improvements to assist you to access your *glearning* content – for more information about these changes click here.

Announcements: ["Latest" Measuring outcome courses](#) | [How to use glearning](#) | [Looking for AJGP and check?](#) | [Content search tips](#) | [Show More>](#)

Scroll down to access your current enrolments, Content Quick Search and Curriculum Quick Search.

Courses I'm enrolled in

All **DermsCert** glearning CPD MDRAP Training Programs

You've been enrolled in new courses.



Early Assessment for Safety and Learning Multiple Choice Questionnaire (EASL MCQ)
TP_EASL_MCQ_2024.1



Workplace-based assessment for FSP registrars
FSP_WBA_REG



[FSP] Introduction to Aboriginal and Torres Strait Islander cultural awareness
FSP-CA



Abuse and Violence
FSP_AV



Addiction Medicine
FSP_AM



Cardiovascular Health
FSP_CH

Content Quick Search

Click a heading to open a pre-set search result of 'Not Yet Enrolled' content that is currently available to you of that specific type:

Topic: [AJGP](#) | [check](#) | [MBS item](#) | [Exams](#) | [MCQ](#) | [Clinical Audit](#) | [Alcohol & other drugs](#) | [Mental Health Skills Training](#)

Training Programs: [AGPT](#) | [Fellowship Support Program](#)

CPD type: [Educational Activities](#) | [Reviewing Performance](#) | [Measuring Outcomes](#) | [Hybrid](#)

Other pre-set search options are available below. You can also use the **Discover** button in the main navigation bar above to perform your own search for 'Not Yet Enrolled' or 'Already Enrolled' courses.

4. Select 'Early Assessment for Safety and Learning Multiple Choice Questionnaire (EASL MCQ)'

EASL multiple-choice questionnaire

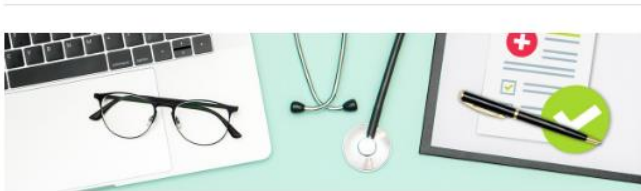
The screenshot shows an LMS dashboard with a dark blue header containing 'LMS Dashboard', 'Course Home', and 'Course Tools'. Below the header is a banner image of green stadium seats with the text 'Early Assessment for Safety and Learning Multiple Choice Questionnaire (EASL MCQ)'. The main content area is divided into two columns. The left column, titled 'Course content', features a card for 'EASL MCQ' with a progress bar at 0% and '0 of 1 Modules Completed'. An orange arrow points to this card. The right column, titled 'Announcements', contains a message: 'Welcome to the EASL MCQ!' followed by a paragraph: 'The EASL MCQ needs to be completed before your GPT1 start date. Please ensure that you complete this quiz before this date.' and a 'Show All Announcements' link.

5. Click on EASL MCQ

EASL multiple-choice questionnaire

TIP: Read the instructions very carefully.

EASL MCQ



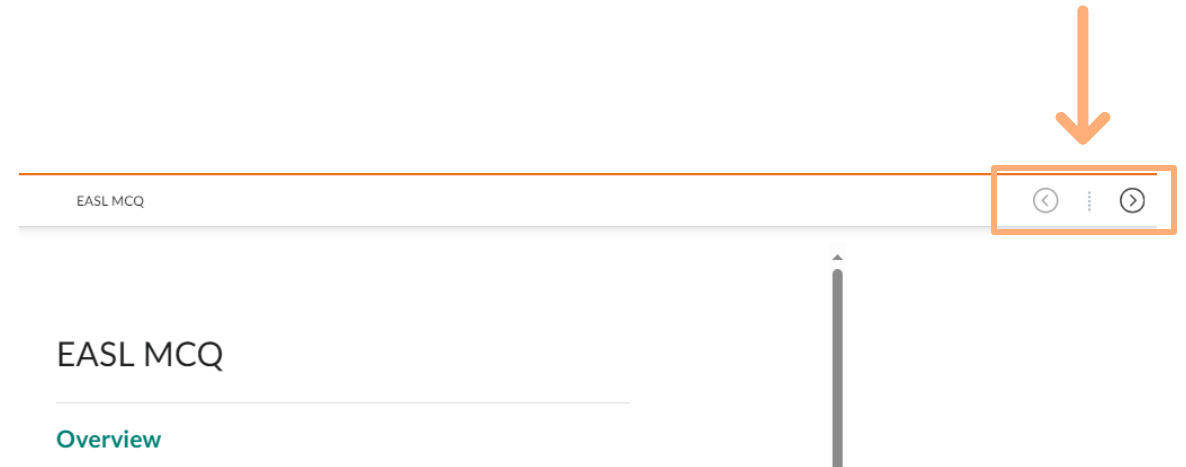
Please read first!

