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Dear candidate,

Welcome to the Workplace-based Assessment (WBA) in Western Australia (WA). We hope you will benefit from the many opportunities offered by the program.

This Candidate’s Guide provides the information you will need to prepare for assessment in WBA and introduces the methods of assessment that will be used. Please read all information contained in this guide with care.

On commencement of WBA you will be assigned a primary supervisor, and if you rotate through different departments, you will have additional (secondary) supervisors. You will be assessed by a range of assessors during the course of the program. You will be required to complete a Self-Assessment and Learning Plan (Appendix 1) during your orientation period. The roles of supervisors and assessors are clarified below:

<table>
<thead>
<tr>
<th>A supervisor:</th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is assigned to a candidate for the full 12-month program</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Is assigned to a candidate for the duration of a rotation in a department other than that in which the primary supervisor is based</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Completes the Assessment and Learning Plan (including blueprints) with the candidate</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Completes the Supervisor’s Agreement Form</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Monitors the candidate’s progress and provides the candidate with support, advice and assistance where required</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>May assist the candidate to select and prepare cases for assessment</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>May act as an assessor for formative assessments and provide relevant feedback to a candidate under their supervision</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>May, where unavoidable, act as an assessor for a summative assessment for a candidate they are supervising</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Prepares formative and summative reports as required, and provides the candidate with face-to-face feedback</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Provides the candidate with a review of multi-source feedback results</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Prepares the candidate’s end-of-program report for submission to the Australian Medical Council (AMC) and the Medical Board of Australia</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ensures all documentation pertaining to the candidate is provided to the WBA Administration Officer (AO) for secure storage in the candidate’s file</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>An assessor:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducts a direct or indirect summative assessment of a candidate in a specific clinical area / skill / dimension, completes the required assessment documentation and provides the candidate with immediate feedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May select the case and/or patient to be assessed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensures that patient consent has been obtained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensures that the candidate is cognisant of exactly which areas, skills and dimensions are being assessed and that sufficient preparation time has been allocated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May liaise with the WBA AO to arrange the time, venue, etc for assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On request from a candidate, may conduct a formative assessment prior to the summative assessment, and provide constructive verbal and/or written feedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensures that all documentation pertaining to the candidate is provided to the WBA AO for secure storage in the candidate’s file.</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

The WBA Program Director, will meet with you as soon as possible after you commence at your hospital site, to discuss the program and its requirements.

If you have any queries, or need any information or assistance during the course of the Program, please feel free to contact any of the WBA staff at your site.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WBA Program Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Katrina Lynn</td>
<td>Senior Project Officer</td>
<td>(08) 9222 4288</td>
<td><a href="mailto:Katrina.lynn@health.wa.gov.au">Katrina.lynn@health.wa.gov.au</a></td>
</tr>
</tbody>
</table>
What is Workplace-based Assessment, what are the requirements, and what is your role?

Workplace-based Assessment (WBA) is an assessment program: It is an alternative to the Australian Medical Council (AMC) clinical examination, of 12 months duration, and includes formative and summative assessments. It is important to understand that WBA is not a training program but is a self-directed learning program. You will have access to WBA-specific resources to assist you in meeting the program requirements.

WBA assessments include six clinical areas: Please note that it is your responsibility to ensure that you obtain sufficient experience in the six clinical areas in which you will be assessed after a minimum of 10 hours experience in each discipline. You may gain this experience by formal placement or by attending clinics, ward rounds, educational sessions, and by volunteering. WBA staff and your supervisors and assessors will advise you, and will support and facilitate your path through the disciplines, but are not responsible for ensuring that you cover all required areas.

WBA minimum assessment requirements: Please note that it is also your responsibility to ensure that ALL required assessments are completed, as outlined in the Candidate’s Guide. Advice and assistance will be provided, but it is the responsibility of each individual candidate to ensure the requirements for successful completion of the program have been met. An assessment schedule for your hospital can be obtained from the Program Director and/or Administrative Officer.

The WBA candidate’s role: Your role should include pre-reading to expand your knowledge base, and undertaking clinical experience to develop your skills in preparation for assessments. Candidates who do not prepare adequately may not meet eligibility criteria to achieve the AMC certificate and apply for general registration at the completion of the program. Previous candidates have indicated that preparation may require up to 10 hours each week of study outside of work hours, to meet assessment requirements.

