

RACGP Fellowship Support Program (FSP)

Early assessment for safety and learning (EASL)
Instructions for registrars



What does the early assessment for safety and learning 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:** includes essential documents and guidelines for you to complete with your supervisor.
- **Case-based discussion (CBD):** you need to submit two de-identified recent clinical cases to the 'Assessments' area of the FSP portal. Your supervisor will need to review, assess and provide feedback on these cases.
- **Mini-clinical evaluation exercise (mini-CEX):** your supervisor will observe four (4) clinical consultations to assess your clinical skills and performance. Feedback will be provided via the mini-CEX form on the FSP portal.
- **Multiple-choice questionnaire:** you'll need to complete an online questionnaire.

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.
- review and assessment of two (2) submitted clinical cases.
- observation of four (4) patient consults.
- the discussion of results from the multiple-choice questionnaire (MCQ).

The next slides will provide screenshots and instructions on how to complete EASL pack, mini-clinical evaluation exercises, case-based discussions, and multiple-choice questionnaire.

EASL pack

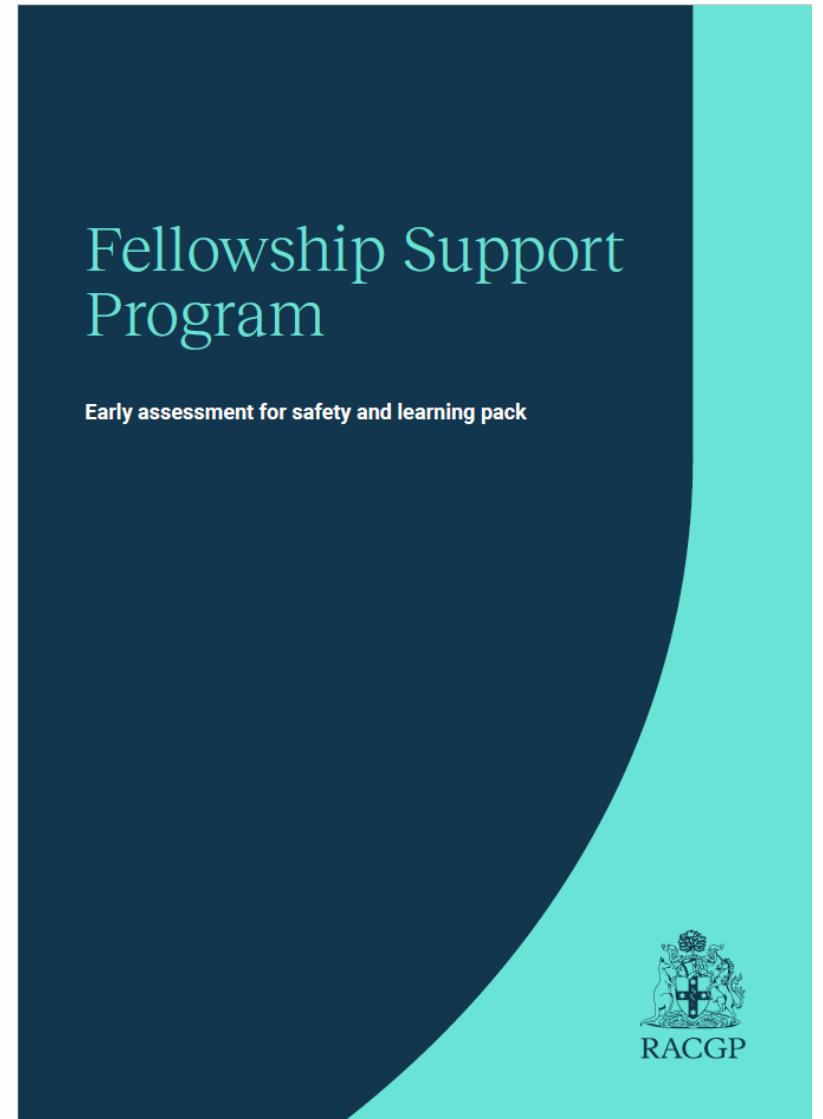
The [EASL pack](#) is a document that we require you and your supervisor to work through together.