Overview

The Early assessment for safety and learning (EASL) multiple choice questionnaire (MCQ) quiz is part of a suite of activities that belong to the RACGP's Workplace-based assessments (WBA).

The quiz contains 70 clinical scenarios that cover multiple curriculum areas with a focus on patient safety. Each of the scenarios has two parts - a

TIP: Use these arrows to navigate from one page to the next.



EASL multiple-choice questionnaire

Once the MCQ quiz has been completed, the Training Programs team will generate a report, and this will be uploaded to your Documentation section in the FSP Portal.

Please allow approximately five days after the MCQs due date for the report to be uploaded.

The screenshot displays the FSP Portal interface. At the top, there is a 'FSP News' section with the text 'No news to display' and a 'VIEW ALL NEWS >' button. Below this is the 'Portfolio' section, which contains four cards: 'Learning plan', 'Logbook', 'Assessments and Forms', and 'Documentation'. The 'Documentation' card is highlighted with an orange border and an orange arrow pointing to it from the right. Each card has a title, a description, and a button with a right-pointing arrow.

FSP News

No news to display

[VIEW ALL NEWS >](#)

Portfolio

- Learning plan**
An area for your Mentor and you to identify and develop your learning objectives within the FSP
[LEARNING PLAN >](#)
- Logbook**
An area for you to keep track of procedural skills you have accomplished within the FSP
[LOGBOOK >](#)
- Assessments and Forms**
An area for you to access a list of workplace based assessments performed whilst within the FSP
[ASSESSMENTS AND FORMS >](#)
- Documentation**
An area for you to access your documentation
[DOCUMENTATION >](#)

How to complete the CCAs

Clinical case analysis (CCA) is a hybrid assessment format comprising review of clinical notes or case reports and oral questioning, using one of your own patient cases. Using patient notes as a stimulus. The CCA is designed to assess your clinical reasoning, management and decision-making skills using clinical cases that you've managed. Feedback is provided after you've completed the two CCAs by your supervisor to support learning and reflection. Your supervisor will use a structured discussion format for the assessment. Targeted questions will allow you to demonstrate your competency across specified curriculum and syllabus areas. Your supervisor will explore in detail any issues relating to the case, to identify if you have any clinical knowledge gaps.

For the EASL CCA, you're expected to complete two (2) CCAs.



1. Login to the RACGP website

To access the FSP Portal you need to login to the [RACGP website](#) with your username and password.

How to complete the CCAs

2. Once you're logged in, select **My account** on the top right

The screenshot shows the RACGP website interface. At the top right, there is a search bar and a 'MY ACCOUNT' button. An orange arrow points down to the 'MY ACCOUNT' button. Below the main navigation, there is a large banner for 'Start your 2024 PDP' with a 'LOG IN TO MYCPD' button. On the right side, a dropdown menu is open, listing various account management options. An orange arrow points from the 'MY ACCOUNT' button to the 'FSP Portal >' option in the dropdown menu.

https://www.racgp.org.au

RACGP Education Clinical resources Running a practice Advocacy News

Q Search MY ACCOUNT

Start your 2024 PDP

Login now to plan your 2024 CPD. Still to complete your 2023 CPD? Your CPD grace period is until 31 March 2024.