Minimum requirements and process timeframes

WBA Program requirements

The WBA program is designed to meet the requirements of the AMC to ensure eligibility for the AMC certificate, and the Medical Board of Australia (MBA) to ensure eligibility for general registration. The requirements are outlined below:

1. **Successful completion of all assessments** is required by the AMC for candidates to be eligible to be considered for the AMC Certificate.

2. **Demonstration of at least 47 weeks or 12 months of full-time experience in an Australian healthcare setting under supervision** as outlined in the MBA standard Granting general registration to medical practitioners in the standard pathway who hold an AMC certificate.

AMC assessment processes

AMC dates for review panel meetings are not formalised until later in the year and meeting dates may change on short notice to allow coordination of multiple candidates across sites. It is advised that you aim for completion of all assessments by mid-October 2014 to ensure that your results can be loaded to the AMC portal and locked for review by the AMC prior to the candidate results review meeting. Results must be locked two weeks prior to the meeting.

You should proactively seek out opportunities and work with your assessors and supervisors to ensure that arrangements are suitable so you will meet the target dates.

Medical Board of Australia (AHPRA) registration processes

The AMC Certificate will be sent to the MBA (WA Branch in Subiaco) approximately 8 weeks after successful completion of the 12 month program. Candidates will be sent a letter by the AMC advising what is required, including making an appointment with the MBA to collect the AMC Certificate and apply for general registration. The MBA will hold the certificate for 4 months.

Transition Process

It is important to note that as part of the WBA program you have a 12 month contract with the health service offering the program. While the assessment component may have been completed, you are still required to meet your contractual obligations to your employer. Planning your future career requires consideration of AMC and AHPRA timeframes and timely communication with your supervisor and line manager.
Assessment requirements for WBA in WA

1. Clinical areas and dimensions

1.1 Clinical Areas
The AMC guidelines stipulate that WBA candidates should be assessed across the same clinical areas as those who sit the AMC clinical examination. These clinical areas comprise:

- Adult health (internal medicine)
- Adult health (surgery)
- Women’s health (obstetrics & gynaecology)
- Child health (paediatrics)
- Mental health (psychiatry)
- Emergency medicine

It will not be possible for all candidates to do full rotations in all clinical areas. Candidates will obtain experience and be assessed in clinical areas in which they are not employed, by means of:

- Educational sessions
- Short rotations / leave replacements
- Clinics
- Ward rounds
- Voluntary work

1.2 Clinical Dimensions and Clinical Skills
The AMC has developed a list of clinical dimensions and clinical skills across which the performance of candidates should be assessed. The clinical dimensions identified for assessment are:

- Clinical skills, which are specified as:
  - History taking
  - Physical examination
  - Investigations and diagnosis
  - Prescribing and management
  - Counselling/patient education
  - Clinical procedures
- Clinical judgement
- Communication skills
- Ability to work as an effective member of the health care team (i.e., teamwork and honesty)
- Ability to apply aspects of public health relevant to clinical settings
- Cultural competence
- Professionalism and attention to patient safety

1.3 Useful Resources

Additional resources developed specifically for the WBA program in WA can be located on the WA Health intranet at: [http://intranet.health.wa.gov.au/medicalworkforce/imgworkplaceassesess/resources/](http://intranet.health.wa.gov.au/medicalworkforce/imgworkplaceassesess/resources/)
2. Assessment methods and conditions

2.1 Agreed minimum requirements

The agreed minimum requirements for assessment in the WA WBA are detailed in the table below. Additional information is provided where applicable following the table. Both direct and indirect assessment methods will be used. Macro-level and Micro-level blueprints for assessment requirements can be found in Appendix 1 and Appendix 2 respectively.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini-CEX</td>
<td>✔ ✔</td>
<td>✔ ✔</td>
<td>✔</td>
<td>✔ ✔</td>
<td>✔ ✔</td>
<td>✔ ✔</td>
</tr>
<tr>
<td>(Pass 9/12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOPS</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔ ✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>(Pass 6/6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBD</td>
<td>✔ ✔</td>
<td>✔ ✔</td>
<td>✔</td>
<td>✔ ✔</td>
<td>✔ ✔</td>
<td>✔ ✔</td>
</tr>
<tr>
<td>(Pass 5/6)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSF</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>(Pass 1/1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Formative Reports
(Not pass/fail)