A completed EASL pack should contain a:

- [Orientation checklist \(pages 5-8\)*](#)
- [Call for help list \(pages 11-13\)](#)
- [Supervision plan \(pages 16-17\)](#)
- [Teaching plan \(pages 24-25\).](#)

**Even if you've been working at the same training site 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.



How to complete the CBD / mini-CEX

CBD: You need to submit two de-identified recent clinical cases to the 'Assessments and Forms' area of the FSP portal. You should include clinical notes, relevant investigations or results, and details of referrals or preventive healthcare plans. You'll present cases that you've been primarily responsible for and that represent a medium level of complexity, where clinical reasoning may be complicated by uncertainty and/or where decision-making requires consideration of multiple issues.

You might highlight aspects of the case for discussion, depending on your self-identified learning needs. Sometimes an assessor may request a case with a specific area of focus, particularly if it's been identified that you need support in that area.

Once you have completed the two CBDs, your supervisor will discuss feedback with you and initiate notes on the cases you submitted.

Mini-CEX: Your supervisor will observe four clinical consultations to assess your clinical skills and performance.

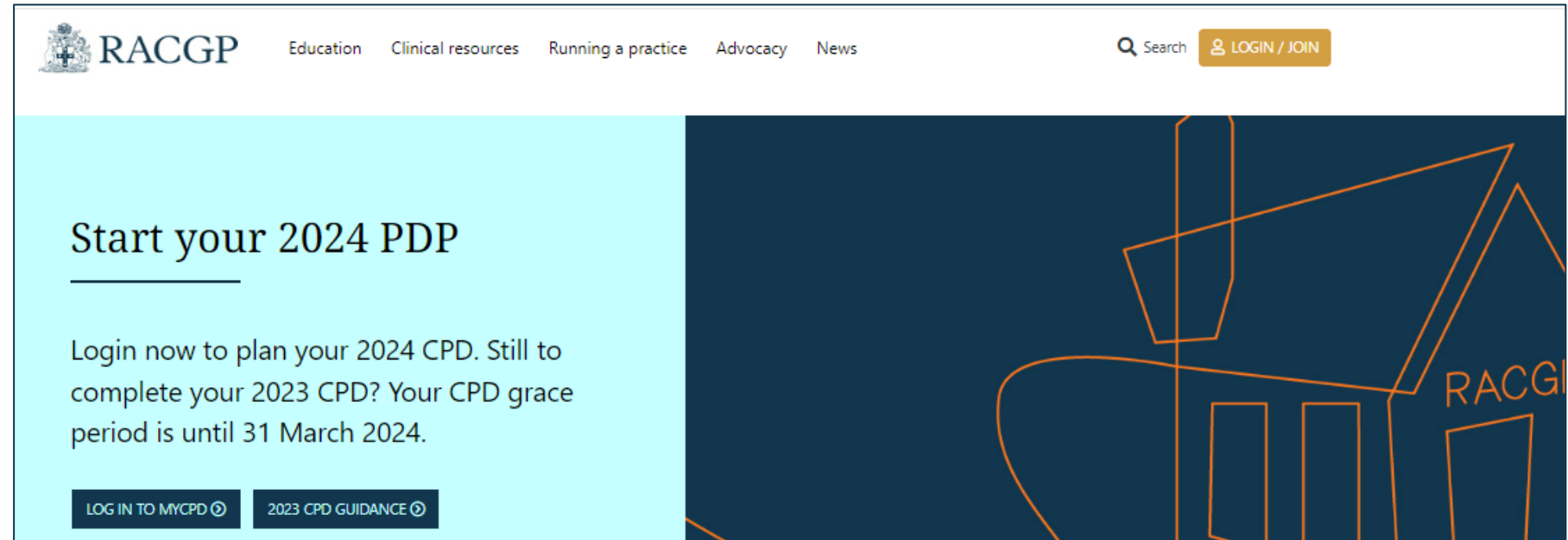
The mini-CEX assesses your clinical skills and performance. Your supervisor will directly observe your clinical consultation. Immediately after the assessment, you will have an opportunity to reflect on your performance before receiving feedback. Your supervisor will discuss your strengths, areas for improvement, and any concerns raised during the process. Once the mini-CEX is complete, your supervisor will provide written feedback in the Assessments section of their portal. You will see it in your portal's assessment list, under Term 1, once it has been submitted.

