Bristol Clinical Competency Assessment: Information for Assessors

This document outlines the steps taken when University of Bristol Medical Students complete MiniCEX, CBD and Objective Long Case Year 5 assessments. As of 2017 these assessments are completed electronically by students and assessors using a smart phone or tablet. The CCA Objective Long case will be assessed primarily on paper but will require the submission of an electronic receipt via the UMEP to confirm the student's overall score.

Within the UMEP ePortfolio, these assessment forms are classified as SLE, and are named:

Bristol Yr5 CCA - CbD 19-20

Bristol Yr5 CCA - CbD Pall&Onc 19-20

Bristol Yr5 CCA - MiniCEX 19-20

Bristol Yr5 CCA - Objective Long Case 19-20

Please be aware that the Bristol Yr5 CCA forms are not ticketable, and that the assessment form should be completed at the time of the activity (CBD, MiniCEX or Long Case)

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For Honorary Staff: Year 5 Clinical Competency Assessment information is available in the MBChB Blackboard tab.

Step by step guide for submission of CCAs

1. Students will have prepared their mobile device with the UMeP Mobile Assistant

2. Students will then meet with you, their assessor, to begin the CCA. Students should make sure that their phone is set to airplane mode.

   - Palliative Care/Oncology CBDs require the completion of a specific Pall-Onc CBD electronic form.

3. Students will open the UMeP mobile assistant on their mobile device, and open the appropriate assessment form.

   - NB: CCA assessment forms are located in the SLE (Supervised Learning Event) category and are prefixed **'Bristol Yr5 CCA'**
   There is also an instructional video for assessors to provide a visual guide to this process if required.

4. Students should complete the 'student information' section of the UMeP form on the mobile device, and then pass the device over to you.

5. As an assessor, you should then complete the CCA using the UMeP form on the mobile device, and when finished you **must tap the 'Save' button**.

6. If the student has placed the device in airplane mode as suggested, the device should be 'offline' during the assessment. When you tap Save, the assessment will be stored on the device waiting to be uploaded. Once the device regains wifi or data connectivity, the student can open the app and flip the offline/online button to Online. Once flipped, the assessments will automatically upload with no further action required.

7. **Optional:** for students to review completed assessment form online on their mobile device they can visit:

   - Visit http://www.nhseportfolios.org and log in

   - Tap on the menu button, tap Profile, then tap My Filled Forms. (Note: on a larger device e.g. laptop when you are viewing the full-screen web page, you do not need to tap the Menu button, just go straight into the Profile menu.) Scroll down this page and you will see a list of all the forms you have completed with UMeP. Just tap the 'Read' button next to the form to open an archived copy.