1. ✔

Summative Reports
(Pass 2/2)

1. ✔
2. ✔

Self-assessments
(Not pass/fail)

F1. ✔
S1. ✔
F2. ✔
S2. ✔

External Calibration
(Not pass/fail)

✔

Final Report
(Pass 1/1)

✔

Glossary:

CBD – Case-Based Discussion
DOPS – Direct Observation of Procedural Skills
Mini-CEX – Mini-Clinical Examination

MSF – Multi-Source Feedback
F1 – Formative 1
S1 – Summative 1

Note: This completed blueprint is submitted to the AMC with candidate results.
3. Direct assessment

All forms can be accessed at: http://intranet.health.wa.gov.au/medicalworkforce/imgworkplaceassess

3.1 Mini Clinical Examination

The Mini Clinical Examination (Mini-CEX) aims to assess a range of core competencies that a candidate uses during day-to-day encounters with patients. These are:

<table>
<thead>
<tr>
<th>Competency</th>
<th>Clinical and patient management skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical interviewing and communication</td>
<td>Facilitates patient’s telling of story; effectively listens and uses questions/directions to obtain</td>
</tr>
<tr>
<td>skills</td>
<td>accurate, adequate information needed; responds appropriately to affect non-verbal cues.</td>
</tr>
<tr>
<td>Physical examination skills</td>
<td>Follows efficient, logical sequence; balances screening/diagnostic steps for problem; informs patient;</td>
</tr>
<tr>
<td></td>
<td>sensitive to patient’s comfort, modesty.</td>
</tr>
<tr>
<td>Professionalism / humanistic qualities</td>
<td>Shows respect, compassion, empathy, establishes trust, attends to patient’s needs of comfort, modesty,</td>
</tr>
<tr>
<td></td>
<td>confidentiality.</td>
</tr>
<tr>
<td>Counselling skills</td>
<td>Explains rationale for test/treatment, obtains patient’s consent, educates/counsels regarding management.</td>
</tr>
<tr>
<td>Clinical judgement</td>
<td>Selectively orders/performs appropriate diagnostic studies, considers risks and benefits, arrives at</td>
</tr>
<tr>
<td></td>
<td>an accurate diagnosis or differential diagnosis and identifies effective management strategies.</td>
</tr>
<tr>
<td>Organisation/efficiency</td>
<td>Prioritises; is timely and succinct.</td>
</tr>
<tr>
<td>Overall clinical competence</td>
<td>Demonstrates judgement, synthesis, caring, effectiveness and efficiency.</td>
</tr>
</tbody>
</table>

To ensure all competencies are examined during the WBA program, each clinical area has been assigned a specific competency. Assessors will focus on this competency whilst conducting the Mini-CEX for that clinical area, although observations made in other competency areas will be noted.

3.2 Direct Observation of Procedural Skills

During the Direct Observation of Procedural Skills (DOPS) assessment, WBA candidates are observed by an assessor as they perform a procedure. The assessor completes the DOPS assessment form at the end of the procedure and provides immediate feedback to the candidate. If there are aspects of the procedure that are not performed satisfactorily the completed DOPS form acts as a guide for further learning.

The DOPS List identifies the procedural skills that can be assessed in each clinical area.

3.3 External assessor report

The external assessor’s report acts as a measure against which all other assessment reports are calibrated. The visit of the external assessor is conducted during the second half of the WBA program.

The external assessor is an experienced clinician with sound knowledge of the AMC clinical examination standards. Following direct observation of the WBA candidate seeing patients in their workplace, the external assessor will provide immediate feedback and complete the External Calibration report.

4. Indirect Assessment

All forms can be accessed at: http://intranet.health.wa.gov.au/medicalworkforce/imgworkplaceassess

4.1 Case-Based Discussion

Case Based Discussions (CBDs) are structured, non-judgmental reviews of decision-making and clinical reasoning. WBA candidates select three cases from patients they have managed and prepare case notes for this assessment. If the candidate does not have sufficient patient cases to select from they may choose cases from other patients in their department (where appropriate); patients consulted in another service or patients suggested by another consultant.