Reception staff must advise patients that your supervisor will be present during the consult and obtain patients' consent. Reception staff must print out a [patient consent form](#) on the day of the assessment. All patients must sign the consent form prior to the start of the consultation. These are to be stored on the patient file at your training site.

How to complete the CBD / mini-CEX

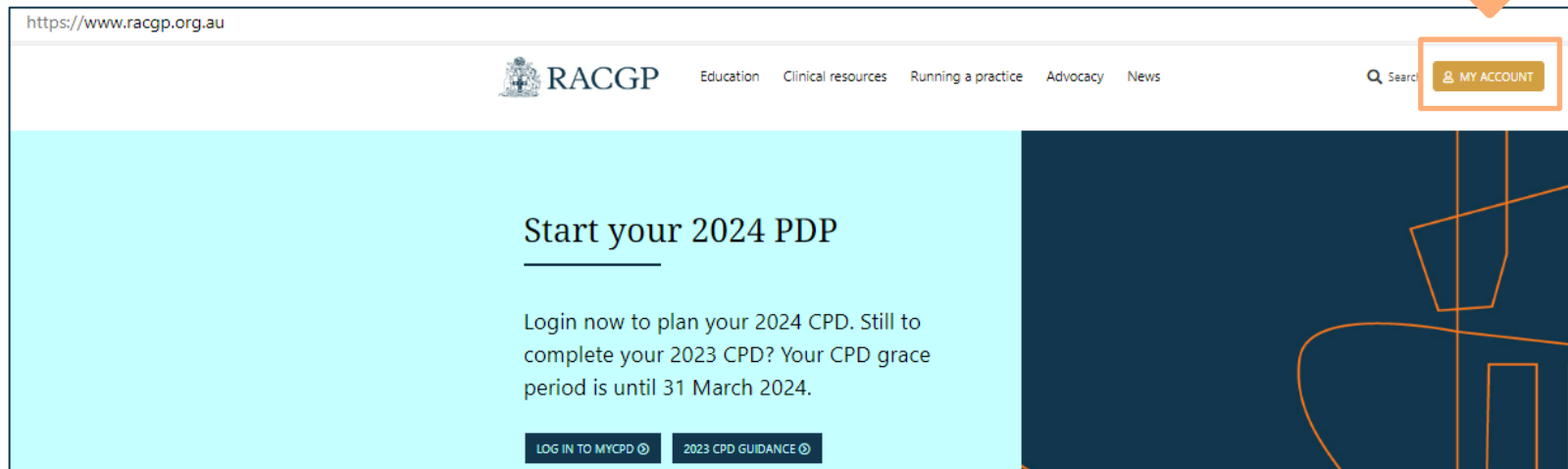
1. Login to the RACGP website

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

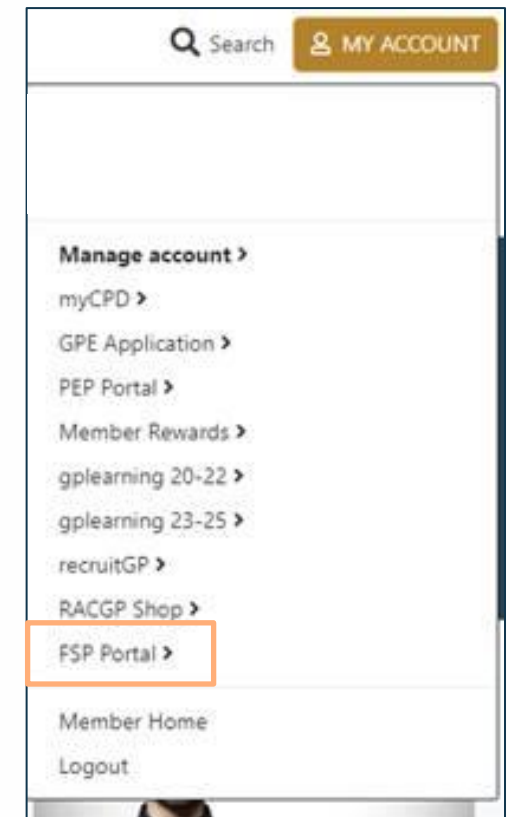


How to complete the CBD / mini-CEX

2. Once you're logged in, select **MY ACCOUNT** on the top right



3. Select **FSP Portal**



How to complete the CBD / mini-CEX

4. Click on **Assessments and Forms**

In the 'Assessments and Forms' section you can **submit the two clinical cases** and **review your supervisors feedback** on the mini-CEX.

