

RACGP

Fellowship Support Program

(FSP)

Early assessment of safety and learning (EASL)
Instructions for Supervisors



RACGP

What does the EASL comprise of?

During the first two weeks of GPT1, you will complete the early assessment for safety and learning (EASL) with your registrar. We understand that registrars enter the FSP with varying levels of experience and clinical competency, and this assessment aims to ensure that the supervision you provide is matched to your registrar's level of learning needs.

- **EASL Pack:** contains guidance documents to assist you in the EASL.
- **Direct observations (mini-CEX):** an assessment of your registrar's clinical skills and performance by directly observing four (4) clinical consultations. Immediately after the assessment, allow the registrar to reflect on their performance before providing your feedback. Discuss your assessment of their performance including strengths, areas for improvement and any concerns you may have.
- **Clinical case analysis (CCA):** a hybrid assessment format that combines a review of clinical notes or case reports with oral questioning, using the registrar's own cases. The registrar is required to upload two (2) cases to the FSP portal for you to review and assess. CCA may take the form of a random case analysis (RCA) or a case-based discussion (CBD).
- **Multiple Choice Questionnaire (MCQ):** Your registrar will complete an EASL MCQ test through RACGP's gplearning, before the start of GPT1. Registrars 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 by the registrar, you, and an ME. The registrar is encouraged to discuss the report with their ME and you. You can access the report in the Documentation section of the registrar's 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 registrar to complete:

- the [EASL Pack](#)
- observation of four (4) patient consults
- review and then discussion of the two (2) completed CCAs

We've provided guidance recordings on how to complete the tasks

- How to access the Portal and complete the activities – short video instructions: [Video instructions on how to complete the EASL](#)
- [15 min video tutorial on FSP EASL and WBA](#) from our Clinical Lead, Dr Rebecca Stewart.

The next slides will provide screenshots and instructions on how to complete the EASL requirements.

EASL Pack

The EASL pack is a PDF document that we require you and your registrar 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).

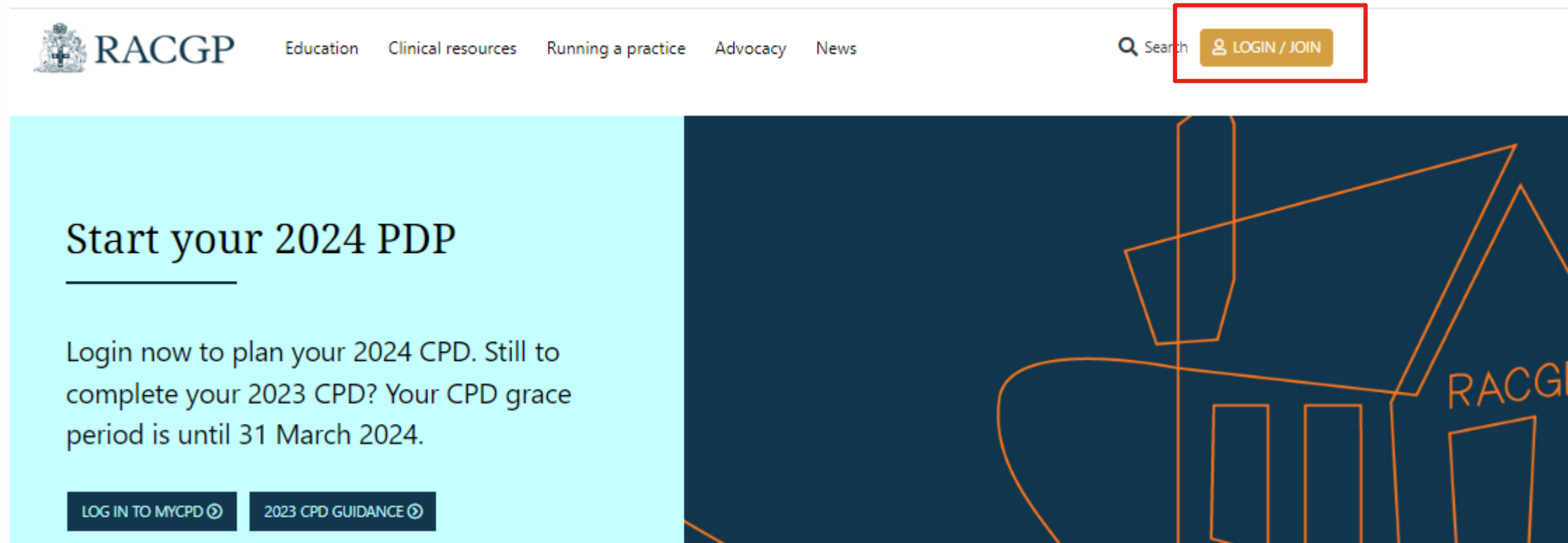
Even if your registrar was working at the same practice before commencing FSP, we still ask that your registrar and practice manager work through orientation as we require this for FSP training site accreditation.