LOG IN TO MYCPD 2023 CPD GUIDANCE

Q Search MY ACCOUNT

- Manage account >
- myCPD >
- GPE Application >
- PEP Portal >
- Member Rewards >
- gplearning 20-22 >
- gplearning 23-25 >
- recruitGP >
- RACGP Shop >
- FSP Portal >**
- Member Home
- Logout

3. Select **FSP Portal**

How to complete the CCAs

4. Click on **Assessments and Forms**

In the 'Assessments and Forms' section, you can fulfill the two clinical case analysis (CCA) and review your supervisors feedback on the observations (Mini-CEX).

The screenshot displays the FSP dashboard interface. At the top, there is a 'FSP News' section with the text 'No news to display' and a 'VIEW ALL NEWS >' button. Below this is the 'Portfolio' section, which contains four main cards: 'Learning plan', 'Logbook', 'Assessments and Forms', and 'Documentation'. Each card has a title, a brief description, and a button at the bottom. The 'Assessments and Forms' button is highlighted with a solid orange border and an orange arrow pointing to it from below. The 'Documentation' button is highlighted with a dashed orange border. Below the 'Assessments and Forms' button, there is a tip box with a dashed orange border containing the text: 'TIP: The documentation section is where your supervisor should upload the completed EASL pack. It's also where you'll locate the EASL MCQ result and ReCenT activity'. At the bottom of the dashboard, there is a 'Contact My Support Team' section with five circular icons representing 'Mentor', 'Assessor', 'Supervisor', 'Training Admin', and 'RACGP'.

How to complete the CCAs

5. Ensure you're in the correct term, then click on 'Clinical Case Analysis – Submission +'

Assessments Registrar:

Term: Term 1 - Jul 23 ▾

× Clinical Case Analysis 0/4 × Mini-CEX 0/8 × MSF 0/1 × Overall 0/12

CLINICAL CASE ANALYSIS - SUBMISSION + REGISTRAR LOGBOOK UPLOAD MSF MSF REFLECTION +

SUBMISSION ▾	ASSESSMENT ▾	STATUS ▾	WBA RANKING ▾	TERM ▾	DATE ▾	ASSESSOR ▾
CCA - Submission - 04072023 - 1273		Assessing		Term 1 - Jul 23	27/07/2023	Frederick Test
CCA - Submission - 17112023 - 2358		Draft		Term 1 - Jul 23	20/11/2023	FSP

Previous **1** Next

How to complete CCAs

6. Complete the online form

Complete this online form by using your patient notes as a stimulus. Starting with your assessor please select your supervisors name, add in the date you're completing the form and type of CCA– EBM (evidence-based medicine) discussion and work your way through the form.

a) Select your supervisors name in the assessors drop down box

Assessments - Clinical analysis - Submission section

Access Clinical case analysis and performance lists:

CLINICAL CASE ANALYSIS RUBRIC

REGISTRAR:

ASSESSOR:

Training Assessor1 - FSP Test Assessor

DATE:

dd/mm/yyyy

TYPE OF CCA:

PATIENT INFORMATION

AGE:

0

Years

GENDER:

COMPLEXITY:

PATIENT'S PROBLEM:

Initial presentation

Clinical information gathering

Making a diagnosis

Clinical management

Partnering with the patient

General practice systems

Outcome

Reflections

References

Expand all

Brief description of the initial presentation

Clinical information gathering and interpretation

Making a diagnosis, decision making and reasoning

Clinical management and therapeutic reasoning

TIP: Click on the arrows to provide the information required throughout the form

TIP: To submit the form, all sections must be filled in


How to complete CCAs

7. 'Submit'.

If you'd like to return to the form at a later stage, click 'Save'.

Reflections 

What key points have you learned from this case? What will you do differently in your practice now? How will you know if you have changed your practice as a result of your insights?

References 

Once the form is submitted it will show in your assessments screen and the status will be displayed as 'Submitted'.

If you saved your CCA as a draft, this will also be the status. Once you're ready to complete the CCA, click on the blue link to finish and submit.