The screenshot shows a user interface for the FSP (Foundation of Specialist Practice) Portfolio. 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 an orange border and an orange arrow points to it from below. The 'Documentation' button is enclosed in a dashed orange box. At the bottom of the portfolio section is a 'Contact My Support Team' section with five circular icons representing different roles: Mentor, Assessor, Supervisor, Training Admin, and RACGP. A dashed orange box on the right side of the dashboard contains a tip: 'TIP! The documentation section is where your supervisor should upload the completed EASL pack.'

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 >

Contact My Support Team

Mentor Assessor Supervisor Training Admin RACGP

TIP! The documentation section is where your supervisor should upload the completed EASL pack.

How to complete the CBD / mini-CEX

5. Ensure you're in the correct term, then click on 'CBD/RCA- SUBMISSION +'

Assessments

Registrar:

Term: --Select Term--

CBD/RCA SUBMISSION +

REGISTRAR LOGBOOK

UPLOAD MSF

MSF REFLECTION +

SUBMISSION	ASSESSMENT	STATUS	WBA RANKING	TERM	DATE	ASSESSOR
	Mini-CEX - 02072024 - 8276	Assessing		All Terms	03/07/2024	
	MSF-CFEP - 27022024 - 140	Uploaded			27/02/2024	
	DOPS Assessment - 21082024 - 59	Draft		All Terms	22/08/2024	

Previous1Next

How to complete CBD / mini-CEX

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 CBD – evidence-based medicine (EBM) discussion and work your way through the form.

Select your supervisors name in the assessors drop down box

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

Assessments - Clinical analysis - Submission section

STATUS: DRAFT

Access Clinical case analysis and performance lists:

CLINICAL CASE ANALYSIS RUBRIC

REGISTRAR:

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


How to complete the CBD / mini-CEX

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 

BACK 

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

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


Term: Term 1 - Jan 23 

MSF 1/1


CBD/RCA 0/3


Mini-CEX 0/8









Overall 0/11

CBD/RCA SUBMISSION 

REGISTRAR LOGBOOK

UPLOAD MSF 

MSF REFLECTION 

SUBMISSION 	ASSESSMENT 	STATUS 	WBA RANKING 	TERM 	DATE 	ASSESSOR 
CCA - Submission - 08062023 - 787		Submitted		All Terms	19/07/2023	
	MSF-CFEP - 27022024 - 140 	Draft			27/02/2024	

Previous 1 Next

Acknowledgement

Once the CBD has been marked and assessed by your supervisor, and you've reviewed their comments of the CBD, and mini-CEX, 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 CBD/ 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

