1. PURPOSE AND SCOPE

This policy provides guidelines for the assessment of participants on EMST courses. The policy outlines the requirements for successful course completion and defines the possible results for course participants.

2. KEYWORDS

Assessment criteria, remedial, participants, EMST

3. BODY OF POLICY

3.1. Assessment

3.1.1. Participant assessment includes continual subjective evaluation of core knowledge, clinical insight and performance throughout the course, and during the final day initial assessment scenario and a score of 70% or more in the final day Multiple Choice Questionnaire (MCQ). Note: The Pre-test is an open book examination offered in an online format.

3.1.2. The subjective nature of this assessment requires faculty to maintain accurate records for discussion at faculty meetings. The course assessment forms provide the opportunity to include relevant comments about participant performance.

3.1.3. Final status options:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Successfully completed course</td>
</tr>
<tr>
<td>E</td>
<td>Excellent</td>
</tr>
<tr>
<td>RMCQ</td>
<td>Remedial MCQ test only</td>
</tr>
<tr>
<td>RIA</td>
<td>Remedial Initial Assessment only</td>
</tr>
<tr>
<td>U</td>
<td>Unsuccessful Initial Assessment and MCQ / consistent poor performance</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (did not attend all components)</td>
</tr>
</tbody>
</table>

3.2. Successfully completed course (S)

3.2.1. To successfully complete the course, participants must fulfil all requirements of the cognitive and psychomotor testing components in the course:

a) Attend and participate in all course components

b) Successfully complete the written post course MCQ exam (pass rate 70%)

c) Successfully complete the Initial Assessment skills station (note 3.2.2)

3.2.2. If a participant does not successfully complete or fully attend one or more of the practical skills stations, they may be given the opportunity to repeat the station during or at the end of the course.
3.3. **Excellent (E)**

3.3.1. Excellent participants have performed at an above average standard in knowledge, skills and attitude and might be considered for nomination as a potential instructor (Refer to Skills Training Faculty policy).

3.4. **Remedial MCQ (RMCQ)**

3.4.1. Remedial MCQ participants achieve a written post course test below 70%, but pass the initial assessment examination. Remedial participants may retake the test within three months of the original course in a supervised location. The time allowed to retake the test may be increased to six months in extenuating circumstances.

3.4.2. The duration for the EMST MCQ Remedial Test is 60 minutes. This may be extended to 75 minutes at the director’s/supervisor’s discretion, depending on the participant’s requirements and/or request.

3.4.3. Feedback on final day and remedial MCQ exams is not provided.

3.5. **Remedial Initial Assessment (RIA)**

3.5.1. Participants who fail their first Initial Assessment are informed after they have completed the MCQ exam. Participants are given a period of ten minutes during which debriefing occurs before being asked to re-sit their initial assessment. Debrief is usually undertaken by both the director and the examining instructor.

3.5.2. RIA participants resit the Initial Assessment at the conclusion of the course.

3.5.3. If a participant is unsuccessful on their second Initial Assessment attempt, but passes the post course MCQ exam, they achieve Remedial Initial Assessment (RIA) status. RIA candidates are required to repeat the Initial Assessment component at another EMST course within three months of the original course, at no cost. The time allowed to retake the test may be increased to six months in extenuating circumstances.

3.6. **Unsuccessful (U)**

3.6.1. Participants who fall into the categories below are unsuccessful and are required to complete another EMST course to achieve EMST status.

   a) Unsatisfactory Initial Assessment (2nd attempt) and less than 70% in post course MCQ

   b) Less than 70% in post course MCQ and consistently poor performance throughout the course e.g. does not demonstrate insight, understanding or improved competency.

   c) Unsatisfactory Initial Assessment (2nd attempt) and consistently poor performance throughout the course.

3.6.2. Options for Unsuccessful Participants

   To obtain EMST status unsuccessful participants are required to successfully complete another EMST Provider Course. The participant is required to enrol in a course and pay the full fee.
3.7. Incomplete (I)

3.7.1. If a participant does not attend all aspects of the course they may be given an incomplete status and offered the opportunity to attend the missed portion at another course within three months. The time allowed to complete the missed portion may be increased to six months in extenuating circumstances.

