

RACGP

Fellowship Support Program

Bookings and workplace-based assessments
Instructions for external assessors



RACGP

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The structure of a workplace-based assessment

Below is a rough structure of the workplace-based assessment (WBA). These times are a guide only, and registrars can adapt timings on the day if required. For example, they may wish to discuss their cases first (as the training site might not be open), and then see patients.

- **10-minute introduction with assessor (1:1) no patient**
- **Patient 1** - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- **Patient 2** - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- **Patient 3** - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- **Patient 4** - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- **Case-based discussion 1** – 20 minutes (no patient)
- **Case-based discussion 2** – 20 minutes (no patient)
- 10-minute final discussion with assessor (1:1) no patient.

Registrars need to:

- Login 5-10 minutes prior to the session to ensure all technical devices including camera and audio are working.
- Ensure the Practice/Clinic team have obtained signed patient consent forms and saved to patient file/s.

Process for bookings

We'll ask you for your availability for upcoming WBA's.

Once your availability is confirmed, we'll add your times and dates into Microsoft (MS) bookings. This is our team booking platform.

You'll receive an email notification like this example.

When you receive this notification, there is no action required from you.



**FSP Admin invited you to accept meetings from
FSP Workplace Based Assessment Bookings calendar.**

****FSP Workplace Based Assessment****
You've been added as a staff member

[Go to
Bookings](#)

Welcome to Microsoft Bookings!



Own your time

Make it simpler for others to meet with you when you're free.

Process for bookings continued.

We create a booking link based on your proposed schedule which will be sent to registrars and they can choose which date and time suits them.

When a registrar makes a booking, you'll receive an email noting the booking details (no link is included in this email). See example on the right.

Again, when you receive this notification, there is no action required from you, this is for you to know a registrar has booked a session.



New booking from

Dr Registrar Example

*Workplace Based Assessment with Dr XXXXX



Wed, 20 Mar 2024
08:00 AM - 11:00 AM

(UTC+10:00) Canberra, Melbourne, Sydney

Additional Information

Thank you for booking your Workplace-Based Assessment (WBA). Please note this WBA will be **conducted via Zoom** and not MS Teams for this assessment. The date you have now chosen you have committed to and cannot be changed unless you have unforeseen circumstances.

Please lodge two Clinical Case Analyses (CCAs) via the FSP Portal no later than five days prior to your WBA.

[How to submit the Clinical Case Analysis - see page 10.](#) For further information refer to Workplace-based assessments in your [Registrar handbook](#).

Please see below for a rough structure of the Workplace-Based Assessment. These times are a guide only, and you can adapt timings on the day if required. For example, you may wish to discuss your CCA cases first, and then see patients.

What to Do Once Booking Confirmed?

Liaise with your Practice Manager to aim for the following appointment structure:

- **10-minute introduction with assessor (1:1) No Patient**
- **Patient 1** - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- **Patient 2** - 20 minutes (patient consultation 15

Zoom meeting invitation

FSP Admin also receive a copy of the booking and we'll create a meeting request with a Zoom link for the time and date the registrar selected. This meeting request will be sent to you only and we provide the Zoom link and passcode information within the MS booking app. This allows MS bookings to provide multiple reminders to the registrar.

 You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

 **Send**

Title FSP Workplace Based Assessment with Registrar Dr XXXXXXX (RACGP Number)

Required yourname@provider.com

Optional

Start time Wed 20/03/2024 8:00 AM All day Time zones

End time Wed 20/03/2024 11:00 AM [Make Recurring](#)

Location <https://racgp.zoom.us/j/99809774524?pwd=SFpxTUJ3dkt4SkdNWDFIK1FISjhGQT09&from=addon>

Dear Dr

Please find the meeting details of the Workplace-Based Assessment (WBA) to be conducted with registrar Dr XXXXXX. The WBA will be undertaken via Zoom on XXXXXXXXX at the following time. Please note this session time is in NSW/VIC/ACT time zones so please [translate the time](#) if you are in another state.

Please note, the registrar is required to lodge your Clinical Case Analyses (CCAs) no later than 5 days prior to your WBA. If it's not completed within the time frame please continue with the Mini CEAs as it's the responsibility of the registrar to complete within the required timeframe. If you have time at the end of the session before the 3 hours end, we welcome you to complete a random case analysis with the registrar using the a case they seen recently.