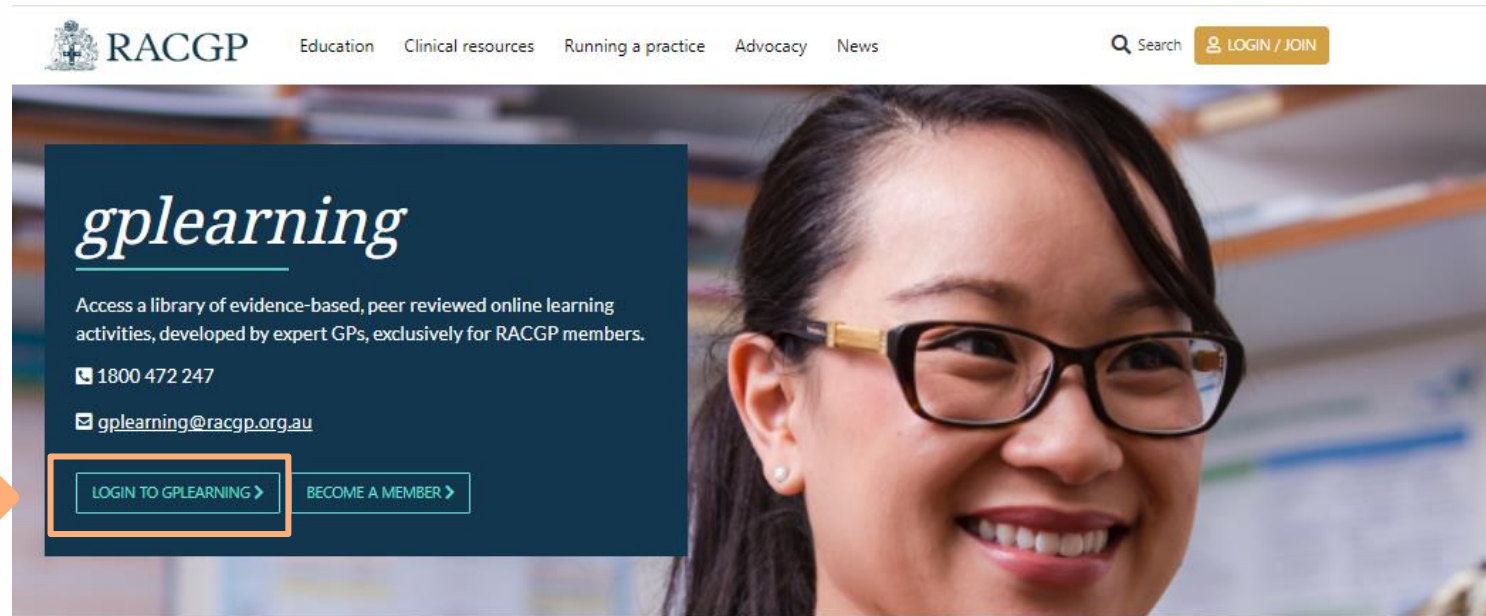
REGISTRAR ACKNOWLEDGEMENT: ☐ 10/01/2024

Registrar Feedback (Optional)

The above applies for both your CBDs and mini-CEXs

EASL MCQ

You can access the multiple-choice questionnaire (MCQ) via [gplearning](#).



