Clinical Oncology
Curriculum 2021

Clinical Oncology
The Royal College of Radiologists

The mini clinical evaluation exercise (mini-CEX)

The mini-CEX forms part of the programme of workplace based assessments (WPBAs) in the clinical oncology curriculum. WPBAs are intended to provide opportunities for reflection and feedback that will enhance and drive learning. These assessments should be seen as opportunities for identifying strengths and areas for further development; they are not tests and do not have a pass/fail component.

WPBAs should be spread throughout each clinical attachment to ensure that progress is being made and to allow trainees' development needs to be identified. Activities to be assessed should be agreed in advance and it is the responsibility of the trainee to arrange this.

WPBAs will be reviewed with the trainee's educational and clinical supervisor(s) at each appraisal meeting and will provide evidence of progress throughout the training year. As trainees progress through training, the complexity of the clinical problems addressed during WPBAs should increase.

Aim

The mini-CEX is designed to evaluate a clinical encounter with a patient to provide feedback to trainees on skills essential for good clinical care, such as history taking, examination, and clinical reasoning. Assessors are asked to observe an interaction between a trainee and a patient and to highlight their strengths an areas of development, commenting on their history taking, physical examination, professionalism, clinical judgement, communication skills, organisation and efficiency, and the overall clinical care delivered.

Required number

A minimum of two mini-CEX assessments should be completed in each year of training. This is a minimum requirement, and trainees may complete additional mini-CEXs if they feel they would benefit from the additional feedback, or if their educational supervisor feels that they need more evidence of their clinical capabilities. All trainees are encouraged to undertake more than the minimum number of WPBAs in each calendar year on the basis that the required numbers are low and WPBAs provide useful learning opportunities.

Less than full time (LTFT) trainees will be expected to undertake a **pro rata number of assessments**, as set out in the Gold Guide, however LTFT trainees are also encouraged to undertake more than the minimum number of WPBA to maximise learning.

Who can complete a mini-CEX?

A mini-CEX can be completed by any suitably trained assessor who is available to observe the trainee-patient encounter. This may be a clinical oncology or medical oncology consultant, or a more senior trainee.

Assessors must have been trained on delivering feedback, the purpose of the mini-CEX and completing the mini-CEX in Kaizen. Their equality and diversity training should be up to date.

How to complete a mini-CEX

It is the responsibility of the trainee to arrange assessment and this should be done in advance, not retrospectively. This allows the trainee and assessor to discuss any specific areas where the trainee requires feedback and to target assessment appropriately. It also allows a suitable time for feedback following the assessment to be agreed. Trainees should agree the timing, problem and assessor, however, in some circumstances assessors may also carry out unscheduled assessments.

In order for trainees to maximise benefit, reflection and feedback should take place as soon as possible after an assessment and in a setting where discussion can take place without interruption. Feedback should be of high quality and should include an action plan for future development.

Feedback for the mini-CEX should cover the trainee's history taking, physical examination, professionalism, clinical judgement, communication skills, organisation and efficiency, and the overall clinical care that they delivered for the whole patient encounter assessed. It should include discussion of the trainee's reflection and self-assessment, and identify the trainee's strengths and areas for development in these categories. An action plan for further development and review of this should be agreed.

Accessing the mini-CEX in Kaizen

The trainee will need to log in to Kaizen to create the assessment form and fill in some initial information. The form will then be sent to the supervisor to complete.

We recommend that the form should be completed with both trainee and assessor present where possible, to support discussion and optimise learning. There are additional steps that allow the form to be completed in this way.

Instructions for trainees:

- Log into Kaizen with your user name and password, then click the 'create' button and select the mini-CEX from the list of assessments that appears.
- Enter the date covered by the mini-CEX using the date selector, and complete the fields to record a description of the case observed and your own reflection.
- If the assessor is present: Enter the name of the assessor. If the assessor is not listed, enter their email address. Click on the 'Fill in on the same device' slider to move it to 'yes.' This will unpack the fields for the supervisor to complete.

- If the assessor is not present: Enter the name of the assessor. If the assessor is not listed, enter their email address. Click 'submit' to send the mini-CEX to the assessor for them to review and approve.

Instructions for assessors:

- If the trainee is present: The trainee will create the mini-CEX form as described above and select the option to complete the form on the same device. You can complete the required fields to record your feedback and click 'submit'.
- The assessment will be saved in draft and you will receive an email from *no-reply@ kaizen.com*. Clicking on the link within this email will open a stand-alone window that allows you to view the completed mini-CEX and confirm your approval. This will return the assessment to the trainee's timeline. There is no need to sign into Kaizen.
- If the trainee is not present: Once the trainee has created and submitted the mini-CEX form you will receive an email from *no-reply@kaizen.com*. Clicking on the link within this email will open the assessment in a stand-alone window. There is no need to sign into Kaizen.
- You can record your feedback by completing the required fields and click 'submit' to complete the mini-CEX and return it to the trainee's timeline.
- If completing the assessment form without the trainee present, you should ensure that you meet with the trainee as soon as possible after the assessment to provide full feedback and discussion.

Further details on using Kaizen can be found in the Kaizen user guides on the RCR website. Please note that once a form has been submitted changes/deletions can only be made by an RCR controller, at the request of the trainee's educational supervisor or training programme director.