Once the pack is completed, you (the supervisor) should upload a copy to the Documentation section of your registrar's FSP portal. There are instructions on page 8 on where to locate the documentation section.

How to complete the Mini-CEX (observations) and CCAs

1. Login to the RACGP website

To log into the FSP Portal please login via the [RACGP website](#) using your username and password:



The screenshot shows the RACGP website header with navigation links: Education, Clinical resources, Running a practice, Advocacy, and News. A search bar and a 'LOGIN / JOIN' button are highlighted with a red box. Below the header is a main banner with a light blue section on the left and a dark blue section on the right. The light blue section contains 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.' with two buttons: 'LOG IN TO MYCPD' and '2023 CPD GUIDANCE'. The dark blue section features an orange line-art graphic of a building with the letters 'RACGP' on it.

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

https://www.racgp.org.au



The screenshot shows the RACGP website header with the logo and navigation menu. The 'MY ACCOUNT' button is highlighted with a red box. Below the header is a large banner with a light blue background on the left and a dark blue background on the right. The banner contains 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.' There are two buttons: 'LOG IN TO MYCPD' and '2023 CPD GUIDANCE'.

RACGP Education Clinical resources Running a practice Advocacy News

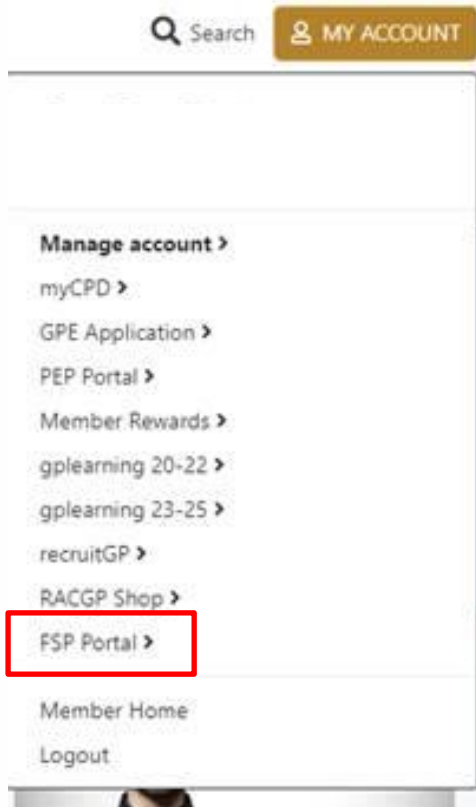
Search MY ACCOUNT

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.

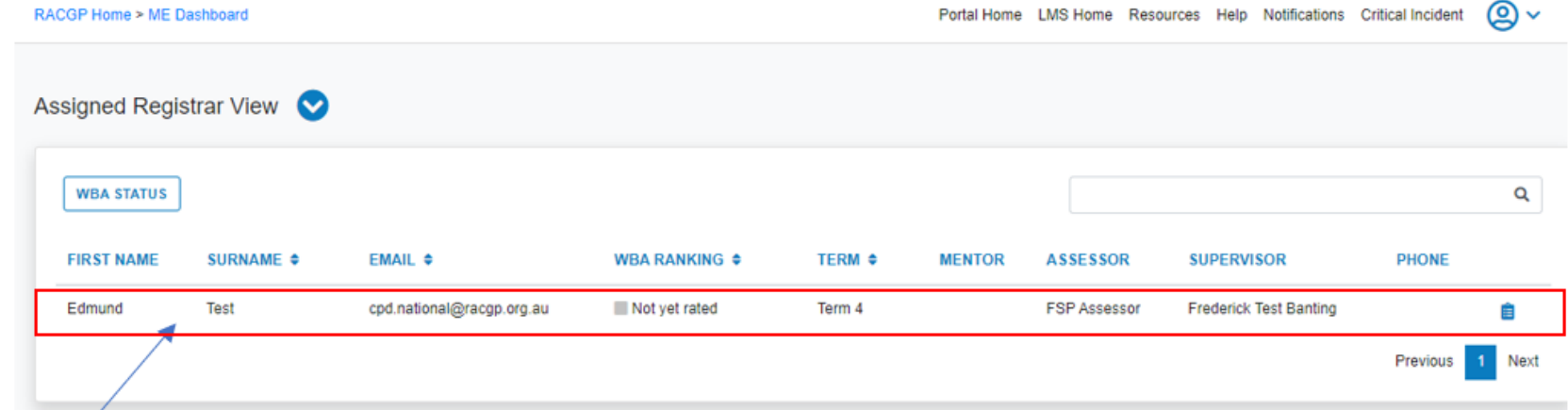
LOG IN TO MYCPD 2023 CPD GUIDANCE

3. Then select **FSP Portal**



This will take you to the main FSP supervisor dashboard.

