

# RACGP

## Fellowship Support Program

Early assessment for safety and learning  
Instructions for supervisors



# What does the early assessment for safety and learning comprise of?

- **EASL pack:** 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 your registrar receives is matched to their level of learning needs.
- **Direct observations (mini-CEX):** The mini-clinical evaluation exercise (mini-CEX) is an assessment of your registrar's clinical skills and performance, 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.
- **Multiple choice questionnaire (MCQ):** Your registrar will complete an EASL MCQ test. This is delivered online through RACGP's gplearning platform. 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, supervisor and ME. The registrar is encouraged to discuss the report with their ME and supervisor. The completed report is uploaded to the Documentation section of the registrar's portal.

**The above EASL requirements are due in the first 2 weeks of GPT1**

# Your next steps

Arrange a time with your registrar to complete the following:

- [EASL pack](#)
- direct observation of four (4) patient consults
- case-based discussion (CBD) and/or random case analysis (RCA) (two cases)

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

- [Video instructions on how to complete the EASL](#) - how to access the portal and complete the activities.
- [15 min video tutorial on FSP EASL and WBA](#)

The next slides have 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. It contains key documentation and guidelines on:

- in-practice orientation
- an orientation checklist
- a call for help list
- a supervision plan
- a teaching plan

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

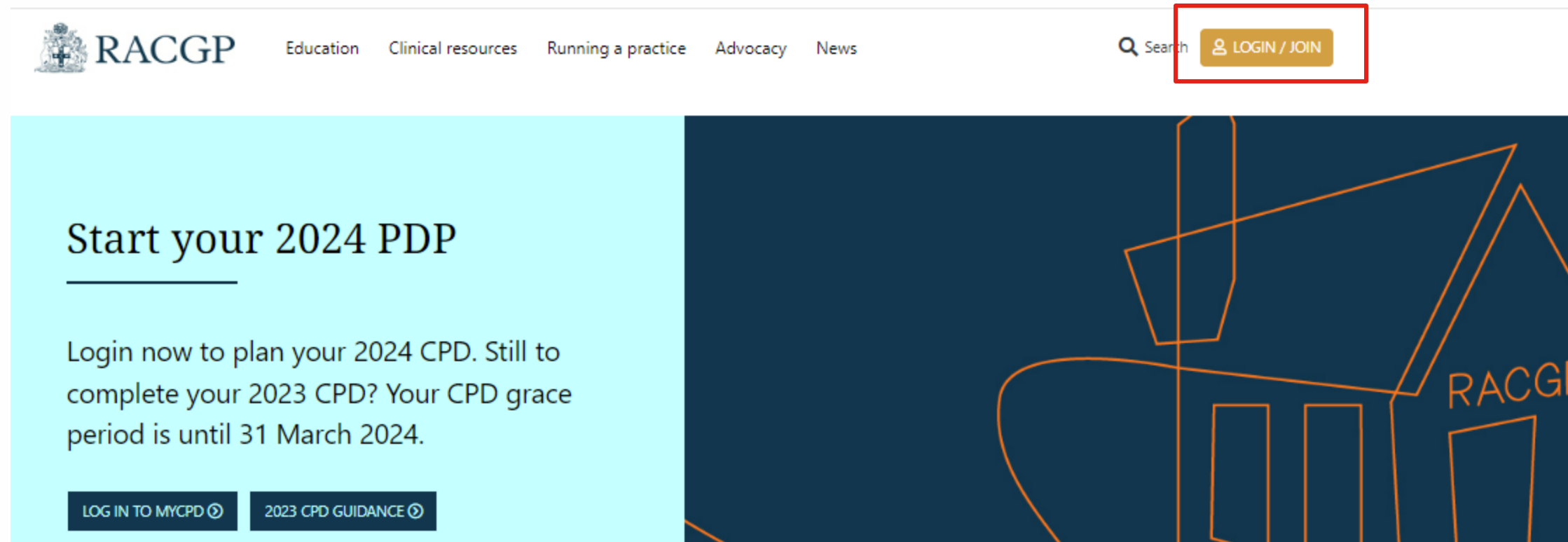
Once the pack is completed, either yourself or your registrar need to upload a copy of the EASL Pack to the Documentation section of the FSP portal.

Please find instructions on page 8 on where to locate the documentation section.

# How to complete the direct observations and CBD/RCA

## 1. Log into your supervisor FSP portal

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



The screenshot shows the RACGP website homepage. The header includes the RACGP logo, navigation links for Education, Clinical resources, Running a practice, Advocacy, and News, a search bar, and a 'LOGIN / JOIN' button highlighted with a red rectangle. The main content area features a light blue box on the left with the heading 'Start your 2024 PDP' and a call to action to login for CPD planning. The right side of the main area has a dark blue background with orange line art and the RACGP logo.

**RACGP**

Education Clinical resources Running a practice Advocacy News

Search LOGIN / JOIN

## 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

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

<https://www.racgp.org.au>



The screenshot shows the top navigation bar of the RACGP website. The RACGP logo is on the left, followed by links for Education, Clinical resources, Running a practice, Advocacy, and News. On the right, there is a search icon and a 'MY ACCOUNT' button, which is highlighted with a red rectangle. Below the navigation bar is a large banner. The left side of the banner has a light blue background with the text 'Start your 2024 PDP' and a sub-header. Below this, it says 'Login now to plan your 2024 CPD. Still to complete your 2023 CPD? Your CPD grace period is until 31 March 2024.' At the bottom of this section are two buttons: 'LOG IN TO MYCPD' and '2023 CPD GUIDANCE'. The right side of the banner has a dark blue background with orange geometric line art.

