

# Briefing Session for Exit Exam candidates 2024 - CSA segment

---



# Rundown

---

Briefing on CSA examination format

Important dates

Practical tips

Q&A session



# CSA (Video taping) requirement

---

- Candidate is required to submit a **video** log of consecutive consultations in assigned examination period.
- 12 **cases** are required to be recorded within 4 net-hours for examiner to assess.
- **Six videos** will then be selected from the video log and assessed by **3 examiners**.

# Video Recorder

---

Candidate needs to submit **a demo Video file** to college for quality checking (*on or before 14 November 2023 Tuesday*)

- *The file should be recorded by the video recorder in the setting planned for examination. It should including a short conversation between the simulated doctor and patient.*
- *Candidate need to make sure the sound and visual quality is good enough for assessment and the video format is compatible to college computer.*
- *An evaluation form will fax back to candidate after assessed by college colleagues.*

# Specialty Board

## Exit Examination – Consultation Skills Assessment

### Evaluation form for Demo File

Candidate Name: \_\_\_\_\_

Candidate Number: \_\_\_\_\_

Evaluation:

#### **A) SOUND**

1) Introduction

2) Process

3) Ending

Accepted

Not Accepted


Comment: \_\_\_\_\_  
\_\_\_\_\_

#### **B) VISUAL**

Resolution

Accepted

Not Accepted

--	--

Comment: \_\_\_\_\_  
\_\_\_\_\_

#### **C) SETTING**

1/4 face shown (candidate)

1/4 face shown (patients)

YES

NO


Comment: \_\_\_\_\_  
\_\_\_\_\_

# Notification of Examination

---

Candidate will be notified of the examination period **within the preceding week** . Once notified, the date of assessment will not be changed.

Confirmation call, examination signboards (**Appendix G**) and examination related documents will be sent to Candidate by email after 4:00p.m. **one working day before the examination period**

# Exam. Format

---

The candidate can record the video in **separated 2-hour sessions** (with at least 6 cases per session) in examination period.

The recording should be done **non-stop** during each session. All cases must be prepared in sequence with the sessions. Failure to do so, will subject to **disqualification** of the CSA segment.



# Exam. Process


---

Candidate need to indicate the signboards provided by college clearly in the video at the beginning of each session.

Candidate should seek written consent from patients and present a summary of the patient's significant past information before starting the consultation.

Then candidate can proceed to consultation process including history taking, physical examination and management.

After finishing the consultation, candidate is required to give the problem list and hypothesis of the case, the physical examination findings, and the reason for choosing the management plan.





# Submission of Exam. materials

---

Candidates need to submit the videos (in **encrypted** USB flash disk / memory card\* / external hard disk), consultation log and relevant documents\* to the secretariat on **one day after the examination date before 5:30 pm**. They can check the quality of the videos by using College's computers with secretarial colleagues upon submission.

**\*MicroSD card would NOT be accepted.**

# Relevant documents

---

## Relevant documents to be submitted :

1. **4** copies of each **Consultation note** (including current and the one before this consultation)
2. One copy of **Patient's consent**
3. One copy of **Consultation Log**

All the **patient's names and ID should be deleted / covered** in the Consultation notes

All consent forms for refused patients are required to be submitted

Suggest to put the documents of each case in separate files / detachable binding

# Recommended Cases

---

- Candidates can give recommendation on “good performance” cases to the Board.
- **At least 2, up to 4 cases** can be recommended.
- Cases with diagnosing challenges, psychosomatic complains, which could show candidate's competence are preferred.
- Simple URTI, GE cases would NOT be considered as 'recommended cases'
- At least 2 recommended cases would be selected as exam case.