PLEASE NOTE: It may be more appropriate in certain situations to use a Trust computer to log in to the UMEP and complete an assessment, for example when completing a CBD. This could be done away from the ward in a more convenient space, and it may be more straightforward for a student to log in, create the form and ask you to complete it there. It may also be simpler to complete using a physical keyboard than with a virtual phone keyboard. As long as the assessment form is completed, saved and submitted there is no problem completing assessments this way. This process is outlined below.
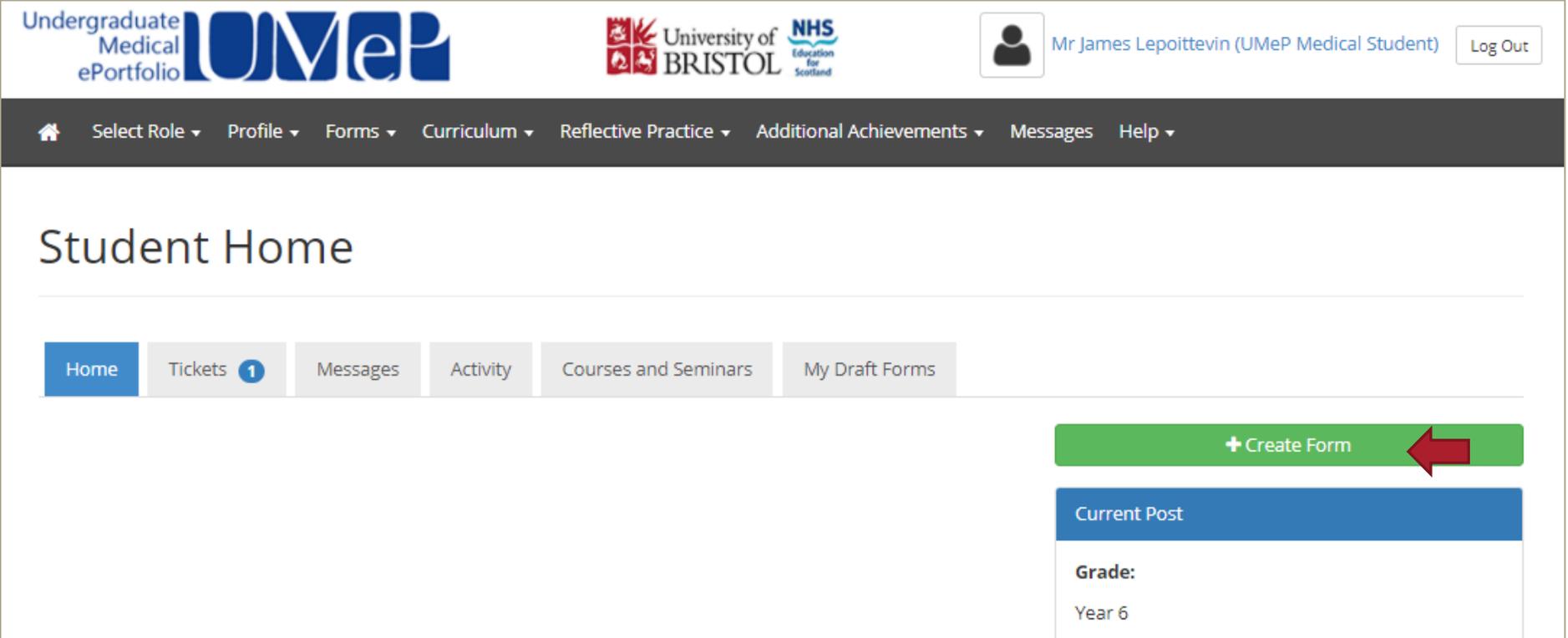
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Step by step guide for submission of CCAs using a Trust PC

When assessing a Year 5 CCA you have the option of using a Trust PC to complete the assessment, as long as the student is able to log in to the UMEP on the PC in question.

In this instance, you should find a PC in a space suitable to hold the assessment, log in to the computer and ask the student to log in to the UMEP at http://www.nhsesportfolios.org
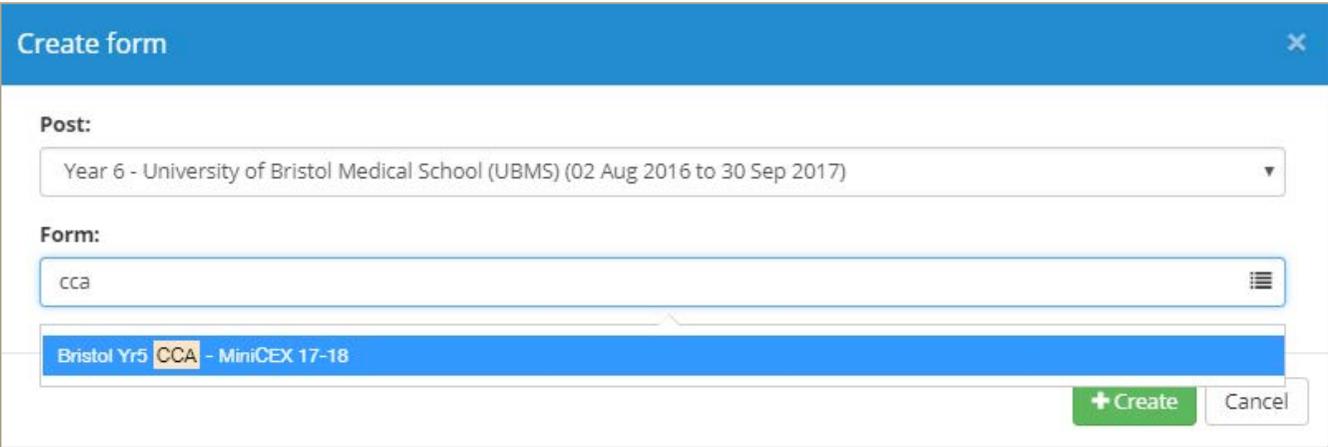
1. Once logged in students can create a new assessment form by clicking the Create Form button on the student home page

