



Clinical Assistant Part I Assessment

Introduction: Part I of the CA assessment was designed to determine if candidates possess the necessary baseline skills to be considered for employment as a clinical assistant. Part I is identical for all clinical areas whereas Part II is specific to each area. Part I is taken prior to employment as a CA, while Part II is taken within one year of employment.

The skills that are being tested in Part I include history taking, physical examination, communication skills (how candidates relate to patients) and documentation skills (can candidates clearly report their findings orally or in writing). Candidates are expected to be able to indicate preliminary investigations and/or management and/or follow up, as appropriate to the particular situation.

The assessment consists of 9 stations which each have a standardized patient and an examiner in the room. At each station, you will have 15 minutes with the standardized patient to do a focused history and physical examination. A standardized patient is someone who has been trained to portray a medical problem, including elements of history, physical findings, affect, etc. much as would happen with a real patient. For the first part of the station (the first 15 minutes), you will interact with the standardized patient only and treat them as you would an actual patient. The standardized patient will be completing a rating scale after the interaction which assesses your interpersonal skills. The examiner is present to collect other information about your encounter with the standardized patient but does not interact with you during this initial time.

After the encounter is complete, or after 15 minutes has elapsed, you will interact with the examiner. You may be asked questions related to the case that you have just seen. You will then be asked to give a verbal report to the examiner about the specific patient you've just seen, ("pretend you're on the phone giving a report of your findings") or be asked to write a note about the encounter or be asked to write initial orders for the patient.

Dates: The CA Part I assessment is held once or twice per year (based on available employment opportunities and candidate interest).

There is a limit of 12 candidates per session. Candidates must register with the College of Physicians and Surgeons of Manitoba. There is no requirement to have a job offer prior to taking the assessment. Please note that all CA positions must be approved by the College of Physicians and Surgeons of Manitoba - a physician cannot simply decide to hire you as a clinical assistant, but must first contact Mrs. Maxine Miller at the College in order to fill in the appropriate forms and have the job description approved. This process usually takes about 6 months. Currently, most clinical assistant positions are in the Winnipeg Regional Health Authority (WRHA).



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Fees: The fee for Part I is \$1500.00. Full payment will be required at the time that your exam date is confirmed and must be received 1 month prior to the assessment date. *Only credit card payments will be accepted.* Candidates will not be allowed to sit the assessment if fees are outstanding.

Withdrawal: If a candidate withdraws a month or more prior to the assessment, full payment will be refunded less an administrative fee of \$100.00. If a candidate withdraws less than one month prior to the assessment, \$1000.00 will be refunded. If a candidate withdraws less than two weeks prior to the assessment, the fee will not be refunded. Special consideration may be given in circumstances such as illness; supporting documentation would be required.

ID: You must bring photo ID, such as a driver's license or passport, to the assessment.

Results: Results will be available 3 to 4 weeks after the assessment. The College of Physicians and Surgeons and the WRHA receive a list of successful candidates.

Contact numbers: The Division of Continuing Professional Development does not keep a registry of employment opportunities. For employment opportunities in Winnipeg, visit the Winnipeg Health Region website <http://www.winnipeghealthregion.ca/careers/index.html> or contact Mr. Russell Ives of the Winnipeg Regional Health Authority by email at rives@hsc.mb.ca

Questions: Questions about the assessment can be directed to Natalie MacLeod Schroeder, Director, Clinician Assessment Programs, at 204 975 7791 or email Natalie.MacLeodSchroeder@umanitoba.ca.