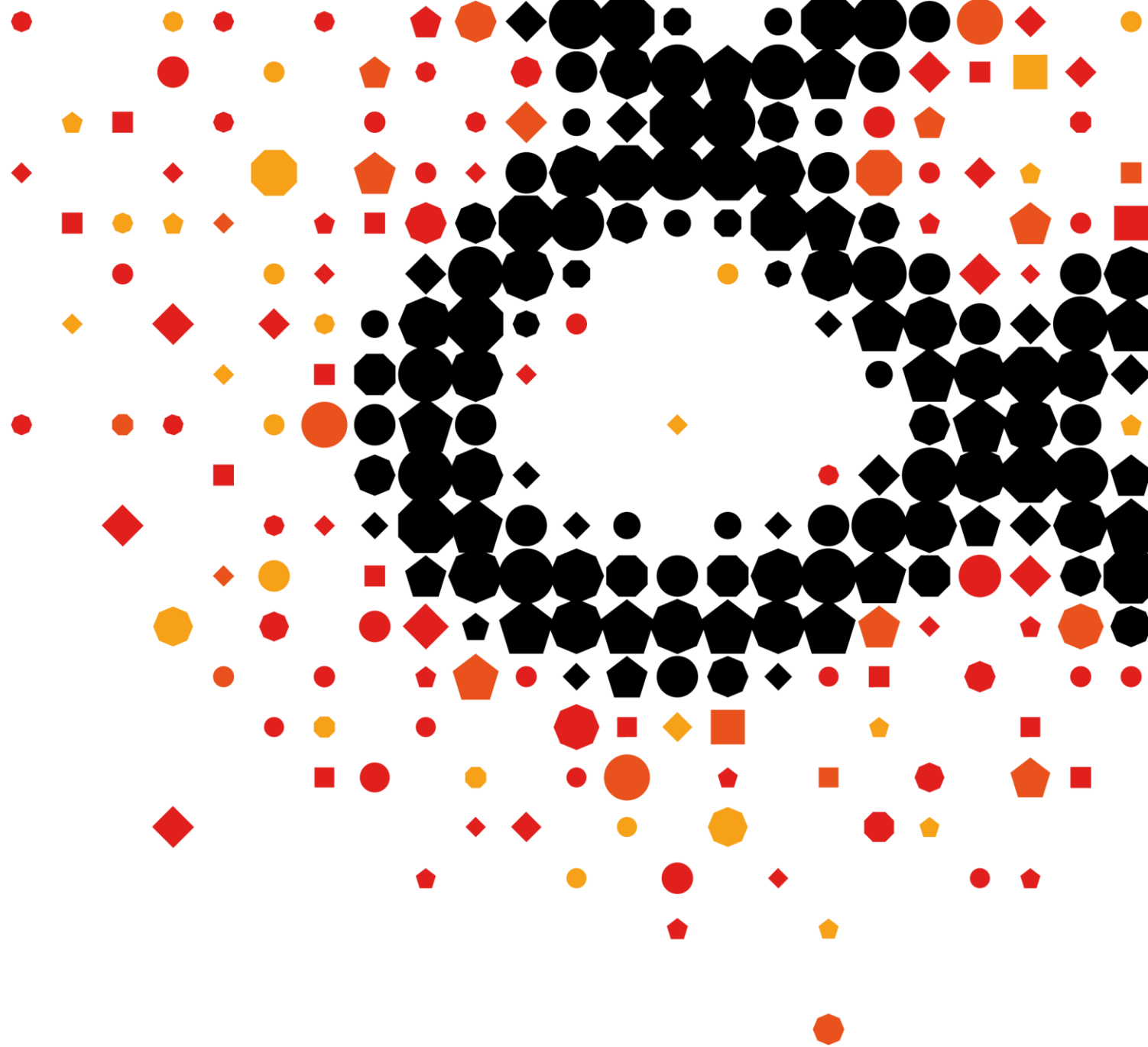




Covid-safe OSCE

Senior Examiner Information

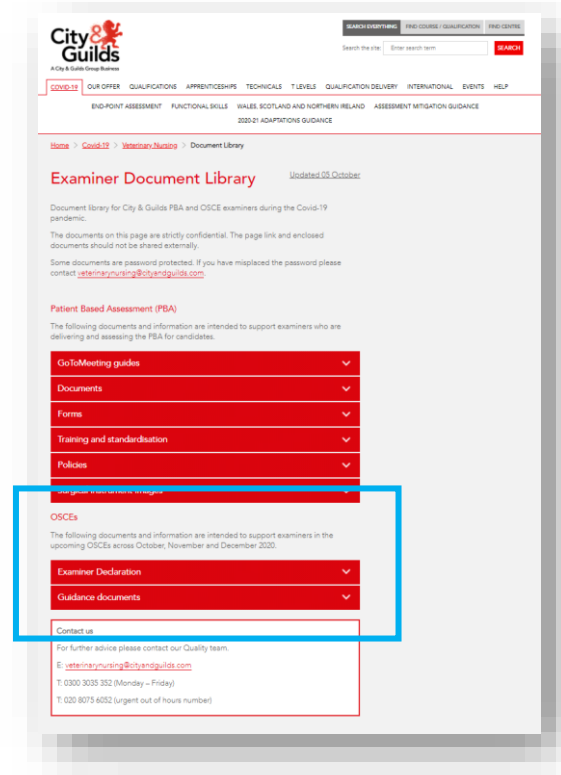
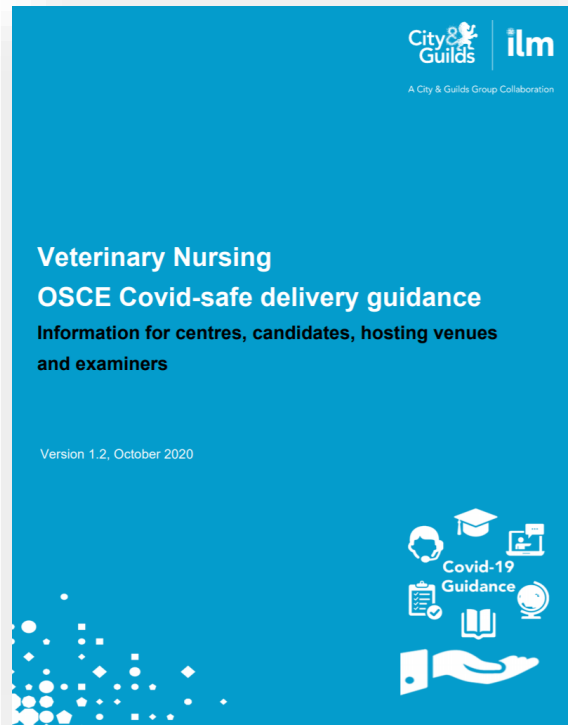


Important information



All Senior Examiners and Examiners must have

- read the OSCE Covid-safe delivery guidance in full
- familiarise themselves with the additional guidance in the examiner document library
- sign the examiner declaration