# Example of filled Consultation log (1)

Case No.	Age	Sex (M/F)	Problem list	Consultation time (mins)	Consent for Video (Y/N)	Up to 4 Recommended Cases (put a ✓)	Video Time frame
Sample	64	M	Follow up for DM, URTI	12 mins	Y		00:08:13 to 00:20:47
1	57	F	Follow up for HT, IHD	15 mins	Y		(File001.avi) 00:00:00 to 00:15:00
	83	F		11 mins	N		
2	7	M	Upper respiratory tract infection	14 mins	Y		00:30:16 – 00:44:50
3	76	M	Follow up for DM, knee pain	24 mins	Y		00:51:10 – 01:15:09
4	34	M	Back pain	20 mins	Y		01:20:00 – 01:40: 11
	9	F		9 mins	N		
5	32	F	Follow up for DM, Depression	25 mins	Y	✓	01:53:12 – 02:18:32
6	41	F	Skin rash	16 mins	Y	✓	02:31:12 – 02:47:32
			Session 1	Net time 114 mins			

**Remarks:** File name should be clearly stated if consultations are scattered in more than one file.

# Example of filled Consultation log (2)

Case No.	Age	Sex (M/F)	Problem list	Consultation time (mins)	Consent for Video (Y/N)	Up to 4 Recommended Cases (put a ✓)	Video Time frame
7	22	M	Upper respiratory tract infection	14 mins	Y		(File003.avi) 00:01:10- 00:15:10
8	39	M	Sprained ankle	15 mins	Y		00:16:20 – 00:31:21
	67	F		22 mins	N		
9	87	F	Follow up for DM, HT	19 mins	Y		01:12:32 – 01:31:33
10	66	F	Back pain	21 mins	Y		01:33:00-01:54:21
11	78	M	Blurring vision	30 mins	Y	✓	01:55:24 – 02:12:14 02:59:15 – 03:12:28 (interrupted by checking visual acuity in Nursing station)
12	77	M	Career stress	32 mins	Y	✓	02:27:11- 02:40:00
							(File004.avi) 00:00:00 – 00:19:01
			Session 2	Net time 131 mins			

# Arrangement for Examiner Marking

---

## **College secretariats are responsible to:**

- Check and sign upon receiving all the documents and videos from the candidate
- Screen for the sound quality.
- Screen video log and check net hours.
- **Arrange case selection by each examiner before the examination date.**
- Arrange examiners for marking

**Secretaries will make appointments with examiners to arrange markings at the College office. Marked rating forms will be collected immediately**



# Reassessment

---

**In case of discrepancies, the fourth examiner will be arranged to assess the same set of videos and make the final decision.**

# Validation

---

Video taping the sign board provided by college in the examination package at the beginning of each video taping sessions.

Sign Board:	Security code: <b>A123456B</b>
<u>Consultation Skill Assessment Segment</u>	
<u>HKCFP Full Exit Examination 2024</u>	
<b>1<sup>st</sup> Video recording session</b>	
Name	: <b>Dr HKCFP</b>
Candidate number	: <b>EE24001</b>
Assigned Examination Date:	<b>8 Janaury 2024</b>



# Steps to follow

## Appendix I- Steps to follow during video-recording consultations in Consultation Skill Assessment

### Steps to follow

#### While starting a new video session:

- Indicate and record the signboard provided by College (at least 5 seconds) in the video for validation

#### While starting a new case:

- State the case number e.g. “This is case 1”
- Give a summary of the patient’s significant past medical history. This should include the date and the reason for the last consultation and to state whether the current consultation is a planned follow-up or not.

#### [START THE CONSULTATION]

After finishing the consultation, the candidate needs to answer the following 3 questions in the video:

1. List out the problems and / or the hypotheses on the diagnosis of the patient with reasons
2. The physical examinations being carried out with reasons and findings. (*If PE has not been performed, please state “PE has not been done in this case” and provide the reasons as appropriate.*)
3. The reasons for choosing the management plan.

*Candidate is only required to state the question number before addressing each point. To save time, there is no need to read out the whole question listed*

**REMARKS: Candidate is suggested to display the completed consultation note clearly in front of the camera, in order to ensure the consultation note is ready upon completion of each consultation. The print-out time of the consultation note should match the consultation time of each case.**

#### [END OF CONSULTATION]

Start another consultation cycle e.g. “This is case 2”

**Remark:** The case number should be continuous across the sessions. Sessions must be recorded in chronological order as shown in the signboards.