Using the CBD template candidates will provide assessors with a neatly written or typed summary for each case and indicate whether:
• it was a patient they managed
• it was written up from a ward consult
• is a case selected for the presentation.

The assessor will select one of the three cases for the assessment.

4.2 Multi-Source Feedback

This assessment relies on a collection of ratings from multiple sources, including self-assessment by the candidate, to form a collective assessment of how the candidate meets the AMC clinical and personal performance dimensions, including honesty and teamwork. The Multi Source Feedback (MSF) is completed mid-way through the program.

Candidates select at least 10 colleagues with whom they have worked during the WBA program, including where possible, at least one representative from each of the following:

• supervisors
• registrars
• RMOs
• consultants
• interns
• nurses
• allied health staff
• ward and medical administrative staff

Each candidate will provide the Administration Officer with a list of a minimum of 10 names of colleagues they report to, refer to, and work with (see list above)

The selected respondents will each be asked to complete a questionnaire, and will return these to the Administration Officer

The Administration Officer will forward completed questionnaires to the Senior Project Officer, who will collate the responses and provide the supervisor with a de-identified summary of results

The supervisor will provide the candidate with the MSF results in a face-to-face interview.

If an MSF is not satisfactory, a review will be held.

4.3 Supervisors’ reports- summative assessment

Supervisor reports are completed following the supervisor’s observation of the candidate in the workplace, or after the supervisor has discussed the candidate’s performance with other members of the healthcare team. The supervisor will review the self-assessment report with the candidate and complete the Summative Assessment Report in discussion with the candidate. During this discussion the supervisor and the candidate will identify areas for further learning and development.

The areas of assessment include:

• Clinical management
• Communication
• Professionalism
• Honesty
• Teamwork

Supervisors are encouraged to include observations from multiple sources in developing their assessment including other medical practitioners, nurses, allied health staff and patients.

The information in the report contributes to decisions on registration and provides WBA candidates with feedback for their professional development and guides learning. Candidates must achieve a satisfactory result (i.e. ‘at the expected level’ or higher) in each of the four summative reports.

WBA candidates are expected to complete the self-assessment review form before each supervisor report and present it to their supervisor for discussion at the feedback interview. The self-assessment form allows supervisors to gauge the candidate’s awareness of their own strengths and limitations.
4.4 Supervisors report - Final Report

The Final Report provides an overview of the candidate’s progress through the WBA program. Candidates are expected to complete their section of the Final Report first and identify their own strengths and areas for improvement. The candidate then arranges a time to meet with their supervisor to discuss progress, review their self-assessment and complete the Final Report.

The areas of assessment include:

- Clinical management
- Communication, including teamwork
- Professionalism, including honesty
- Safe Practice

4.5 Supervisor reports – formative assessment

While not a formal requirement for AMC assessment, Formative Assessment reports provide a valuable opportunity for candidates to gain feedback from their supervisor on their progress in the WBA program and to highlight areas for further development or concern. Formative assessments should be undertaken at least 1 week before a summative assessment (i.e. they may not be conducted during the week preceding a summative assessment).

A formative assessment may be as brief and informal as asking an assessor / supervisor to watch a candidate perform a procedure or a patient interview, and provide immediate verbal feedback.

If a candidate wishes to undergo a more formal formative assessment to enable them to familiarise themselves with an assessment method as well as the clinical skill or dimension, a request should be addressed to the Administrative Officer on the form provided.

While every effort will be made to accommodate candidates’ requests for formative assessment, this will be dependent on the availability of assessors
The Improving Performance Action Plan section can be used to address identified issues and must be completed if there are any borderline or unsatisfactory ratings in the assessment form.

Supervisor formative reports are completed based on the supervisor’s observation of the candidate in the workplace, supervisor discussion of the candidate’s performance with other members of the healthcare team. The supervisor reviews the self-assessment review form with the candidate and completes the Formative Assessment Report in discussion with the candidate. During this discussion the supervisor and the candidate will identify areas for further learning and development.