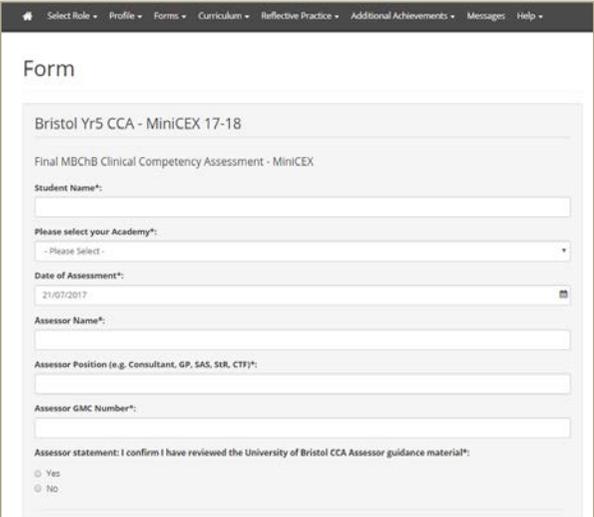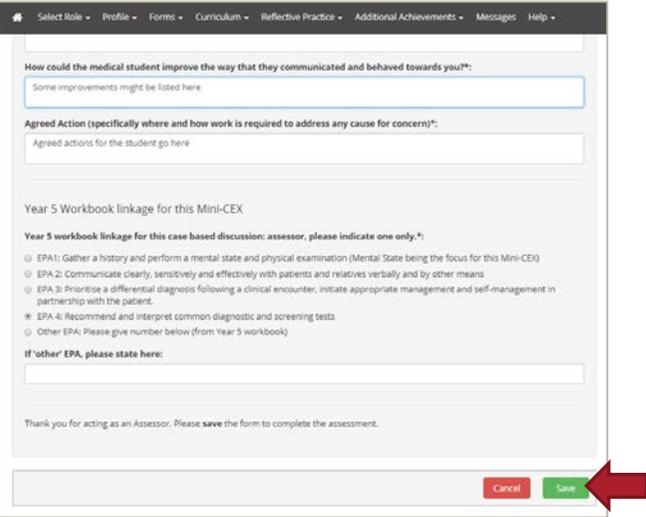For Honorary Staff: Year 5 Clinical Competency Assessment information is available in the MBChB Blackboard tab.

2. On the 'Create form' window that appears, the student should type cca and the CCA forms will appear in a drop down list as shown below. Click the required assessment form...

3. ... and Click '+Create' to open a new form. The student should enter their name and Academy, and you are then able to complete the assessment. As with the mobile version, once the form is completed remember to hit the green Save button at the end, else the assessment will be lost.

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FAQ Section

Do I have to complete CCA assessments on the student's device?

No but if you're using either your own or a desktop PC you will need to ask the student to log into their e-portfolio in order for you to compete the assessment.

Do we need wifi/internet to complete the assessment?

Not if the student is using their mobile device and has previously signed in to the mobile app. They should already have the form on the device and it can be completed offline. Once the devices regains internet connectivity the student can 'sync' the assessment by opening the mobile app.

You WILL need an internet connection if the assessment is completed on a Trust PC or other device as the student will need to log in to the UMEP.

Why can't I just get sent a ticket and complete it later?

Because we feel the students will get better quality feedback discussed and documented if done immediately, and it avoids risk of tickets not getting completed.

What if the app/webpage cannot be accessed at the time of the assessment?

There are back up paper forms that can be downloaded from the Year 5 assessment page on the medical school intranet webpage and the academy will keep some back up forms. Return this form to the academy afterwards.

A student has asked me to link the CCA to an "other" EPA but they don't know which number – what do I do?

Ask them to get their year 5 workbook to check, but if they don't have it available then link the assessment to one of the other, intimated EPA's.

Can anything I record be altered by the student later?

No it can't and the university can centrally track how many CCA's an individual student is doing alongside their performance.

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