CLINICAL EXAMINATION: INSTRUCTIONS TO EXAMINERS

Pre examination
1. Turn off your mobile phone and/or pager or give it to the College Staff member to take messages.
2. Introduce yourself to the surrogate patient and advise them on their task (blue sheet).
3. Familiarise yourself with the task and question by logging into your allocated electronic tablet.
4. Preview the station allocated to you using the test QR code provided in your examination room. Note that there are four areas of assessment.
   
a. **Checklist:** For each part of the task completed satisfactorily by the candidate, select the appropriate tick box on the checklist. For items that are not completed satisfactorily by the candidate, select the appropriate cross box. Each item must be marked with a tick or cross. Failure to do so will result in the inability to progress to the next section of the assessment. Incomplete items will be highlighted. You may need to scroll the page up and down a bit to see all items.
b. **Non-Technical Skills score:** Stations other than those without a surrogate patient require an overall assessment of non-technical skills. Assign a score using the descriptors provided.
c. **Process score:** Stations other than non-technical skills stations require an overall assessment of process skills. Assign a score using the descriptors provided.
d. **Global Competency Score:** This is your overall assessment of how the candidate performed. Performance should be assessed at the level of a junior trainee. Select a descriptor that corresponds to the candidate performance.

The Examination
1. A bell or buzzer will sound at the start of each rotation for the candidate to enter the room. The time for that station begins as soon as the bell rings.
2. Greet each candidate as they enter the room. Scan the candidate’s QR code using the camera of the electronic tablet. The candidate will have read the task on the door of the room while waiting to come in. Offer them the opportunity to read them from the green sheet in the room ("Here are the instructions if you need to read them again.").
3. Your role is an observer, only interacting with the candidate as necessary for him/her to complete the task. You should not prompt the candidate.
4. Each station lasts 5 minutes. For some stations you may have a question to ask at a particular time. The specific station instructions will let you know when the question should be asked. An alert will pop up on the screen to prompt you at that time. If the candidate has completed their tasks before the time for the question, the question can be asked straight away.
5. The bell signals the end of the station. **Candidates must leave when the bell sounds.** Keeping candidates in the room after the bell has sounded will disadvantage them because they will not have as much time as other candidates to read the information for their next station. Candidates may leave the room if they finish the question before the 5 minutes.
6. A 5 minute timer will be displayed in the bottom right hand corner of the tablet screen. It will count down from the time the QR code was scanned. This is only rough guide of time. The bell is the official timer and must be adhered to.
7. There is a 3 minute interval between stations for candidate changeover and to allow you to complete your assessment and reset the equipment for the station. All sections must be completed, and there will be prompts directing you to do this before the station can be finalised. Once you have submitted a candidate’s result, you will not be able to return to change the mark.
8. Examiner feedback is very important, particularly for counselling purposes. If a candidate scores a borderline pass or below in the Global Competency Score, you will be prompted to select from a list of deficiencies in candidate performance that have been identified. This is compulsory and at least one deficiency must be selected. There is also a free text field for you to enter feedback on any candidate’s performance.
9. At the end of 3 minutes a further bell or buzzer will sound for the next candidate to enter.
10. The Coordinator of the examination or an observer may sit in on your station at some point during the examination. Their role is an observer of the examination process.

Post examination
1. Please leave the electronic tablet and stylus pen in the room to be collected by the Coordinator or College staff member.
2. Please complete the Examiners Feedback report (pink sheet). The clinical committee will review this report in 2-3 weeks’ time to possibly modify the question.

Thank you for participating in this examination. You can claim 1 CPD point for each hour spent doing this for the RACS. The Clinical Committee will be discussing the exam results at its meeting in about 2-3 weeks’ time.