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 Basic 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 Basic Training Portal, using mini-CEX online tool

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

Educational Supervisor can view completed mini-CEXs via Basic Training Portal