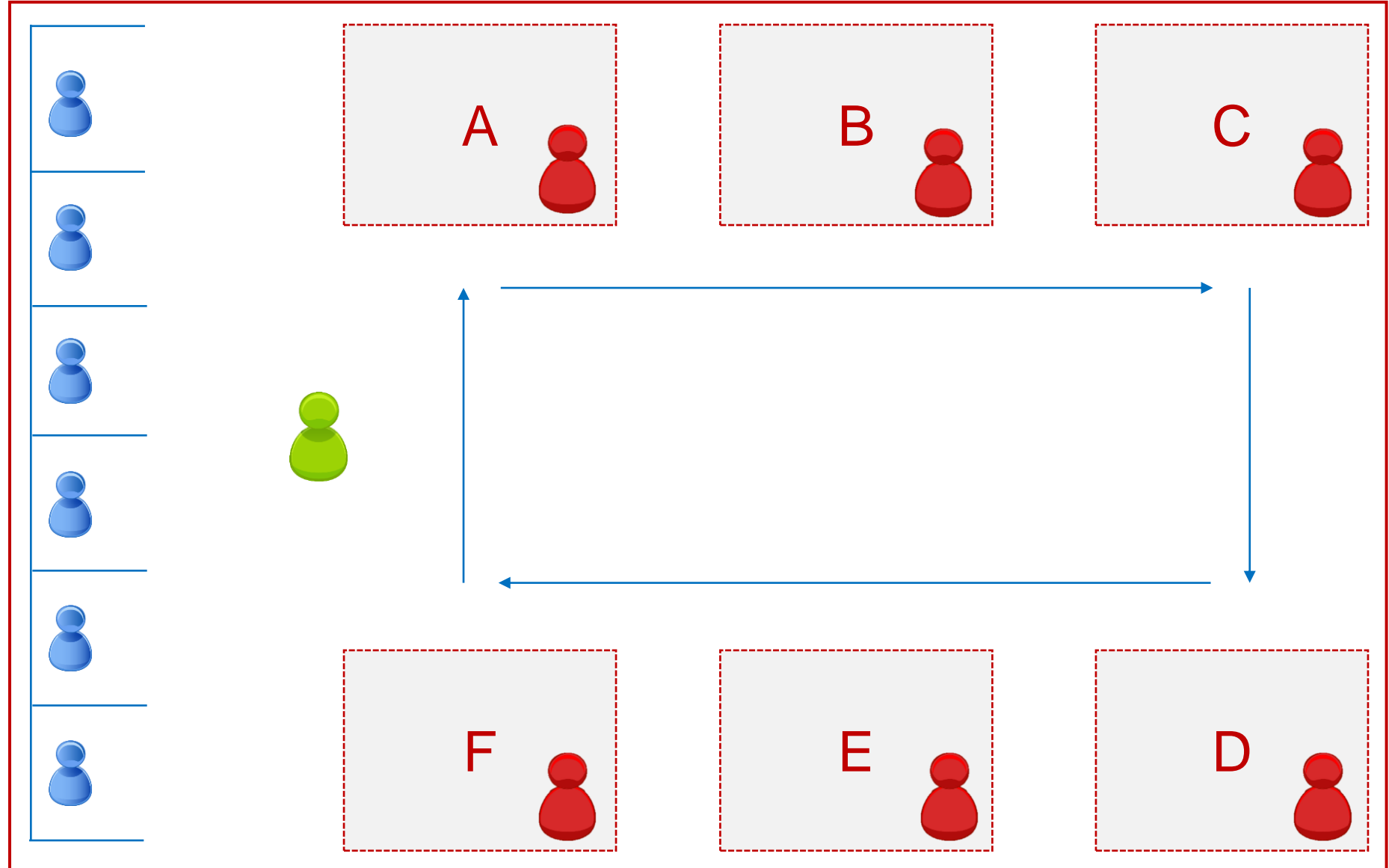


Exam layout

Where possible the layout of the OSCE stations should be similar to the diagram on screen.

Different centres will have differing layouts dependent on room size.