# Consent Form

## 授權書

本人 \_\_\_\_\_ 同意 / 不同意自己 / 家人 \_\_\_\_\_

在 \_\_\_\_\_ 醫務所接受診治的過程會被錄影，並明白此舉將只會被香港家庭醫學學院之考官用作家庭醫生在其專業考試的評核及教學用途。本人所有的個人資料將會絕對保密，影片將於考試過程完成後銷毀。

證人姓名: \_\_\_\_\_ (正楷) 病人/監護人姓名: \_\_\_\_\_ (正楷)

簽署: \_\_\_\_\_ 簽署: \_\_\_\_\_

日期: \_\_\_\_\_

## Authorization

I \_\_\_\_\_ agree / disagree to be video recorded during the consultation process of myself / my relative \_\_\_\_\_ at the clinic of \_\_\_\_\_. I understand that this will only be used by examiners appointed by the Hong Kong College of Family Physicians (HKCFP) for assessment of family doctors during their professional examination and teaching purpose. All my personal information will be kept strictly confidential. The videos will be destroyed after completion of the examination process.

Name of Witness: \_\_\_\_\_ Name of Patient/ Guardian: \_\_\_\_\_  
(Block Letter) (Block Letter)

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Certification by Clinical Supervisor/ Mentor

HONG KONG COLLEGE OF FAMILY PHYSICIANS  
EXIT EXAMINATION OF VOCATIONAL TRAINING IN FAMILY MEDICINE

**Consultation Skills Assessment (CSA) Segment**

**Certification by Clinical Supervisor/ Mentor**

I, Dr. \_\_\_\_\_ hereby declare that the videos and documents  
submitted by Dr. \_\_\_\_\_ (candidate's name) for the  
examination of CSA segment are from genuine consultations; and confirm that  
the videos were recorded at \_\_\_\_\_ (Name of clinic) on  
\_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy).

Signature: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Date: \_\_\_\_\_

# Rules for video recording

---


**The candidate can arrange separated 2-hour sessions (included at least 6 cases in each session) during the examination period**

**Only net consultation time including giving summary at beginning, answering questions at the end, and completion of consultation note will be counted.** (Waiting time between 2 patients will be excluded)

**Candidate should inform College if not able to have minimum required cases consented for the examination in the examination period with sound reason. The candidate may be subject to disqualification if fail to do so.**

**The consent forms for refused cases are required to be submitted with the examination documents.**

**If the patient has signed the consent form initially but refuses during consultation, candidate should cover the camera and mute the sound recording or bring the video recorder out of the consultation room without actually stopping the machine. The case will not be counted.**



# Rules for video recording

---

**Time for case note typing is included in the net time of video recording, e.g.** Note typing before patient coming into consultation room, keep typing while patient going out for surgery test, or typing after patient left.

Candidate should consider to record consultations again with better time management within the assigned examination period. **(For each 2-hour session, the 6<sup>th</sup> case should be started within 120 minutes of net time)**

If the overtime issue was spotted by the College Secretariat when candidate submitted the videos, the exam will be processed. **However, the minutes exceeding overall net time would be subtracted.**

*(For example, if the 6th case of session one is started at 125 minutes (5 minutes overtime), 5 minutes would be **subtracted from the last selected exam case**. That means, if the last selected exam case is lasting for 23 minutes, only first 18 minutes (23 minutes - 5 minutes) video would be played for reviewed.)*

# Rules for video recording

---

Candidate is required to print and display **the completed consultation note clearly in front of the camera**

**The print-out time of the consultation note should match the consultation time of each case.**

Candidate can be subject to zero mark in 'record keeping' if fail to do so; or the examiners are suspicious the note is edited after the consultation time.