5. Clinical setting

All direct assessments will be held in the clinical setting in which the doctor-patient interaction takes place.

Indirect assessments (case-based discussions, discussion of supervisor reports and multi-source feedback) and feedback sessions following assessments will take place in a setting which affords as great a degree of privacy as possible.

6. Resits

Under normal circumstances, candidates may apply to resit a maximum of 3 failed summative assessments (Mini-CEX, DOPS or CBD) during the 12 month program.

However, where there are exceptional or mitigating circumstances such as faulty equipment, health or family issues, additional resits will be considered on an individual basis.

6.1 Application to resit a Mini-CEX, DOPS or CBD assessment

The following conditions apply:

- Applications must be made on the form provided, within 4 working days of the feedback session following the failed assessment
- Forms can be obtained from, and should be returned to, the WBA AO
- Resits will take place a minimum of four weeks from the day of the original assessment
- The original assessor will not undertake the resit assessment, unless no other assessor is available
Candidates may only resit any specific assessment (e.g. Mini-CEX for Physical Examination in Surgery) once

It is the responsibility of the candidate, in consultation with their supervisor and/or WBA staff, to seek the remedial support and instruction necessary to complete the assessment successfully on the second attempt.

6.2 Assessment review, re-evaluation and appeal process
Please refer to section 2: Assessment review, re-evaluation and appeals process.

7. Passing Standard and Requirements
The passing standard to be applied in the WBA Program will reflect the standard applied to Australian-trained doctors at the end of their first postgraduate year of training (PGY1).

7.1 Mini-CEX, DOPS and CBD Passing Standard
The Mini-CEX, DOPS and CBD report forms use a 9-point rating scale, which is interpreted as follows:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Constitutes a:</th>
<th>Mini-CEX Example:</th>
</tr>
</thead>
</table>
| 1 for any single clinical skill or dimension | Fail (the entire assessment encounter will be counted as a fail, despite all other skills receiving a pass mark) | 1. Medical interviewing skills – 5  
2. Physical examination skills – 6  
3. Professionalism/humanistic skills – 4  
4. Counselling skills – 1  
5. Clinical judgement – 7  
6. Organisation/efficiency – 5  
7. Overall clinical competence - 4 |
| 2 for one clinical skill or dimension and 3 for another clinical skill or dimension | Fail (the entire assessment encounter will be counted as a fail, despite all other skills receiving a pass mark) | 1. Medical interviewing skills – 3  
2. Physical examination skills – 6  
3. Professionalism/humanistic skills – 4  
4. Counselling skills – 2  
5. Clinical judgement – 7  
6. Organisation/efficiency – 5  
7. Overall clinical competence - 4 |
| 2 for any 2 clinical skills or dimensions | Fail (the entire assessment encounter will be counted as a fail, despite all other skills receiving a pass mark) | 1. Medical interviewing skills – 2  
2. Physical examination skills – 6  
3. Professionalism/humanistic skills – 4  
4. Counselling skills – 2  
5. Clinical judgement – 7  
6. Organisation/efficiency – 5  
7. Overall clinical competence - 4 |
<table>
<thead>
<tr>
<th>A rating of:</th>
<th>Constitutes a:</th>
<th>Mini-CEX Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or higher for all clinical skills or dimensions</td>
<td>Pass</td>
<td></td>
</tr>
</tbody>
</table>

7.2 MSF Passing Standard

The MSF questionnaire uses a 5-point rating scale, which is interpreted as follows:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Unable to assess</td>
</tr>
<tr>
<td>1</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>2</td>
<td>Marginal</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>Pass</td>
</tr>
<tr>
<td>5</td>
<td>Pass</td>
</tr>
</tbody>
</table>

Candidates will normally require a mean score of 3 or higher to pass, but any marginal scores will be reviewed in the context of the global scores. Any scores of 1 will lead to a fail.

Respondents are requested to provide additional information if they return a score of 1, 2, or 3 for any question, to enable an informed pass/fail decision, and to ensure that constructive feedback can be provided to the candidate.

7.3 Summative Supervisors’ Reports Passing Standard

All summative supervisors’ reports must achieve a pass score. If one or more supervisor’s reports indicate that a candidate has not performed to the required PGY1 standard, a review must be held.

