

# Briefing Session for Exit Exam candidates 2021/2022

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## CSA segment



# Rundown

- Briefing on CSA examination format
- Practical tips
- Q&A session

# CSA (Video taping)

- Candidate is required to submit a **video** log of consecutive consultations in assigned examination period.
- A **minimum of 18 cases** is **SUGGESTED** to be recorded within **6 net hours** for the assessment.
- **Six videos** will then be selected from the video log (**3 by random, 3 by examiners**) and assessed by **3 examiners**.

# Examination Period

- The candidate will be notified of the examination **2 working days** before the assigned examination period.
- The examination period is **7 calendar days** (i.e. from Tuesday to Monday), which need including at least 4 working days.

# Examination Format

- The candidate can record the video in **three 2-hour sessions** (with at least 6 cases per session) or **two 3-hour sessions** (with at least 9 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.
- **Case Load**--Total **at least 18 cases** need to be recorded within 6 hours (~ 3 cases / hour).

# 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.
  - **Randomly select 3** out of the 18 cases by computer programme, the **other 3 cases will be selected 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

- If the **average marks of the 3 examiners are failure but 2 of them give pass mark** to the candidate, then 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>A123456A</b>
<b><u>Consultation Skill Assessment Segment</u></b>	
<b><u>HKCFP Full Exit Examination 2019</u></b>	
<b>1<sup>st</sup> Video recording session</b>	
Name	: <b>Dr «Full_Name»</b>
Candidate number	: <b>«Candidate_No»</b>
Assigned Examination period:	<b>From 1 to 7 March 2019</b>



# Steps to follow (New CSA Video format)

## 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.↵

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### 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: ↵

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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.**↵

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[END OF CONSULTATION]↵

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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用途和本人所有的  
個人資料將會絕對保密，影碟將於考試過程完成後兩星期內被銷毀。

證人: \_\_\_\_\_ 病人/監護人: \_\_\_\_\_  
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 all my  
personal information will be kept strictly confidential. The videos will be  
destroyed within two weeks after completion of the examination  
process.

Witness: \_\_\_\_\_ Patient/ \_\_\_\_\_  
Guardian: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# Practical Tips

1. To broaden the spectrum of disease, it is suggested to avoid taking CSA examination in sessions with limited patients or diseases type.
2. Candidates are suggested to call college staff if they have not received examination package by 5 pm the day before examination.
3. 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.

4. Suggested details included in the briefing summary before starting the consultation as follow:
  - Past Medical History
  - Significant latest investigation findings i.e. last HbA<sub>1c</sub> 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. In videotaping CSA examination, examiner will not mark the physical examination segment. However examiner will mark the problem solving (PB<sub>1</sub>) and behavior segment of the candidate during the physical examination period according to the part they can see or hear in the video.

6. 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.
7. Avoid typing at the first several minutes, show importance of eye contact.
8. **Net Consultation time includes typing and time of answering 3 questions.**
9. No specific segment will be marked down for unnecessarily and intentionally hidden physical examination process but it may affect the global impression of examiners and cause negative impact for the final marking
10. Focus on ways to improve consultation skill, don't waste on any cheating behaviors!!

**END**

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