RACGP

Education Clinical resources Running a practice Advocacy News

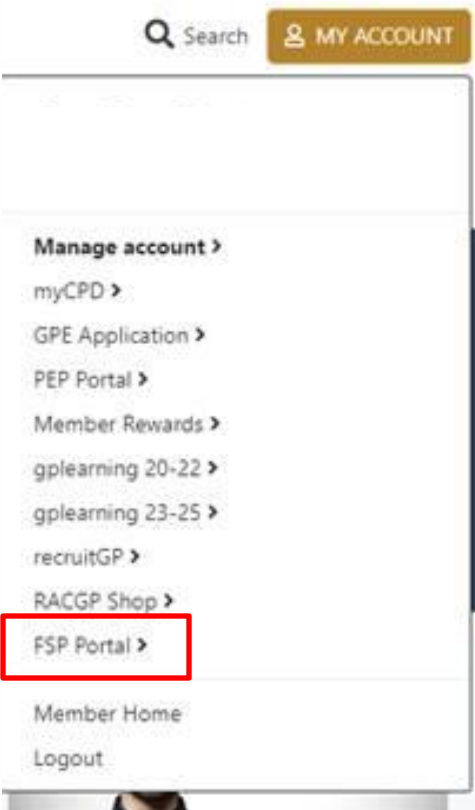
Search MY ACCOUNT

## 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. Select FSP Portal



This will take you to the main FSP supervisor dashboard. Click on the registrar's name anywhere on the line to review their assessments

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.

## 4. Click on **Assessments and Forms**

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 >](#)

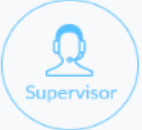
### Contact My Support Team




Mentor




Assessor



Supervisor




Training Admin



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The documentation section is where you can upload the completed EASL Pack



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# Direct observations (mini-CEX)

The direct observation, also known as mini-clinical evaluation exercise (mini-CEX), is an assessment of your registrar's clinical skills and performance by a supervisor or ME, 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 +.

Assessments

Registrar:

Term: Term 1 - Jul 23

✕ Clinical Case Analysis0/4

✕ Mini-CEX0/8

✕ MSF0/1

✕ Overall0/12

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
<a href="#">CCA - Submission - 04072023 - 1273</a>		Assessing		Term 1 - Jul 23	27/07/2023	
<a href="#">CCA - Submission - 17112023 - 2358</a>		Draft		Term 1 - Jul 23	20/11/2023	

Previous1Next

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

# Direct observation (mini-CEX) 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Consultation skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
History	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Physical examination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Investigations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Partnering with the patient	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
General practice systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Global Assessment of competence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	


# Direct observations (mini-CEX) continued.

This online 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 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.



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FSP Registrar Assessments - Mini-CEX - Rating

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

Portal HomeLMS HomeResourcesHelpNotificationsCritical 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:

DATE: \*

Edmund Test

dd/mm/yyyy

PRACTICE

SIMULATED CONSULTATION

PATIENT INFORMATION

AGE: \*0Years

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:

REGISTRAR ACKNOWLEDGEMENT:

03/01/2024

Registrar Feedback (Optional)

## Case-based discussion and/or random case analysis

These assessments combine a review of clinical notes or case reports with oral questioning, usually using one of the registrar's own cases.


The registrar is required to upload two (2) cases for you to 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, click  
on the  
submitted  
CBD/RCA –  
Submission link  
in blue



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

### FSP Registrar Assessments Dashboard

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

#### 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.



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# Case-based discussion and/or random case analysis continued.

When you're ready to assess the case click on 'Initiate Case Analysis – Notes & Rating'



FSP Clinical case analysis - Submission

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

Portal HomeLMS HomeResourcesHelpNotifications (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:1YearsGENDER:MaleCOMPLEXITY:Low

PATIENT'S PROBLEM:

fdsfsdfs

Initial presentation


Clinical information gathering

Making a diagnosis

Clinical management

Partnering with the patient

General practice systems



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# Case-based discussion and/or random case analysis continued.

This 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 will need to tick the acknowledgement box

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

Assessor rating - Feedback

Expand all

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

Assessor rating - Feedback

Acknowledgement

ASSESSOR ACKNOWLEDGEMENT:

REGISTRAR ACKNOWLEDGEMENT:

03/01/2024

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: Ensure "All Terms" is selected and it should be there. If not, contact [fspadmin@racgp.org.au](mailto: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 ↕
	<a href="#">CCA - Notes/Rating - 09052023 - 666</a>	Finalised	<span>■</span> 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 be only be completed by a Medical Educator. However, if you'd like to do more as part of your teaching, you're welcome to.



# What do I need to fulfill after the EASL?

After completing the EASL components with your registrar, you're required to deliver the below teaching sessions:

- First two weeks of GPT1 – one hour each day
- 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.

Whether the registrar works part-time or full-time, their minimum teaching time remains the same.

At the end of each term, we require you to submit a progress report for the registrar (Registrar Progress) which is accessible from the FSP portal.

The level of supervision your registrar requires will change as they progress through the program. We recommend you read the FSP Training site and supervisor handbook to be aware of the levels. Keep in mind that RACGP requirements are in addition to any Ahpra requirements on your registrar's supervision.



## We're here to help

For supervisor payments and queries  
email: [fspoperations@racgp.org.au](mailto:fspoperations@racgp.org.au)

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