7.4 Final Assessment Report Passing Standard

The final assessment report is prepared by the candidate’s supervisor for the State Medical Board (AHPRA) and the AMC, and summarises the candidate’s progress through the WBA Program. The candidate must achieve a pass for this report, based on the above standards and passing requirements.

8. Assessment review, re-evaluation and appeals process

8.1 Overview of the process

Candidates in the WBA program are able to raise and address concerns over the circumstances associated with their assessment in a fair, equitable and prompt manner. The WBA Assessment Review Policy and Guidelines apply to any assessment review, re-evaluation or appeal, as defined. The assessment review process seeks to provide solutions to a candidate’s ‘concern over the circumstances associated with the assessment’ initially through an informal and internal review mechanism, prior to initiating the more formal and structured processes of a re-evaluation or an appeal if the matter is not resolved.

There are three separate processes available to the candidate who does not accept the workplace based assessment outcomes. They are:

1. Assessment Review – a informal, internal review mechanism;
2. Re-evaluation Request – a formal, internal review mechanism; and
3. Appeal Request – a formal, external review mechanism.
8.2 Accessing the process
The following information provides a summary of steps taken to initiate and undertake an Appeals Process for the WBA program in WA. It is intended as a guide only. Candidates wishing to initiate an Appeal Process at any level should consult the WBA Assessment Review Policy and Guidelines.

8.3 Assessment review
To initiate an assessment review the candidate will:

- complete and lodge an Assessment Review Request Form with their employer within the prescribed timeframe
- the employer will acknowledge receipt via email using the candidate’s Department of Health email address
- the assessment will be reviewed by an independent delegated officer
- the candidate will receive verbal and written feedback on the outcome of the review
- if not satisfied with the findings the candidate can request a re-evaluation
- if the candidate is satisfied, the outcome will be documented in their file.

8.4 Re-evaluation request
To initiate a re-evaluation request the candidate will:

- complete and lodge an Application for Re-evaluation Request Form with their employer within the prescribed timeframe
- the employer will acknowledge receipt via email using the candidate’s Department of Health email address
- the assessment and review and any additional material will be considered by a delegated officer, who is independent of both the original assessment and the assessment review
- the candidate will receive verbal and written feedback on the outcome of the review
- if not satisfied with the findings the candidate can request an appeal
- if the candidate is satisfied, the outcome will be documented in the candidate’s file.

8.5 Appeals process
To initiate an appeal process the candidate will:

- complete and lodge the appeal request form with their employer within the prescribed timeframe and pay the required appeal fee at the time of lodging the request
- the employer will acknowledge receipt via email using the candidate’s Department of Health email address
- the prior reviews and original assessment and any additional material will be reviewed by the WBA Appeal Committee (the Committee)
- the candidate will receive verbal and written feedback from the Committee on the outcome of the review and their options in regard to the appeals process
- if not satisfied with the findings the candidate can lodge an appeal request with the Australian Medical Council Appeal Committee
- the employer will finalise the appeal process documentation in the candidate’s file.

Detailed information about the appeals process is available in the WBA Assessment Review Policy and Guidelines which includes the following documents:

- Assessment Review Request Form
- Application for Re-Evaluation Request Form
- Appeal Request Form

8.6 Further action
If the candidate does not accept the decision of the review committee, they may appeal to the AMC using the guidelines and forms supplied for the AMC Clinical Examination. These are available on the AMC Website at: http://www.amc.org.au/index.php/ass/forms

If, following remediation and re-assessment, a pass score is still not achieved; an external review will be required, following which a pass/fail decision will be made.
Appendix 1: Self-Assessment and Personal Learning Plan

Part 1: Candidate details
First name: ___________________________  Last name: __________________________
Registration number: ________________________________________________________
Hospital: _________________________________________________________________
Position: _________________________________________________________________
Clinical area(s): ____________________________________________________________
Email address: _____________________________________________________________
Telephone: ________________________________________________________________
Mobile: ___________________________________________________________________

Completed AMC Multiple Choice Questionnaire (MCQ)?    Yes    ☐    No    ☐
Copy of AMC MCQ results provided to employer?    Yes    ☐    No    ☐