Term: Term 1 - Jul 23 ✕ Clinical Case Analysis 0/4 ✕ Mini-CEX 0/8 ✕ MSF 0/1 ✕ Overall 0/12

CLINICAL CASE ANALYSIS - SUBMISSION + REGISTRAR LOGBOOK UPLOAD MSF ↓ MSF REFLECTION +

SUBMISSION ↕	ASSESSMENT ↕	STATUS ↕	WBA RANKING ↓	TERM ↕	DATE ↕	ASSESSOR ↕
CCA - Submission - 04072023 - 1273		Submitted		Term 1 - Jul 23	27/07/2023	
CCA - Submission - 17112023 - 2358		Draft		Term 1 - Jul 23	20/11/2023	

Next

Acknowledgement

Once the CCA and or Mini-CEX has been marked and assessed by your supervisor, we require you both to acknowledge this. The sections must be ticked and dated prior to all forms being finalised.

TIP: Once your supervisor has assessed the CCA/ Mini-CEX it will show as 'Rated'.

SUBMISSION ↕	ASSESSMENT ↕	STATUS ↕	WBA RANKING ▾	TERM ↕	DATE ↕	ASSESSOR ↕
CCA - Submission -	CCA - Notes/Rating -	Rated ⓘ	Progressing			

8. Click on the CCA/Mini-CEX link in blue and review the supervisor (assessors) rating/feedback. Once you've reviewed, click on the Registrar acknowledgement box.

TIP: Once you've acknowledged the feedback in your assessments screen it will display in the status as 'Finalised'.

Overall competence ➤

Global Assessment of competence ➤

Assessor rating - Feedback ➤

Acknowledgement

ASSESSOR ACKNOWLEDGEMENT: 21/12/2023

REGISTRAR ACKNOWLEDGEMENT: 10/01/2024

Registrar Feedback (Optional)

Trouble shooting

Question: What if I can't find a completed or draft assessment that either myself or supervisor has completed?

Answer: Click on "All Terms" and it should be there. If not, contact fspadmin@racgp.org.au



FSP Registrar Assessments Dashboard

[RACGP Home](#) > [FSP Registrar Dashboard](#) > [Assessment Dashboard](#)

[Portal Home](#) [LMS Home](#) [Resources](#) [Help](#) [Notifications](#) [Critical Incident](#) 

Assessments Registrar:

Term: All Terms × Clinical Case Analysis 1/8 × Mini-CEX 0/16 × MSF 0/1 × Total 1/24

[EXPORT LIST](#) [CLINICAL CASE ANALYSIS - SUBMISSION +](#) [CCA - NOTES AND RATING +](#) [MINI-CEX +](#) [MULTI-SOURCE FEEDBACK \(MSF\)*](#) [REGISTRAR LOGBOOK](#)

[UPLOAD MSF ↓](#) [ASSESSOR ALLOCATION](#) [REGISTRAR PROGRESS +](#) [DOPS ASSESSMENT +](#) [MSF REFLECTION +](#) [PROGRESS REPORT](#)

SUBMISSION ↕	ASSESSMENT ↕	STATUS ↕	WBA RANKING ↓	TERM ↕	DATE ↕	ASSESSOR ↕
	CCA - Notes/Rating -	Finalised	Progressing		15/05/2023	

Question: If my supervisor does more assessments than required, will it be less for my over workload or less assessments I need to do with a Medical Educator later?

Answer: No, extra ones can only be completed by a Medical Educator. However, if you'd like to do more as part of your teaching with your supervisor, you can.



What should I expect from my supervisor now that the EASL components are completed?

After finishing the EASL components with your supervisor, you must receive the following teaching sessions every two weeks:

- Year 1 (GPT1 and 2) – minimum 1 hour per fortnight of scheduled and uninterrupted time
- Year 2 (GPT3 and 4) – minimum 1 hour per month of scheduled and uninterrupted time.

For part-time registrars, the minimum teaching time is the same as for full-time registrars.

At the end of each term (six monthly), you're required to receive a progress report from your supervisor.

Please contact us if you have any questions

We're here to help

If you have any queries, you can call us on [1800 472 247](tel:1800472247) or email fspadmin@racgp.org.au

For Supervisor payments and queries email fspoperations@racgp.org.au