3.7.2. Based on the faculty’s consensus of the participant’s performance, the participant may be given incomplete or unsuccessful course status.

3.8. Assessment criteria summary

<table>
<thead>
<tr>
<th>Situation</th>
<th>Option</th>
<th>Status</th>
</tr>
</thead>
</table>
| Below 70% in Post Course MCQ, successful in all other aspects of the course | • The Director is responsible for notifying a candidate in writing that a remedial result is required. This should occur without delay.  
• The Skills Training Department is responsible for organising when and how the participant resits the MCQ; either at a subsequent course or under direct supervision from a suitable superior or course faculty member who will be provided in the supervision policy.  
• On resit, if 70%+ is cored then the participant is successful.  
• If the result is less than 70% the participant is ‘unsuccessful’ and is required to attend another Provider Course (at cost). | Remedial (RMCQ) |
| Unsuccessful in Initial Assessment, successful in all other aspects of course | • If possible, the Director should sit in on the re-test (second Initial Assessment) and be actively involved in the final decision.  
• If the participant is unsuccessful at their 2nd attempt, they are encouraged to present to a future course and resit the IA at no cost.  
• The Skills Training Department organises the resit directly with RIA participant.  
• If IA resit is unsuccessful the participant is required to successfully complete another Provider Course (at cost) to gain EMST status. | Remedial (RIA) |
<p>| Below 70% in Post Course MCQ, AND unsuccessful Initial Assessment | This participant is ‘unsuccessful’ and is required to successfully complete another provider course (at cost) to gain successful EMST status | Unsuccessful (U) |</p>
<table>
<thead>
<tr>
<th>Situation</th>
<th>Option</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 70% in Post Course MCQ, or Unsuccessful in Initial Assessment AND Unsuccessful in Skill Station and misses part of a Lecture</td>
<td>This participant is ‘unsuccessful’ and is required to successfully complete another provider course (at cost) to gain successful EMST status</td>
<td>Unsuccessful (U)</td>
</tr>
</tbody>
</table>
| Misses part of the course                                               | • This only applies to ACCIDENTAL/COMPASSIONATE omission on the part of the participant.  
• If more than 15 minutes of a lecture is missed, then the lecture is re-attended at a subsequent course. | Incomplete (I)               |
| Below 70% in Post Course MCQ and misses par/all of a Lecture            | The participant can sit the remedial post-test and attend the lecture at a subsequent course. | Remedial and Incomplete (RMCQ/I) |
| Unsuccessful in IA and misses part/all of a Lecture                     | The participant can retake the IA station and attend the lecture at a subsequent course. | Remedial and Incomplete (RIA/I) |
| Below 70% in Post Course MCQ and Unsuccessful at a Skill Station        | This participant may be identified as unsuccessful or remedial depending on faculty consensus.  
• If Unsuccessful, the participant is required to attend a provider course (at cost).  
• If Remedial, they are required to complete the remedial MCQ exam. | Unsuccessful (U) or Remedial (RMCQ) |
| Unsuccessful in IA and Unsuccessful at a Skill Station                  | This participant may be identified as unsuccessful or remedial depending on faculty consensus.  
• If Unsuccessful, the participant is required to attend a provider course (at cost).  
• If Remedial, they are required to complete the Initial Assessment at a subsequent course. | Unsuccessful (U) or Remedial (RIA) |
| Misses part of a Session and Unsuccessful at a Skill Station            | This participant may be identified as unsuccessful or remedial depending on faculty consensus.  
• If Unsuccessful, the participant is required to attend a provider course (at cost).  
• If Incomplete, they are required to complete the Skill Station at a subsequent course. | Unsuccessful (U) or Incomplete |

Approved by: Director, Education Development & Assessment  
Document Owner: Manager Skills Training  
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4. ASSOCIATED DOCUMENTS

EMST Director Guidelines (Restricted access)

Approver: Education Board
Authoriser: Council