Part 2: Supervisor details

Primary Supervisor (For duration of WBA program)
First name: _______________________  Last name: ________________________________
Position: ____________________________________________________________________
Location: ____________________________________________________________________
Email address: ________________________________________________________________
Telephone: __________________________________________________________________
Mobile: ______________________________________________________________________

Secondary Supervisor (For WBA candidate rotating through clinical areas)
First name: _______________________  Last name: __________________________________
Position: ______________________________________________________________________
Location: ______________________________________________________________________
Email address: _________________________________________________________________
Telephone: ____________________________________________________________________
Mobile: _______________________________________________________________________

Part 3: Candidate experience to date

Describe your work over the past five years – overseas or in Australia:

From _________________ to _________________
Position title: ________________________________________________________________
Position description: ____________________________________________________________
Describe areas of special focus in your work during this role: ____________________________
______________________________________________________________________________
______________________________________________________________________________

From _________________ to _________________
Position title: ________________________________________________________________
Position description: ____________________________________________________________
Describe areas of special focus in your work during this role: ____________________________
______________________________________________________________________________
______________________________________________________________________________

From _________________ to _________________
Position title: ________________________________________________________________
Position description: ____________________________________________________________
Describe areas of special focus in your work during this role: ____________________________
______________________________________________________________________________
______________________________________________________________________________

From _________________ to _________________
Position title: ________________________________________________________________
Position description: ____________________________________________________________
Describe areas of special focus in your work during this role: ____________________________
______________________________________________________________________________
______________________________________________________________________________

From _________________ to _________________
Position title: ________________________________________________________________
Position description: ____________________________________________________________
Describe areas of special focus in your work during this role: ____________________________
______________________________________________________________________________
______________________________________________________________________________
Part 4: Candidate self assessment

Please outline your learning needs and what you are doing, or intending to do, to address your learning needs? (e.g. Diploma in Child Health, Obstetrics training, online tutorials)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Describe any areas of medicine that are problematic for you or in which you have limited experience (e.g. psychiatry, paediatrics, obstetrics)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Describe any clinical skills you need to develop to enable you to meet the requirements of your current position (e.g. procedural skills, consultations skills)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Please provide information on any other activities or resources that may assist you with your clinical learning needs, but that you have not been able to access?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Would you be willing to contribute to teaching in your areas of clinical expertise?

Yes ☐ No ☐

Please provide comment as required ________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signature: _________________________________
Date: _________________________________

The responses you have provided in this self-assessment will be used to develop an individual learning plan and will enable us to target activities and resources that will assist you to successfully complete the Workplace Based Assessment program.

As correspondence will primarily be via email and mobile phone, please ensure that you have provided the correct contact details. Please inform the WBA Program Director and WBA Administrative Officer as soon as possible if there are any changes to your contact details.

If you have any questions regarding your Workplace Based Assessment program please contact:

WBA Administrative Officer
Name: _________________________________
Position: ______________________________
Email: _________________________________
Telephone: ____________________________

WBA Program Director
Name: _________________________________
Position: ______________________________
Email: _________________________________
Telephone: ____________________________
Part 5: Workplace Based Assessment plan

This section to be completed by the Supervisor in consultation with the doctor.

5.1 Will the WBA candidate be in one clinical area (e.g. ED, General Medicine) for the duration of the program?

Yes □ Please complete question 5.3
No □ Please complete question 5.2

5.2 For candidates rotating, please indicate the proposed clinical areas:

- Adult health – medicine __/__/20__ to __/__/20__
- Adult health – surgery __/__/20__ to __/__/20__
- Women’s health __/__/20__ to __/__/20__
- Paediatrics __/__/20__ to __/__/20__
- Mental health __/__/20__ to __/__/20__
- Emergency medicine __/__/20__ to __/__/20__

5.3 WBA candidates based in ONE clinical area for the duration of the program

Which clinical area will you be based in? ___________________________________________

Please discuss with your supervisor resources available for gaining a minimum of 10 hours exposure to a particular clinical area prior to having formal assessments e.g. MiniCEX, DOPS and CBD.

5.4 Assessment of clinical dimensions

Using the macro-level blueprint (Appendix 1), identify which method will be used to assess each clinical dimension (clinical skills, clinical judgement, communication skills, teamwork, public health, professionalism and patient safety).