4. Click on the **registrar's name** (anywhere on the line) to review their assessments



Click on this line of your registrar's name. This will allow you access to their assessment's dashboard.

5. Click on **Assessments and Forms**

In assessments and forms section, you'll have the opportunity to fulfill the Direct Observations (Mini CEX) and Clinical case analysis (CCA).

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 corresponding button at the bottom. The 'Assessments and Forms' button is highlighted with a solid red border, while the 'Documentation' button is enclosed in a dashed red border. Below the portfolio cards is a 'Contact My Support Team' section with five circular icons representing 'Mentor', 'Assessor', 'Supervisor', 'Training Admin', and 'RACGP'. A red dashed box on the right side of the dashboard contains the text: 'The documentation section is where you can upload the completed EASL Pack'.

Direct observations (mini-CEX)

The mini-clinical evaluation exercise (mini-CEX) is an assessment of your registrar's clinical skills and performance by directly observing four (4) clinical consultations. Immediately after the assessment, allow the registrar to reflect on their performance before providing your feedback. Discuss your assessment of their performance including strengths, areas for improvement and any concerns you may have.

To begin assessing the observation ensure you're in the correct term then click on Mini CEX +

The screenshot displays the 'Assessments' interface. At the top right, there is a 'Registrar:' field. Below this, a navigation bar shows progress for 'Clinical Case Analysis' (0/4), 'Mini-CEX' (0/8), 'MSF' (0/1), and 'Overall' (0/12). A dropdown menu for 'Term' is set to 'Term 1 - Jul 23'. Below the progress bar is a row of buttons: 'CLINICAL CASE ANALYSIS - SUBMISSION +', 'CCA - NOTES AND RATING +', 'MINI-CEX +', 'MULTI-SOURCE FEEDBACK (MSF)*', and 'REGISTRAR LOGBOOK'. A second row of buttons includes 'UPLOAD MSF', 'ASSESSOR ALLOCATION', 'REGISTRAR PROGRESS +', 'DOPS ASSESSMENT +', 'MSF REFLECTION +', and 'PROGRESS REPORT'. Below these buttons is a table with columns: SUBMISSION, ASSESSMENT, STATUS, WBA RANKING, TERM, DATE, and ASSESSOR. The table contains two rows of data. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons. A note at the bottom states: 'If your Training Org doesn't use the CFEP tool for the Multi Source Feedback (MSF) assessment then please contact your Training Org Coordinator.'

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

Direct observations (mini-CEX).

Complete this online form to provide your assessment of the registrar's mini-CEX. Start with the date and work your way through the form, making sure to include a rating and feedback (by clicking on the arrows).

Complete four (4) forms,
one for each mini-CEX.

To submit the form, all
sections must be filled in
and you will need to tick the
acknowledgement box.



FSP Registrar Assessments - Mini-CEX - Rating

RACGP Home > FSP Registrar Dashboard > Assessment Dashboard > Mini CEX

Portal Home LMS Home Resources Help Notifications Critical Incident

Mini - CEX Rating

All data entry fields are mandatory. Type n/a if not applicable.

Please note this form will be shared with the registrar at the time of submission for their acknowledgement. If there is any further information you wish to remain confidential, please submit a separate progress form and tick the confidentiality box.

Access Mini - CEX rubric:

[MINI-CEX RUBRIC](#)

ASSESSOR:

REGISTRAR: Edmund Test

DATE: *

PRACTICE SIMULATED CONSULTATION

PATIENT INFORMATION AGE: * Years GENDER: * COMPLEXITY: * CONSULTATION TYPE: *

PATIENT'S PROBLEM: *

AGREED FOCUS AREA(S) OF THE CLINICAL ENCOUNTER:

Mini-CEX - Rating

Mini-CEX - Feedback

ASSESSOR ACKNOWLEDGEMENT:

REGISTRAR ACKNOWLEDGEMENT:

Registrar Feedback (Optional)



Clinical case analysis (CCA)

The CCA is a hybrid assessment format that combines a review of clinical notes or case reports with oral questioning, using the registrar's own cases. The registrar is required to upload two (2) cases to the FSP portal for you to review and assess. CCA may take the form of a random case analysis (RCA) or a case-based discussion (CBD).