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

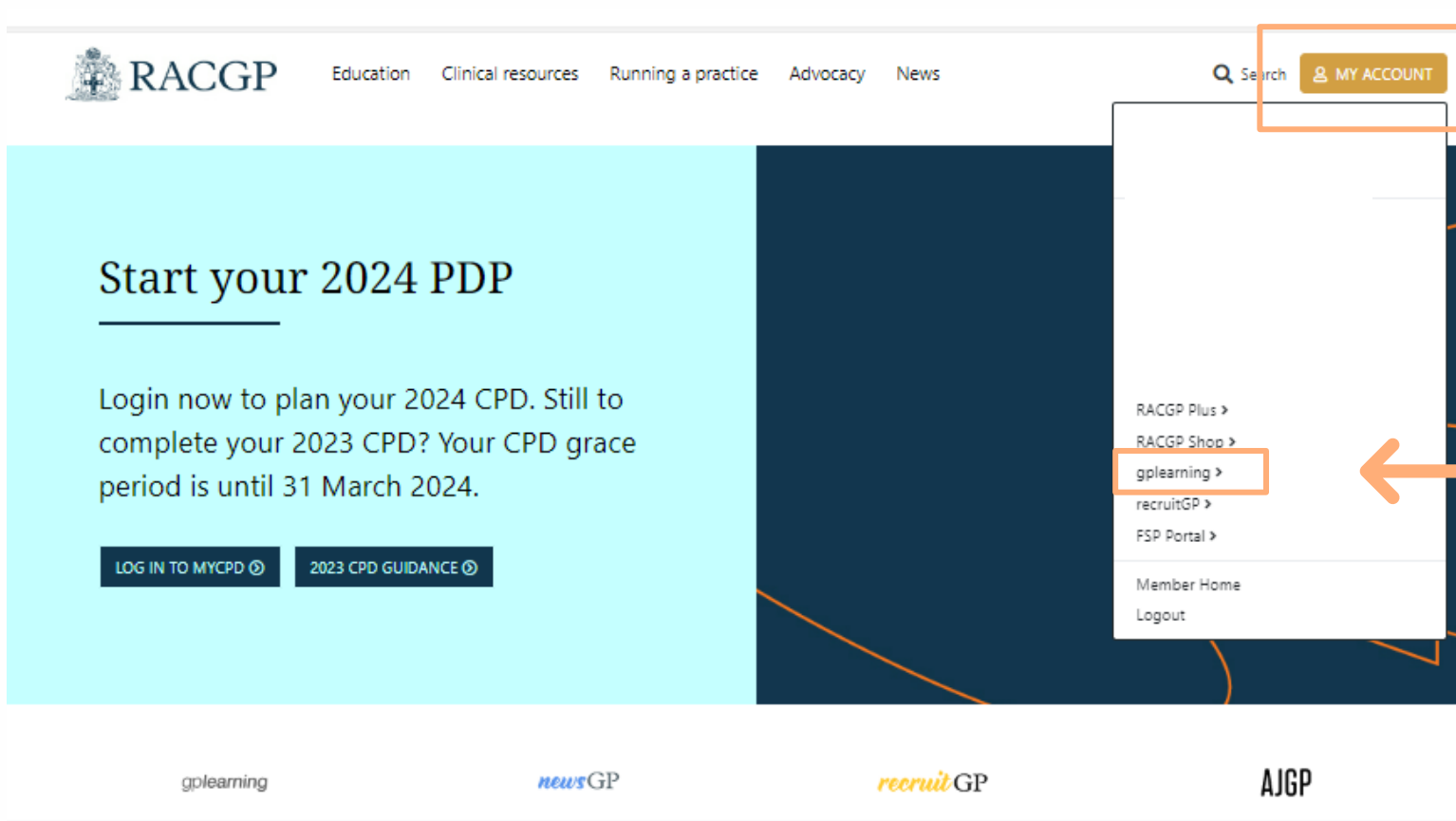
About us

gplearning 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 *gplearning* CPD accredited activity and your CPD hours will be automatically uploaded by the RACGP.

1. Log in with your RACGP member account.



EASL MCQ



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 on the right. The 'MY ACCOUNT' button is highlighted with an orange box and an arrow. Below it, a dropdown menu is open, showing links: RACGP Plus >, RACGP Shop >, gplearning > (highlighted with an orange box and an arrow), recruitGP >, FSP Portal >, Member Home, and Logout. The main content area has a light blue background with the text 'Start your 2024 PDP' and 'Login now to plan your 2024 CPD. Still to complete your 2023 CPD? Your CPD grace period is until 31 March 2024.' Below this are two buttons: 'LOG IN TO MYCPD' and '2023 CPD GUIDANCE'. The footer contains logos for gplearning, newsGP, recruitGP, and AJGP.

2. Once you've logged in, click on **MY ACCOUNT**.

3. Select **gplearning**.

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



LMS Dashboard Discover Help FAQ Awards Member Home Announcements

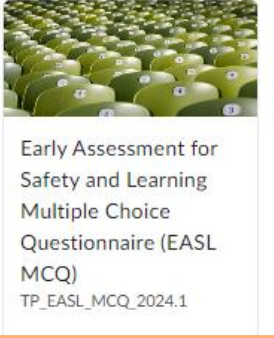
Based on user feedback we have made some user interface improvements to assist you to access your *glearning* content – for more information about these changes click here.

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.

EASL MCQ

5. Click on 'EASL MCQ'.



LMS Dashboard Course Home Course Tools ▾

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

Course content

EASL MCQ

0% 0 of 1 Modules Completed

Announcements ▾

Welcome to the EASL MCQ!

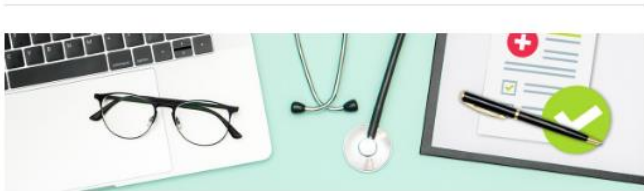
The EASL MCQ needs to be completed before your GPT1 start date. Please ensure that you complete this quiz before this date.

[Show All Announcements](#)

EASL MCQ

TIP! Read the instructions very carefully.