Reviewed with the doctor? Yes □ No □

Comments: ______________________________________________________________________

______________________________________________________________________________

5.5 Assessment of clinical skills

Using the micro-level blueprint (Appendix 2), identify which clinical areas can be assessed in the workplace and specify which clinical skills will be assessed in each clinical area (history taking, physical examination, investigation and diagnosis, prescribing and management, counselling and patient education, clinical procedures).

Reviewed with the doctor? Yes □ No □

Comments: ______________________________________________________________________

______________________________________________________________________________

For guidance on completing the following blueprints please refer to the AMC Workplace-based Assessment manual (chapters 4 & 5)
## Appendix 2: Macro-Level Blueprint

*Macro-level blueprint: WBA methods implemented at ________________________________ (insert name of site)*

<table>
<thead>
<tr>
<th>Clinical Dimensions</th>
<th>Direct</th>
<th>Indirect</th>
<th>Method:</th>
<th>Method:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Min-CEX Assessment</td>
<td>Direct Observation of Procedural skills</td>
</tr>
<tr>
<td>Clinical skills</td>
<td>✓</td>
<td>✓</td>
<td>Supervisor or assessor</td>
<td>Supervisor, doctors and clinical nurse specialists able to perform procedure</td>
</tr>
<tr>
<td>Clinical judgment</td>
<td>✓</td>
<td>✓</td>
<td>Supervisor or assessor</td>
<td>Supervisor or assessor</td>
</tr>
<tr>
<td>Communication skills</td>
<td>✓</td>
<td></td>
<td>Supervisor or assessor</td>
<td>Supervisor, colleagues and patients</td>
</tr>
<tr>
<td>Ability to work as an effective member of the health care team</td>
<td></td>
<td>✓</td>
<td>Supervisor or assessor</td>
<td>Supervisor and colleagues</td>
</tr>
<tr>
<td>Ability to apply aspects of public health relevant to clinical settings</td>
<td></td>
<td>✓</td>
<td>Supervisor or assessor</td>
<td></td>
</tr>
<tr>
<td>Cultural competence</td>
<td></td>
<td>✓</td>
<td>Supervisor or assessor</td>
<td>Supervisor and colleagues</td>
</tr>
<tr>
<td>Professionalism and attention to patient safety</td>
<td></td>
<td>✓</td>
<td>Supervisor or assessor</td>
<td>Supervisor and colleagues</td>
</tr>
</tbody>
</table>
# Appendix 3: Micro-Level Blueprint

Micro-level blueprint: individual WBA plan for Dr ________________________ (insert name of doctor)

<table>
<thead>
<tr>
<th>CLINICAL SKILLS</th>
<th>CLINICAL AREAS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult Health - Medicine</td>
</tr>
<tr>
<td>History taking</td>
<td>Encounter A Assessor Mini-CEX</td>
</tr>
<tr>
<td>History taking</td>
<td>Encounter B Assessor Mini-CEX</td>
</tr>
<tr>
<td>Physical examination</td>
<td>Encounter E Assessor Mini-CEX</td>
</tr>
<tr>
<td>Physical examination</td>
<td>Encounter F Assessor Mini-CEX</td>
</tr>
<tr>
<td>Investigations and Diagnosis</td>
<td>Encounter I Assessor Mini-CEX</td>
</tr>
<tr>
<td>Investigations and Diagnosis</td>
<td>Encounter J Assessor Mini-CEX</td>
</tr>
<tr>
<td>Prescribing and Management</td>
<td></td>
</tr>
<tr>
<td>Prescribing and Management</td>
<td></td>
</tr>
<tr>
<td>Counselling/Patient Education</td>
<td></td>
</tr>
<tr>
<td>Counselling/Patient Education</td>
<td></td>
</tr>
<tr>
<td>Case-Based Discussion</td>
<td>Encounter C Assessor CBD</td>
</tr>
<tr>
<td>Clinical Procedures</td>
<td>Encounter D supervisor, assessor DOPS</td>
</tr>
</tbody>
</table>

Please refer to the AMC Workplace-based Assessment manual for guidance on completing these blueprints (pp. 35 – 38)