To review, click
on the submitted
CCA –
Submission link in
blue



RACGP Home > FSP Registrar Dashboard > Assessment Dashboard

Portal Home LMS Home Resources Help Notifications Critical Incident

FSP Registrar Assessments Dashboard

Assessments Registrar:

Term: All Terms × Clinical Case Analysis 0/12 × Mini-CEX 0/24 × MSF 0/1 × Total 0/36

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
	Mini-CEX - 13112023 - 3513	Rated	Progressing	Term 2 - Jul 23	13/11/2023	
	CCA - Submission - 08062023 - 787	Assessing		Term 1 - Jan 23	19/07/2023	
	CCA - Submission - 14062023 - 804	Submitted		Term 1 - Jan 23	15/06/2023	
	Mini-CEX - 29092023 - 2863	Assessing		Term 2 - Jul 23	29/09/2023	

Previous **1** Next

If your Training Org doesn't use the CFEP tool for the Multi Source Feedback (MSF) assessment then please contact your Training Org Coordinator.

Clinical case analysis (CCA): Review

Once you've clicked on the submitted CCA – please review the case, and then proceed to ask your registrar questions to assess their clinical decision-making skills, and ability to reflect on and explain their rationale for decisions.

When you're ready to make an assessment, click on **Initiate Case Analysis – Notes & Rating**

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FSP Clinical case analysis - Submission

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

Portal Home LMS Home Resources Help Notifications (7) Critical Incident

Assessments - Clinical analysis - Submission section

STATUS: SUBMITTED

Access Clinical case analysis and performance lists: [CLINICAL CASE ANALYSIS RUBRIC](#) [INITIATE CLINICAL CASE ANALYSIS - NOTES & RATING](#)

REGISTRAR: Edmund Test

ASSESSOR: Training Assessor1 - FSP Test Assessor

DATE: 06/03/2023

TYPE OF CCA: EBM (evidence based medicine) discussion

PATIENT INFORMATION AGE: 1 Years GENDER: Male COMPLEXITY: Low

PATIENT'S PROBLEM: fdsfsdfs

[Initial presentation](#) [Clinical information gathering](#) [Making a diagnosis](#) [Clinical management](#) [Partnering with the patient](#) [General practice systems](#)

Clinical case analysis (CCA): Assessment & Submission

The 'Initiate Case Analysis – Notes & Rating' button will open into the ratings and assessor's form. Under each arrow, indicate the registrar's competencies and provide comments for each section.

To submit the form, all sections must be filled in and you'll need to tick the acknowledgement box.

The screenshot shows a web interface for the Clinical Case Analysis (CCA) assessment and submission. At the top, there is a horizontal menu with buttons for: Communication, Information gathering, Making a diagnosis, Therapeutic reasoning, Clinical management, and Managing Uncertainty. Below this is a second row of buttons: Partnering with the patient, Professionalism, General practice systems, Overall competence, Global Performance Rating, and Assessor rating - Feedback. An 'Expand all' button with a right-pointing arrow is located below the second row. The main content area lists the following sections, each with a right-pointing arrow: Communication and consultation skills, Information gathering, Making a diagnosis, decision making and reasoning, Therapeutic reasoning, Clinical management, Managing Uncertainty, Partnering with the patient, Professionalism, General practice systems, Overall competence, Global Assessment of competence, and Assessor rating - Feedback. Below these sections is an 'Acknowledgement' section with two rows: 'ASSESSOR ACKNOWLEDGEMENT.' with an unchecked checkbox and a date input field containing '03/01/2024'; and 'REGISTRAR ACKNOWLEDGEMENT.' with an unchecked checkbox and an empty input field. At the bottom of the form is a grey box labeled 'Registrar Feedback (Optional)'.

Trouble shooting


Question: What if I can't find a completed or draft assessment that either myself or registrar 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: × 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 - 09052023 - 666	Finalised	Progressing		15/05/2023	Frederick Test Banting

Question: If I do more than required will it get marked off as extra for my registrar?

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, you can.



EASL Teaching Plan & EASL MCQ test

The EASL MCQ test is delivered online through the RACGP glearning platform, before the start of GPT1. Registrars are provided a one-time access to a set of 70 questions that assess applied knowledge with a focus on acute and serious illness and common presentations in general practice. A self-assessed confidence rating grid is embedded into the test, providing insight into the registrar's self-awareness, which may unmask unconscious incompetence.

Once the test has been completed, a report is generated for use by the registrar, you (the supervisor) and the registrar's medical educator (ME). The registrar is encouraged to discuss the report with their ME and supervisor.

The report allows the registrar, supervisor and ME to identify learning needs early in training, especially in areas that are critical to patient safety. It also provides information that may help the supervisor identify areas for in-practice teaching and where the registrar may require closer supervision.

Supervisors should review the report with their registrar and discuss:

- areas in which the registrar lacks confidence, is over-confident or would like extra support
- any potential gaps in knowledge.

What do I need to fulfill following the EASL components?

After finishing the EASL components with your registrar, you must deliver 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 submit a progress report for your registrar (if you have multiple registrars' they'll need one each). The template can be accessed on the FSP portal.

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