Trainee initiates each mini-CEX encounter by nominating their assessor.

Trainee and assessor discuss curriculum areas that require assessment and agree on areas of focus for the mini-CEX encounter.

Assessor chooses appropriate consultation for encounter.

Trainee downloads and prints mini-CEX rating form from Advanced Training Portal and gives it to assessor at mini-CEX encounter.

Assessor observes trainee’s consultation with patient and rates performance using mini-CEX rating form.

Assessor provides trainee with feedback directly following encounter.

Rating form is signed by both trainee and assessor; trainee retains rating form.

Trainee enters information from rating form into Advanced Training Portal, using mini-CEX online tool.

Trainee submits completed mini-CEX rating form to assessor; automated through the online tool.

Supervisor can access completed mini-CEX via Advanced Training Portal.