

# CSA Segment Briefing Session

For Exit Exam candidates 2025



## Rundown

- Briefing on CSA examination format
- Practical tips
- Q&A session
- (demo video: onsite)

# LEICESTER ASSESSMENT PACKAGE(LAP)

## LAP Categories and weightings

• Interviewing/history taking	20%
• Physical examination	10%
• Patient management	20%
• Problem solving	20%
• Behaviour/relationship with patients	10%
• Anticipatory care	10%
• Record keeping	10%
Overall	90%

## Examination Format - Video

- The candidate are required to record the video in **Two 2-hour sessions** (6 cases per session)
- 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.
- Total **at least 12 cases** need to be recorded within 4 hours.
- **Six videos** will be selected from the video log and assessed by **3 examiners**, at least 2 out of 4 'best performance cases' would be selected for assessment.

# Video Recorder

- Candidate needs to submit a **demo Video** to college for quality checking
- The setting planned for examination
- A short conversation should be included
- Make sure the **sound and visual quality** are good enough for assessment
- The video format is compatible to college computer.

## 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

	Accepted	Not Accepted
1) Introduction		
2) Process		
3) Ending		

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

#### **B) VISUAL**

Resolution

Accepted                      Not Accepted

	Accepted	Not Accepted
Resolution		

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

#### **C) SETTING**

- 1/4 face shown (candidate)
- 1/4 face shown (patients)

YES                                      NO

	YES	NO
1/4 face shown (candidate)		
1/4 face shown (patients)		

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

## Examination Period

- **First call in** the preceding week
- **second call** at 4:00 pm one day before examination day
- Once notified, the date of assessment will not be changed.
  
- The examination period is **1 calendar day** (i.e. 00:00 – 23:59)

## CSA (Video taping)

- **12 cases would be recorded** within **two session (6 cases in 2 hours each)** for the assessment.
  
- The recording should be done **non-stop** during each session
  
- Candidate can indicate up to **4 'best performed case' among 12 cases**, The “best performed case” must be cases with diagnostic challenges or psychosomatic complaints.
  
- Candidate is required to submit a **video** log of consecutive consultations in assigned examination period.

## Examination 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, **and complete consultation note.**
- After finishing the consultation, candidate is required to give:
  1. **Problem list and hypothesis** of the case
  2. **Physical examination findings**
  3. **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 **next working day of the examination day before 5:30 pm**. The quality of the videos could be checked by College's computers 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**
  4. One copy of **Certification by Clinical Supervisor/ Mentor**
- **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

# Example of consultation log

Appendix K- Documents to be submitted and Consultation Log Sample Format

## Example of filled Consultation log

Case No.	Age	Sex (M/F)	Problem list	Consultation time (mins)	Consent for Video (Y/N)	Up to 4 Best Performed cases chosen by candidate (put a ✓)	Video Time frame
Sample	64	M	Follow up for DM, URTI	12 mins	Y	✓	00:08:13 to 00:20:47 (File001.avi)
1	57	F	Follow up for HT, IHD	15 mins	Y		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			
7	88	M	Follow up for Old CVA, IHD, HT	19 mins	Y		(File002.avi) 00:00:00 – 00:19:23
8	57	M	Follow up for hypothyroidism	10 mins	Y		00:24:24 – 00:34:55
9	59	F	Loin pain	25 mins	Y	✓	00:36:23-01:01:22
10	8	F	Allergic rhinitis	8 mins	Y		01:03:12- 01:11:22

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

# Example of consultation log(2)

Appendix K- Documents to be submitted and Consultation Log Sample Format

Case No.	Age	Sex (M/F)	Problem list	Consultation time (mins)	Consent for Video (Y/N)	Up to 4 Best Performed cases chosen by candidate (put a ✓)	Video Time frame
11	22	F	Follow up for asthma	12 mins	Y	✓	01:14:00 – 01:26:12
12	55	M	Follow up for HT	15 mins	Y		01:30:11- 01:45:23
<input type="text"/>							
			Session 2	Net ti 89 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.
  - Arrange examiners for case selection and marking
  - **Six videos** will be selected from the video log and assessed by **3 examiners**, at least 2 out of 4 ' best performance cases' would be selected for assessment.

# 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: «A123456B»
<b>Consultation Skill Assessment Segment</b>	
<b>HKCFP Full Exit Examination 2023</b>	
<b>1<sup>st</sup> Video recording session</b>	
Name	: Dr HKCFP
Candidate number	: EE 24001
Assigned Examination Date:	<b>5 January 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. The printing time of consultation note must correlate with the time indicated in the consultation log summary. [for computer consultation notes]**

**Marks may be deducted if the candidate fails to do so and the examiner is highly suspicious that the medical record was prepared out of the net consultation time.**

[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

Appendix J- 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，影片將於考試及質素評估過程完成後銷毀。

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 all my personal information will be kept strictly confidential. The videos will be destroyed after completion of the process of examination and quality assurance.

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

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

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

*Note: Please make enough copies for your assessment.*

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 consultations were recorded at \_\_\_\_\_ (Name of clinic) on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy).

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

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

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

## Rules for video recording

- Only **net consultation time** will be counted. (Waiting time between 2 patients will be excluded)
- Candidate **should inform College if not able to have 12 cases consented** for the examination in the examination period with reason.
- 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 also included in the net time of video recording. The printed out record can't be amended after video recording. If any update is needed, please use hand-written remarks, sign and date.
- Candidate may subject to disqualification if not being able to finish 12 cases in 4 hours without a sound reason.
- For each 2-hour session, the 6th case should be started within 120 minutes of net time.
- If the overtime issue was not addressed before submitting videos for assessment, the time ( in terms of minutes) exceeding overall net time would be subtracted from the last selected exam case. 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 takes 23 minutes, only the first 18 minutes would be marked by examiners)

## Rules for video recording

- 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 consultation note submit should be same one which display in front of camera.
- The printing time of consultation note must correlate with the time indicated in the consultation log summary.
- Marks may be deducted if the candidate fails to do so and the examiner is highly suspicious that the medical record was prepared out of the net 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)

## Appendix L- Tabulated summary of CSA process

Format	Video-recorded consultations
Submission of Demo Video	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.
Notification of Examination	Candidate will be notified of the examination period <u>one week in advance</u> , to inform the examination would be arranged in coming week. Candidate will receive confirmation call at 4:00 pm one day before examination day. Once notified, the date of assessment will not be changed.
Examination Format	Consultation videos could be prepared in 2 x TWO-hour sessions during the examination period (24h hours). Sessions should be recorded in order.
Case Load	<u>12 cases is required to be recorded for examiners to assess. Each 2-hour session should include at least 6 cases</u>
Submission of Videos	Video files, consultation log, consultation notes and consent forms of patients have to be submitted to the college by 5:30 pm on the second day of examination period.
Checking of Videos	All videos will be checked by college staff upon submission.
Assessment Method	Total 6 cases will be selected for assessment, at least 2 out of 4 “best performed case” will be included.
Re-assessment	Specialty Board will arrange re-assessment to the selected cases for making the final decision if there is marking discrepancy.

# Practical Tips

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

- 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
- 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.

- Avoid typing at the first several minutes, show importance of eye contact.
- 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
- **Net Consultation time** includes typing and time of answering 3 questions. To avoid overtime.
- To avoid consultation note edited by other doctors.
- Focus on ways to improve consultation skill, don't waste on any cheating behaviors!!

**END**

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