Please see below for a rough structure of the Workplace-Based Assessment. These timeframes are a guide only, and you can adapt timings on the day if required. For example, you may wish to discuss your CCA cases first, and then observe

What to Do Once Booking Confirmed?

Liaise with your Practice Manager to aim for the following appointment structure:

If you can log in 5 minutes early to ensure your technology is working and you're ready for the session to begin.

- o 5-10 minute introduction with ME (1:1) No Patient
- o Patient 1 - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- o Patient 2 - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- o Patient 3 - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- o Patient 4 - 30 minutes (patient consultation 15 minutes & 1:1 feedback with ME 15 minutes)
- o Clinical Case Analysis 1 – 20 minutes (no patient)
- o Clinical Case Analysis 2 – 20 minutes (no patient)
- o 10 minute final discussion with ME (1:1) No Patient

Helpful resources for your upcoming WBA

- [FSP patient consent form](#)
- [Information on Workplace-based assessments](#)

We're here to help, so please feel free to reach out to us via fspadmin@racgp.org.au should you have any questions or concerns.

Warm regards
Courtney



The WBA will be conducted via Zoom.

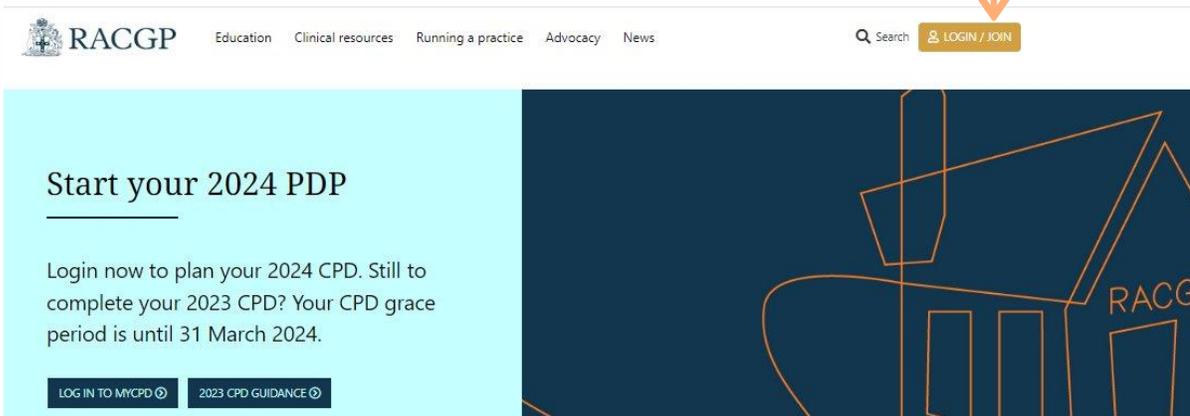
Healthy Profession.
Healthy Australia.

Where and how to locate the FSP portal

We'll provide you access to the FSP portal and the registrars' assessments.
To access the FSP portal, please follow the steps below.

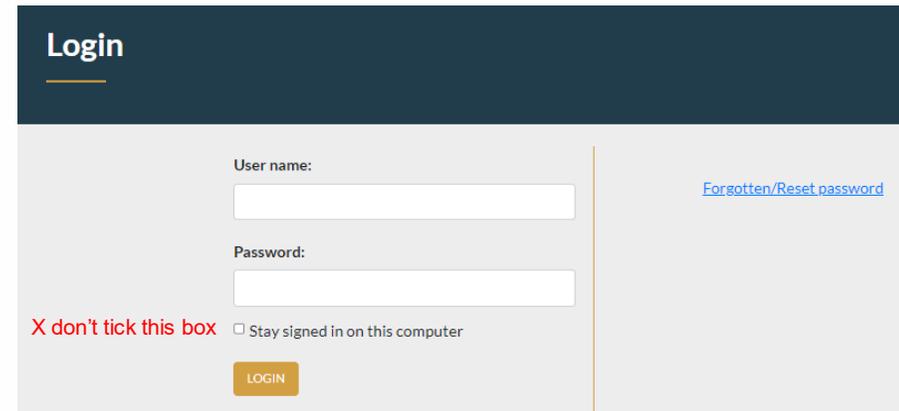
1. Login to the RACGP website

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



IMPORTANT to note:

We ask you not to tick 'stay signed in on this computer' and always log in and log out after you use your RACGP account.



Reason: It won't allow you access if you have other roles at the college – it won't register for you.

Where and how to locate the FSP portal continued.

