



Dear Dr. \_\_\_\_\_

**RE: Procedure Skills Assessment Forms for completion and submission with Interim and Final CFARs**

PRA-BC has developed 2 reporting forms to be jointly completed by our candidates and their primary assessors and submitted to the Program with each of the Interim and Final Clinical Field Assessment Reports. The intent of each reporting form is to formally document each clinical procedure conducted by the candidate while being directly observed by one of the candidate's assessors (primary, secondary or external) together with the assessor's determination of the candidate's competence to perform that specific procedure.

Each of the 2 Procedure Skills Assessment Forms are included with this letter for your reference and review. Each Form looks slightly different.

I suggest that during week 1 CFA Orientation (at which time no formal Program candidate assessment occurs) each candidate complete their self-assessment of their comfort level/competence to perform each of the family practice office-based procedures listed on the Interim CFAR report form template and discuss their self-assessment with their primary assessor. Please feel free to add other procedures to the template form. This will assist the primary assessor in planning ahead and concentrating on specific procedures to observe during the remaining 11 weeks of the candidate's CFA experience.

Each candidate must use a log book to record the date of each procedure completed, a brief description of the procedure, and feedback/comments provided by the assessing physician who directly observed the procedure. The assessor is encouraged to write their comments in the candidate's log book. Both the candidate and the assessor must sign off the log book entry. The log book will make it easy to record the number of completed procedures on the respective template form by the end of week 6 (for inclusion with the Interim CFAR) and again at the end of week 12 (for inclusion with the Final CFAR). The log book will



also be handy for the primary assessor to refer to when they complete their competence assessment of the candidate's performance of each of the observed procedures. The log book should be small enough for the candidate to constantly keep it with them during their CFA activities.

While all procedure skills performed by the candidate should be recorded in the log and included in the assessment forms, the assessor may also record some of the procedure skills demonstrated by the candidate on Field Note assessment forms (referencing the Sentinel Habit "Uses generic key features when performing a procedure"). Assessors may also use the Mini-CEX forms to summarize a directly observed procedure performed by the candidate. Even if a procedure skill is assessed using a Field Note or a Mini-CEX, it must still be recorded in the log book.

**PRA-BC has modified its CFA Reporting Schedule to include these 2 reporting forms, each of which looks slightly different as noted above.**

Please ensure the **Interim** Procedure Skills Assessment Form is submitted with the **Interim** CFAR at the conclusion of CFA week 6 and the **Final** Procedure Skills Assessment Form is submitted with the **Final** CFAR at the conclusion of CFA week 12.

Please contact me if you require further clarification regarding these 2 forms. I anticipate that these forms will be helpful to both our candidates and their assessors.

Sincerely,

Dr. A.J. Jack Burak

PRA-BC Clinical Director