**Supervised Learning Event:**

**Mini Clinical Evaluation Exercise (MiniCEX)**

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| **Assessor's Professional No.** |  | **Trainee's GMC No.** |  | **Year of training** |  | **Item No.** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 🞅 ST3 | 🞅 ST4 | 🞅 ST 5 | 🞅 ST6 |  |  |  |

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| **Reason for consultation** |
|  |  |  Is the worker: 🞅 New? 🞅 Follow-up?  🞅 Not applicable |
|  |
| Complexity: | 🞅 Low | 🞅 Moderate | 🞅 High |
| Assessor: | 🞅 Educational Supervisor🞅 Nurse | 🞅 Clinical Supervisor🞅 Safety officer | 🞅 Other consultant 🞅 Hygienist | 🞅 Peer / colleague🞅 Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_ |
| No. of previous MiniCEX (with any trainee) | 🞅 None | 🞅 1-5 | 🞅 6-10 | 🞅 >10 |
| Have you had training in use of this tool? | 🞅 Read guidance notes (essential) | 🞅 Face to face training | 🞅 Web | 🞅 Course |  |

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| **FOM Core Competency** *(trainee to refer to Curriculum and identify competency to be evaluated on this occasion) e.g. 1.1 Good Clinical Care 1.2 Time Management 1.3 Information 1.4 General Principles of Assessment & Management of Occupational Hazards to Health 1.5 Assessment of Disability and Fitness for Work 3.1 Ethical and Legal issues 3.2 Maintaining Trust 3.3 Communication Skills***Learning Outcome expected** (*trainee to complete- see guidance notes for an example*): |

*Please tick one of the boxes for each component of the exercise. Refer to the attached rubric for descriptions of expected performance.**Justify with a brief explanation in the comments box any rating other than expected; failure to do so will invalidate the assessment. Use the feedback box below to expand on your comments.*

| **Area** | BelowExpected | Expected | Above Expected  | N/A | Specific comments |
| --- | --- | --- | --- | --- | --- |
| 1. **Medical interviewing skills**

*Includes clinical history taking, information gathering and time management* |  |  |  |  |  |
| 1. **Physical or mental health examination skills**

*Includes consent taking for examination, conduct, relevance and appropriateness of examination* |  |  |  |  |  |
| 1. **Professionalism and Ethical behaviour**

*Includes approach, conduct, informed consent process for assessment and report, confidentiality, honesty and integrity* |  |  |  |  |  |
| 1. **Clinical judgement in the occupational setting**

*Includes clinical and functional assessment, psychosocial factors, relevant lifestyle factors and signposting for further information* |  |  |  |  |  |
| 1. **Communication skills**

*Includes active listening skills, empathy, sensitivity, effective questioning and provision of information* |  |  |  |  |  |
| 1. **Organisation and efficiency**

Includes extent to which there is logical structure, systematic approach, appropriate detail, clear plans and follow up arrangements |  |  |  |  |  |

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| **Assessor’s feedback on the trainee’s performance on this occasion***Please comment on the trainees performance on this occasion ,utilising:** *the descriptors of expected performance in the rubric*
* *relevant standards (if applicable)*
* *the extent to which the learning outcome has been achieved*

*Please give specific, objective feedback with justification on the trainees observed performance in this consultation, including what went well and areas for development.**If you have ticked a “Below Expected” box you* ***must*** *identify areas for future improvement.*  |

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| **Trainee’s comments on their performance on this occasion***Reflection on own performance:**Reflection on feedback given by assessor:**What actions do you intend to take to meet any development needs?* |

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| --- | --- |
| **Assessor:**SignatureDate | **Trainee:**SignatureDate |
| Time taken for observation: | Time taken for discussion / feedback: |

| **Applicable knowledge, skills and attitudes** | **Description of Expected Performance** |
| --- | --- |
| 1. **Medical interviewing skills**
 | * Takes a clinical and occupational history in a relevant, succinct and systematic manner
* Where relevant, demonstrates the ability to overcome difficulties of language, physical and mental impairment
* Performs clinical assessment of disability and fitness for work with special reference to cardio-respiratory, rheumatologic and mental health assessments, whilst recognising the importance of assessing all relevant systems
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| 1. **Physical or mental health examination skills**
 | * Performs an appropriate and reliable physical examination and demonstrates respect for a worker’s dignity
* Where relevant, appreciates the need for a chaperone
* Carries out an appropriate mental state assessment including assessment of suicidal risk where relevant
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| 1. **Professionalism and Ethical Behaviour**
 | * Greets the worker appropriately and Is polite, courteous and respectful throughout the consultation
* Takes account of the worker’s views through the consultation and explanations and information are given in a way that the worker is likely to understand
* Respects worker choice and acknowledges the worker’s right to accept or reject advice
* Acknowledges relevant cultural issues.
* Ensures the worker has been properly informed at the outset about the purpose, nature and outputs (including likely consequences) of the assessment.
* Ensures that the worker has consented to the process for assessment including the preparation and release of the occupational health report
* Gives clear and explicit information regarding the worker’s right to medical confidentiality
* Demonstrates ability to gain informed consent for report disclosure i.e. gives the worker sufficient information about the scope, purpose and likely consequences of the advice to be given in the report and the fact that relevant information cannot be concealed or withheld
* Explains the content of the report during the consultation and offers to show the worker a copy before sending it to the recipient
* Seeks to understand the nature of any concerns workers may have (if an advance copy of a report is requested)
* Where relevant, demonstrates appropriate techniques to be able to share information on computer with the worker in a constructive manner
* Shows consideration to those accompanying the worker and is sensitive and responsive in giving them information and support where appropriate
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| 1. **Clinical judgement in the occupational setting**
 | * Makes a sound assessment of fitness for work underpinned by appropriate clinical judgement
* Appropriately assesses capability for work in those with a disablement/impairment
* Carries out a full and relevant functional assessment
* Demonstrates appreciation of the importance and interaction of psychological and social factors in worker’s disease and illness behaviour
* Where appropriate, assesses an individual worker’s lifestyle risk factors
* Where appropriate, advises on lifestyle changes
* Encourages workers’ access to further information and support groups including appropriate workplace support e.g. employee assistance programmes
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| 1. **Communication skills**
 | * Acts with empathy and sensitivity
* Demonstrates active listening skills and is sensitive to non-verbal cues
* Elicits expectations and understanding
* Uses open questions followed by appropriate closed questions
* Demonstrates ability to communicate in a manner that is clear and avoids jargon
* Give clear information and feedback and checks understanding
* Where relevant, demonstrates the acquisition of new approaches in consultations in order to make maximum use of information technology
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| 1. **Organisation and efficiency**
 | * Is well prepared for the consultation and has sought and reviewed relevant background information
* Follows a logical and systematic approach to the assessment
* Covers relevant areas in sufficient detail to support findings and advice but without seeking excessive or irrelevant information
* Closes the consultation appropriately with a clear plan for follow up (where indicated)
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 **References**

* Faculty of Occupational Medicine ‘Specialist Training in Occupational Medicine’ curriculum for higher specialist training 2016
* General Medical Council ‘Good Medical Practice’ 2013
* General Medical Council ‘Confidentiality: good practice in handling patient information’ 2017
* General Medical Council: ‘Confidentiality: disclosing information for employment, insurance and similar purposes’ 2017
* Faculty of Occupational Medicine of the Royal College of Physicians; Ethics Guidance for Occupational Health Practice 2012