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

The screenshot shows the RACGP website interface. At the top left, the URL 'https://www.racgp.org.au' is visible. The RACGP logo and navigation menu (Education, Clinical resources, Running a practice, Advocacy, News) are at the top center. On the top right, there is a search icon and a 'MY ACCOUNT' button, which is highlighted with an orange box and an arrow pointing to it. Below the navigation bar, a large teal banner reads 'Start your 2024 PDP' and includes a call to action: 'Login now to plan your 2024 CPD. Still to complete your 2023 CPD? Your CPD grace period is until 31 March 2024.' Below this banner are two buttons: 'LOG IN TO MYCPD' and '2023 CPD GUIDANCE'. On the right side of the page, a dropdown menu is open, showing a list of account management options. The 'FSP Portal >' option is highlighted with an orange box and an arrow pointing to it. Other options in the menu include 'Manage account >', 'myCPD >', 'GPE Application >', 'PEP Portal >', 'Member Rewards >', 'gplearning 20-22 >', 'gplearning 23-25 >', 'recruitGP >', 'RACGP Shop >', 'Member Home', and 'Logout'.

3. Select **FSP Portal**.

How to access a registrar's WBA

1. Click on the registrar's name - anywhere on the line.

RACGP Home > ME Dashboard Portal Home LMS Home Resources Help Notifications Critical Incident 

Assigned Registrar View 

WBA STATUS

FIRST NAME	SURNAME	EMAIL	WBA RANKING	TERM	MENTOR	ASSESSOR	SUPERVISOR	PHONE
Edmund	Test	cpd.national@racgp.org.au	Not yet rated	Term 4		FSP Assessor	Frederick Test Banting	

Previous **1** Next

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

How to access a registrar's WBA continued.

2. Click on 'Assessments and Forms'.

In the assessments and forms section, you'll have the opportunity to mark and provide feedback on your registrar's assessments.

The screenshot shows a user interface with the following elements:

- FSP News:** A section with the text "No news to display" and a "VIEW ALL NEWS >" button.
- Portfolio:** A section containing four cards:
 - Learning plan:** "An area for your Mentor and you to identify and develop your learning objectives within the FSP." Button: "LEARNING PLAN >"
 - Logbook:** "An area for you to keep track of procedural skills you have accomplished within the FSP." Button: "LOGBOOK >"
 - Assessments and Forms:** "An area for you to access a list of workplace based assessments performed whilst within the FSP." Button: "ASSESSMENTS AND FORMS >" (highlighted with a red box).
 - Documentation:** "An area for you to access your documentation." Button: "DOCUMENTATION >"
- Contact My Support Team:** A row of five circular icons representing different roles: Mentor, Assessor, Supervisor, Training Admin, and RACGP.

How to access a registrar's WBA continued. Mini-clinical evaluation exercise.

The **mini-clinical evaluation exercise** (mini-CEX) is an assessment of the 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.

Please ensure you're in the correct term, then initiate the mini-CEX by clicking here.

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 + 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 - 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

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.

How to access a registrar's WBA continued. Mini-clinical evaluation exercise.

This form allows you to provide your assessment of the registrars' direct observation. Start with the date and work through the form, including your **mini-CEX rating and feedback** (by clicking on the arrows).

You need to complete one mini-CEX rating form per direct observation. Overall, you should complete four.

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

RACGP 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: * dd/mm/yyyy

PRACTICE SIMULATED CONSULTATION

PATIENT INFORMATION AGE: * 0 Years GENDER: * COMPLEXITY: * CONSULTATION TYPE: *

PATIENT'S PROBLEM: *

AGREED FOCUS AREA(S) OF THE CLINICAL ENCOUNTER: Select areas

Mini-CEX - Rating 

Mini-CEX - Feedback 

ASSESSOR ACKNOWLEDGEMENT: 03/01/2024

REGISTRAR ACKNOWLEDGEMENT:

Registrar Feedback (Optional)

How to access a registrar's WBA continued. Global assessment of competence.

In the **mini-CEX – rating form**, the last question is the global assessment of competence, this represents your overall impression of the registrar's performance in the assessment. It should reflect the registrar's progression towards competent, unsupervised general practice in Australia. To be rated at the expected Fellowship standard, the registrar should consistently perform at that level.