# Rules for video recording

---

The candidate is responsible to copy the recorded cases to an encrypted USB flash disk / Memory card / external hard disk for submission (Encryption software **“VeraCrypt”** and the user guide will be included in the examination package). *The filename should be set as the candidate number and the password should be set as the “security code” on the signboard.*

The candidate will be responsible for the sound and visual quality of the recorded cases. If the quality of recording affects the assessment process, the **Specialty Board has the right to reject assessing the video and disqualify the candidate.**

The candidate must use the format listed below to record and save the videos. Other consultation recording formats apart from the formats mentioned will not be marked.

Approved video file formats including WMV; MPG; MP4; XVID; DVD; MOV; M2TS; MTS (subject to review before the exam)



# Tabulated arrangement of CSA Exam

Format	Video-recorded consultations
<b>Submission of Demo Video</b>	Candidate should submit a demo video file for quality check. Same setting and video recorder should be used for real examination. For re-attempting candidate, demo video should be submitted only if different setting or video recorder is used from the previous examination.
<b>Notification of Examination</b>	Candidate will be notified of the examination <b>within the preceding week</b> . Once notified, the date of assessment will not be changed. Confirmation call, examination signboards and related documents will be sent to candidate by E-mail or collected from College <i>after 4 pm one working day before</i> the examination period.
<b>Examination Format</b>	Consultation videos could be prepared in separate sessions during the examination period. Sessions should be recorded in order.
<b>Case Load</b>	<b>Total 12 cases in 2 sessions are required for examiners to assess. Each session has 2-hour net time and must include at least six cases.</b>
<b>Submission of Videos</b>	Video files, consultation log, consultation notes and consent forms of patients have to be submitted to the college by 5:30 pm on the last day of the examination period.
<b>Checking of Videos</b>	All videos will be checked by college staff upon submission.
<b>Assessment Method</b>	Total 6 cases will be selected for assessment. Candidate can indicate at least 2, up to 4 “best performed case” among 12 cases. At least 2 out of 4 cases would be selected for assessment.
<b>Re-assessment</b>	Specialty Board will arrange re-assessment to the selected cases for making the final decision if there is marking discrepancy.



# Important Dates

---

Submit Demo Video: 14 November 2023

First Attempt candidate:

Period A: 1 December 2023 to 31 January 2024 **OR**

Period B: 1 February 2024 to 31 March 2024

Re-attempt candidate:

Period B: 1 February 2024 to 31 March 2024



# Practical Tips (Before)

---

- 1.** To broaden the spectrum of disease, it is suggested to avoid taking CSA examination in sessions with limited patients or diseases type.
- 2.** To avoid technical problems during examination, it is very important to learn and practice with your video recording system in advance. To familiarize with your video recording system and examination process can save your time.
- 3.** Candidates are suggested to call college staff if they have not received examination package by 5 pm the day before examination.

# Practical Tips (During)

**4. Suggested details included in the briefing summary before starting the consultation as follow:**

- Past Medical History
- Significant latest investigation findings i.e. last HbA1c result of DM patient
- Social History: including marital status, occupation, and significant family history, smoking/drinking status
- Last consultation: date / reason
- Planned follow up or not

**5. Consultation notes should be created and edited by candidate only.**

**6. Avoid typing at the first several minutes, show importance of eye contact.**



# Practical Tips (Cont'd)

- 7.** In videotaping CSA examination, examiner will not mark the physical examination segment. However examiner will mark the problem solving (PB1) and behavior segment of the candidate during the physical examination period according to the part they can see or hear in the video.
- 8.** Remember to resume the normal full function of the video recording system after withholding part of the recording function according to the request from patient.
- 9.** No specific segment will be marked down for unnecessarily and intentionally hidden physical examination process but it may affects the global impression of examiners and cause negative impact for the final marking.

# Practical Tips (Cont'd)

---

- 10. Better time management, avoid overtime. Please note the **net consultation time** includes giving summary at beginning, answering questions at the end, and completion of consultation note
- 11. Tips on answering LAP questions. To focus on Why, not How.
- 12. Choose of recommended case - challenged and show your best performance.
- 13. Focus on ways to improve consultation skill, don't waste on any dishonesty!

**END**

---