Booths may not run in alphabetical order. If they don't make sure the candidate is aware.

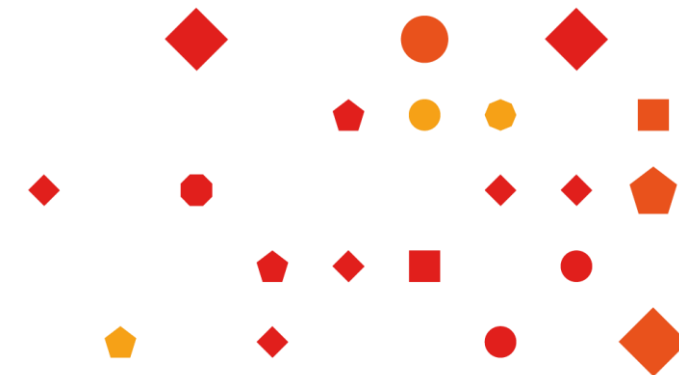
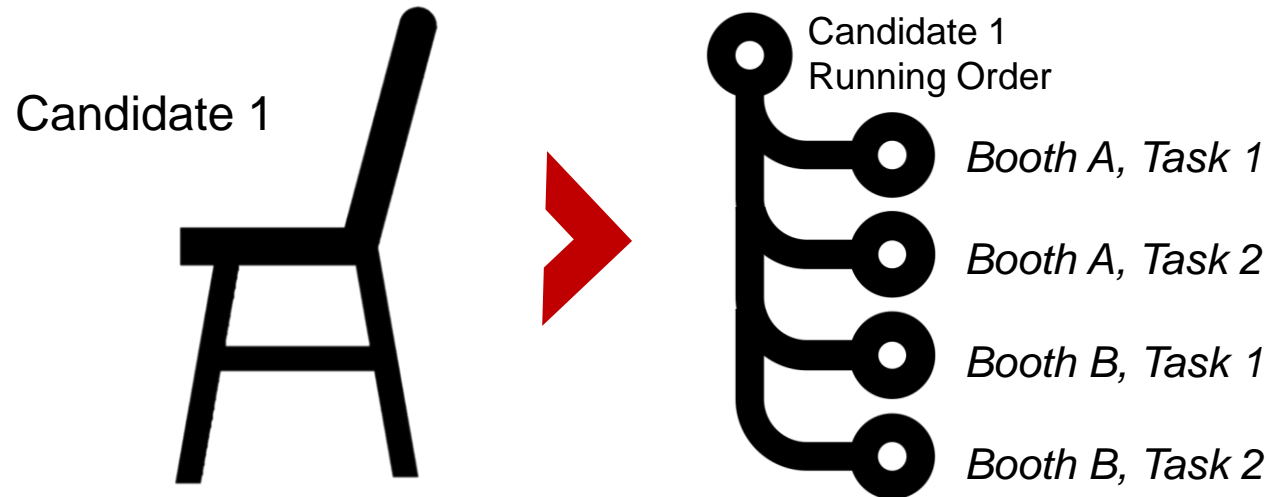