EASL MCQ



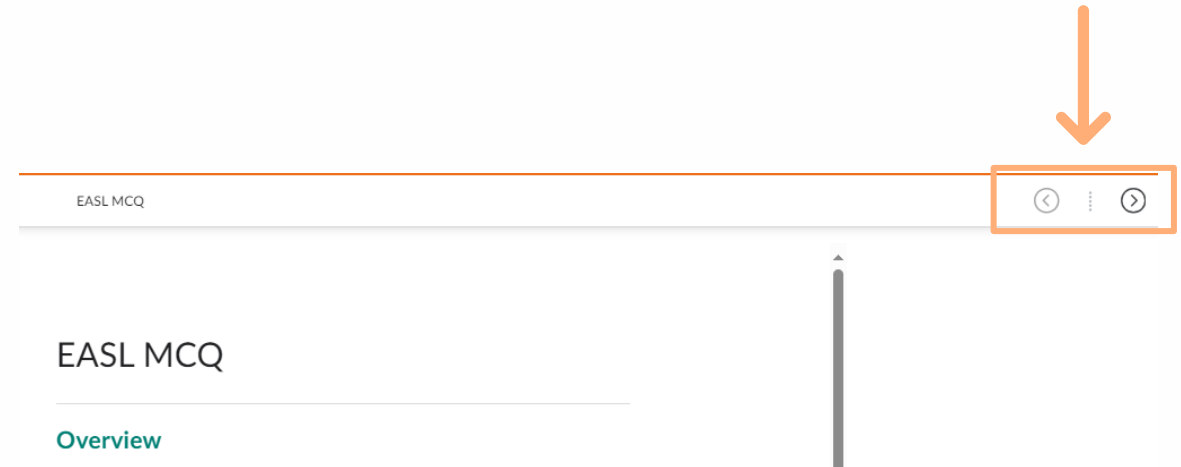
Please read first!

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 MCQ

After completion of the EASL MCQ, you can view a dashboard summary of your results. You won't be given the quiz questions or answers.

You can follow these instructions to access your quiz results.

1. On the course home page, click **Class Progress** on the top navigation bar.

RACGP gplearning | Early Assessment for Safety and Learning Multiple Choice Questionnaire (EASL MCQ)

LMS Dashboard Course Home **Class Progress**

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

Course content

EASL MCQ

50% 1 of 2 Modules Completed

Accessing your registrar's results

Announcements ▾

Welcome to EASL MCQ 2024.2

The EASL MCQ needs to be completed before your GPT1 start date. Please ensure that you complete this quiz before this date.

Show All Announcements

EASL MCQ

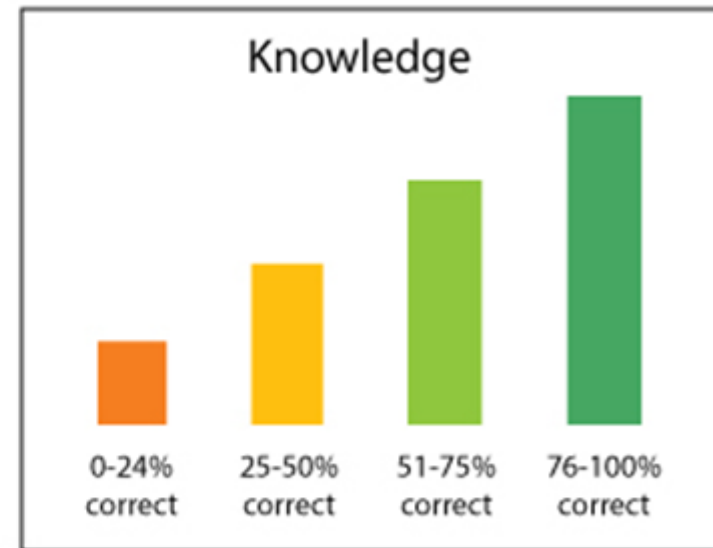
2. When the **Progress Summary** page appears, click on the blue text that reads **Learning Outcomes** or you can also click on Learning Outcomes on the left under Summary.