Mini-CEX - Rating 

 Not all competencies are rated on every occasion, focus only on the relevant sections for this assessment. Select the option that best represents the registrar's performance using the [Mini-CEX rubric](#) as a guide. You can also use these to provide narrative anchors for what you have observed and add these onto the comments as appropriate. The standard is set at the level of Fellowship. Overall clinical competence should be rated as being at the standard expected at the point of Fellowship and would require that the Registrar performs consistently at that standard across all the domains. Your feedback is important, so please provide comments. Be specific and precise with a focus on what is actionable.

COMPETENCIES	SIGNIFICANT MARGIN FOR IMPROVEMENT		PROGRESSING		AT EXPECTED STANDARD	NOT RATED
						
Communication	<input type="radio"/>	<input checked="" type="radio"/>				
Consultation skills	<input type="radio"/>	<input checked="" type="radio"/>				
History	<input type="radio"/>	<input checked="" type="radio"/>				
Physical examination	<input type="radio"/>	<input checked="" type="radio"/>				
Investigations	<input type="radio"/>	<input checked="" type="radio"/>				
Management	<input type="radio"/>	<input checked="" type="radio"/>				
Partnering with the patient	<input type="radio"/>	<input checked="" type="radio"/>				
Professionalism	<input type="radio"/>	<input checked="" type="radio"/>				
General practice systems	<input type="radio"/>	<input checked="" type="radio"/>				
Global Assessment of competence	<input type="radio"/>	<input checked="" type="radio"/>				

Important

Rate the Global assessment for competence prior to submitting the mini-CEX. Please select another category and don't leave as 'not rated'.

How to access a registrar's WBA continued. Cases.

The registrar is required to upload two (2) **cases**. Please ask probing questions to assess the registrar's clinical decision-making skills and ability to reflect on and explain their rationale for decisions.

To assess and provide feedback click on the Submission link in blue. Please ensure it states 'Submitted' in the status column

Registrar uploads two (2) cases- (please note this is not available to you)

The screenshot shows the 'FSP Registrar Assessments Dashboard' with the RACGP logo and navigation links. The main content area is titled 'Assessments' and includes a 'Registrar:' dropdown. Below this is a summary bar with 'Term: All Terms' and progress indicators for 'Clinical Case Analysis 0/12', 'Mini-CEX 0/24', 'MSF 0/1', and 'Total 0/36'. A row of buttons includes 'EXPORT LIST', '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 is a table with columns: SUBMISSION, ASSESSMENT, STATUS, WBA RANKING, TERM, DATE, and ASSESSOR. The table contains four rows of data. The third row, 'CCA - Submission - 14062023 - 804', is highlighted with a red box and has its 'Submitted' status indicated by an arrow from the text on the left. The bottom of the dashboard includes a 'Previous 1 Next' navigation and a note: '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
	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	

How to access a registrar's WBA continued. Cases.

After clicking on the submitted **case**, please review and ask questions.

When you're ready to assess the case 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: fdfsdfs

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

How to access a registrar's WBA continued. Cases.

Upon clicking 'Initiate Case Analysis – Notes & Rating', you will be taken to 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 will need to tick the acknowledgement box.

The screenshot displays a web interface for a registrar's WBA assessment. At the top, there are several blue buttons representing competency categories: Communication, Information gathering, Making a diagnosis, Therapeutic reasoning, Clinical management, Managing Uncertainty, Partnering with the patient, Professionalism, General practice systems, Overall competence, Global Performance Rating, and Assessor rating - Feedback. Below these is an 'Expand all' button. A list of categories follows, 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. An arrow points from the 'Global Assessment of competence' category to a text box on the right that reads: 'Important Rate the Global assessment for competence prior to submitting. Please select another category and don't leave as 'not rated''. Below the list is an 'Acknowledgement' section with two rows: 'ASSESSOR ACKNOWLEDGEMENT.' with a checkbox and a date field containing '03/01/2024', and 'REGISTRAR ACKNOWLEDGEMENT.' with a checkbox and an empty date field. At the bottom, there is a grey bar labeled 'Registrar Feedback (Optional)'.

Important
Rate the Global assessment for competence prior to submitting. Please select another category and don't leave as 'not rated'.

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

RACGP 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 - 09052023 - 666	Finalised	Progressing		15/05/2023	Frederick Test Banting

We're here to help

If you have any general queries, you can call us on 1800 472 247 or email fspadmin@racgp.org.au

For clinical questions please contact
Medical Educator, Dr Owen Tsao owen.tsao@racgp.org.au