Exam layout and candidate flow



Main principles are:

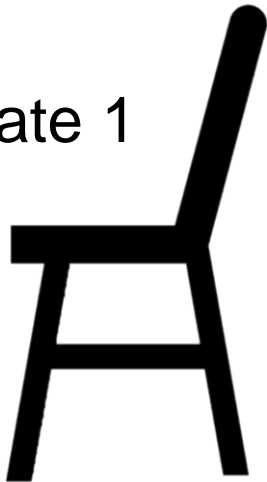
- Two stations/tasks delivered from a booth, six booths, one examiner per booth.
- Maximum of six candidates per session. Allowance for overrun of time.
- The numbers 1-6 have been provided for the candidate chairs / waiting area, these correspond to the candidate running order.
- Examiner and station allocations will/have been provided to the Senior Examiners in advance
- JCQ posters have been provided and should be displayed as usual in accordance with exam regulations, however candidates who have downloaded the NHS apps are permitted to keep their mobile phone in their pocket, but on silent.
- Candidates should take their own calculators, pens and scissors. Examiners should use their own pens.



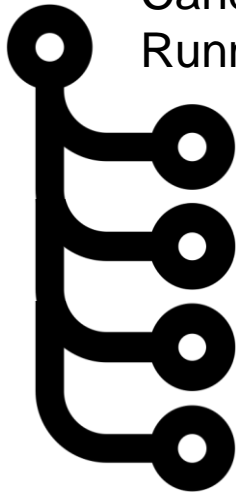
Exam layout and candidate flow



Candidate 1



Candidate 1
Running Order



Booth A, Task 1

Booth A, Task 2

Booth B, Task 1

Booth B, Task 2

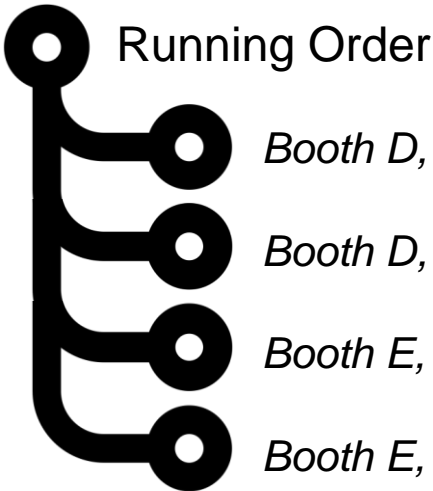
Candidate	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
1	A1	A2	B1	B2	C1	C2	D1	D2	E1	E2	F1	F2
2	B1	B2	C1	C2	D1	D2	E1	E2	F1	F2	A1	A2
3	C1	C2	D1	D2	E1	E2	F1	F2	A1	A2	B1	B2
4	D1	D2	E1	E2	F1	F2	A1	A2	B1	B2	C1	C2
5	E1	E2	F1	F2	A1	A2	B1	B2	C1	C2	D1	D2
6	F1	F2	A1	A2	B1	B2	C1	C2	D1	D2	E1	E2



Example flow – candidate 4



Candidate 4



Candidate	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
4	D1	D2	E1	E2	F1	F2	A1	A2	B1	B2	C1	C2



Level 3 Diploma in Veterinary Nursing

Covid-safe OSCEs - Candidate information pack

CANDIDATE 4

PLEASE DO NOT REMOVE SHEETS FROM THIS PACK UNTIL INSTRUCTED BY THE SENIOR EXAMINER

- You pack is pre-sorted into your allocated running order. Your running order corresponds with your allocated seat number and is explained on the next page.
- Please check your candidate number above (1-8) corresponds with your allocated seat number. If it does not please notify the Senior Examiner.
- For each task, when the Senior Examiner instructs you to do so, remove only the task instructions for that task. Each task is labelled at the top with the booth and task number (E.g. Booth C, Task 2).
- Place all other sheets back in the wallet under your seat.
- You can take the task instructions with you into the booth. However, when you exit please return to your allocated seat and place the task instructions back into the wallet and back under your seat.
- Do not remove the next task until instructed.