The screenshot displays the RACGP gplearning interface. At the top, the header includes the RACGP gplearning logo, the course title 'Early Assessment for Safety and Learning...', and navigation icons. Below this is a dark blue navigation bar with 'LMS Dashboard', 'Course Home', and 'Class Progress'. The main content area features a user profile on the left and a 'Progress Summary' section on the right. The 'Progress Summary' section includes a 'Learning Outcomes' link, which is highlighted with a red box and a red arrow, and a note that '30 Outcomes available'. The sidebar on the left shows 'Early Assessment for Safety and Learning Multiple Choice Questionnaire (EASL MCQ)' with 'Summary' and 'Learning Outcomes' options.

EASL MCQ

3. The **Learning Outcome Progress** shows your overall confidence and knowledge levels for each of the different areas of knowledge tested in the quiz.






Your results are represented as coloured vertical bars which equate to the following confidence and knowledge indicators:





EASL MCQ

Focus should be placed on areas where confidence is rated higher than knowledge. For example, in the screenshot to the right, the results in the 'Dermatology' category are of greater concern because confidence is higher than the knowledge level.

Note: Different areas of knowledge have a different number of questions. This should be taken into consideration when reviewing.

RACGP gplearning Early Assessment for Safety and Lear...     

LMS Dashboard Course Home Class Progress



 

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











Summary

Learning Outcomes

Learning Outcomes Progress

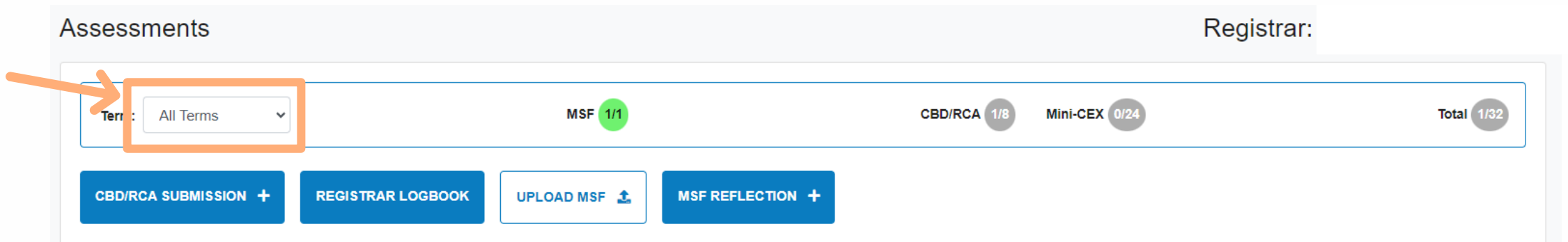
Search...

- ▼ Acute serious illness and trauma
 - Acute serious illness and trauma - Confidence
 - # of questions - 19
 - 
 - Acute serious illness and trauma - Knowledge
 - # of questions - 19
 - 
- ▼ Aged care
 - Aged care - Confidence
 - # of questions - 2
 - 
 - Aged care - Knowledge
 - # of questions - 2
 - 
- ▼ Children and young people's health
 - Children and young people's health - Confidence
 - # of questions - 15
 - 
 - Children and young people's health - Knowledge
 - # of questions - 15
 - 
- ▼ Chronic conditions
 - Chronic conditions - Confidence
 - # of questions - 8
 - 
 - Chronic conditions - Knowledge
 - # of questions - 8
 - 
- ▼ Dermatology
 - Dermatology - Confidence
 - # of questions - 3
 - 
 - Dermatology - Knowledge
 - # of questions - 3
 - 
- ▼ Drug and alcohol medicine

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



Assessments Registrar:

Term: All Terms ▼

MSF 1/1 CBD/RCA 1/8 Mini-CEX 0/24 Total 1/32

CBD/RCA SUBMISSION + REGISTRAR LOGBOOK UPLOAD MSF  MSF REFLECTION +

Question: If my supervisor does more assessments than required, will it mean that my overall WBA requirements are reduced, and I can do less assessments with a Medical Educator?

Answer: No, extra supervisor assessments will not count towards your program requirements. However, you are welcome to complete more (if you'd like) as part of your learning.

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

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 relating to the program and educational requirements, you can call us on [1800 472 247](tel:1800472247) or email fspadmin@racgp.org.au

If you need any technical support with FSP related gplearning modules, please contact fsponlinesupport@racgp.org.au

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