7457 Covid-safe OSCE (Small Animal) | Candidate 4 | Version 1.0

Booth: A
Tasks: 1 & 2

Booth: B
Tasks: 1 & 2

Booth: C
Tasks: 1 & 2

Booth: D
Tasks: 1 & 2

Booth: E
Tasks: 1 & 2

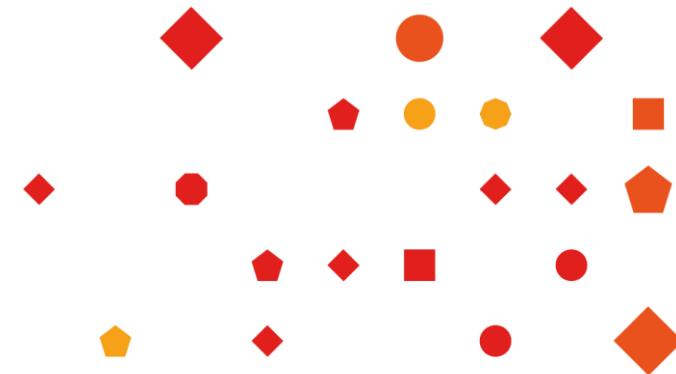
Booth: F
Tasks: 1 & 2

Paperwork



Each venue is being sent the following:

Station pack:	Senior Examiner pack:	Master pack:
<ul style="list-style-type: none">• Examiner guidance• Mark sheets (one per candidate plus spares)• Any patient information sheets (one per station where required)• Any calculation/hospitalisation sheets (one per candidate plus spares)• Labels for those stations that require them	<ul style="list-style-type: none">• Examiner guidance for all stations (including spares)• Station reports• USB stick with timing PowerPoint, JCQ instructions, examiner station report forms, global scoring information, IQA forms, incident forms, Senior report form• Examiner station report forms• Global scoring information• IQA forms• Incident report forms	<ul style="list-style-type: none">• 1 x copy of Covid-safe guidance• 1x copy of Senior Examiner briefing• 2 x venue QR codes• 2 x running order overview• 1 x timetable copy• 1 x small animal or equine task order• Pack of booth labels A-F• Pack of candidate chair labels 1-6• Pack of 50 plastic wallets• Candidate packs for all sessions for Friday 30 October – Sunday 08 November.

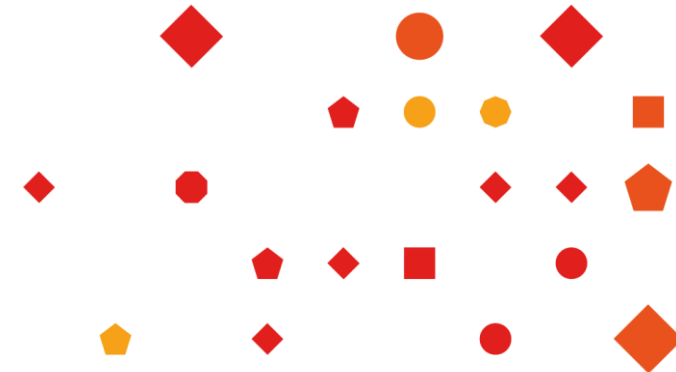


Paperwork



Main principles are:

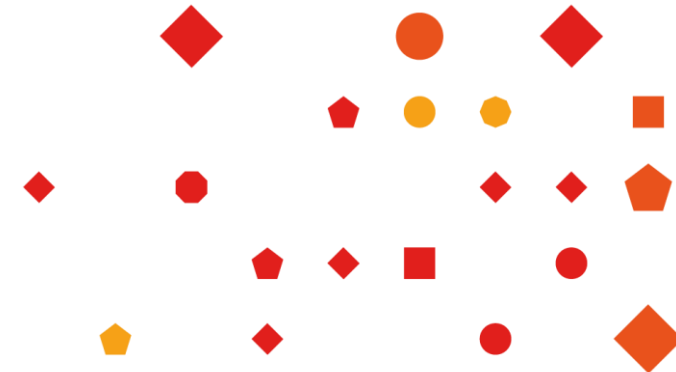
- Examiner guidance, mark sheets and calculation sheets are being provided as normal.
- Calculation sheets should be placed in a prominent place in the booth for the candidates to use.
- Candidate labels are not provided. Candidates will need to let each examiner know their name on entering the station. The examiner will then need to clearly write the candidate name in the space on the mark sheet. The candidate should clearly write their own name on any calculation sheets.
- Patient record cards have been provided for those stations where required in a plastic wallet which must be wiped between candidates.
- Candidate scenarios are in a set in a plastic wallet. Each candidate will be provided a pack, corresponding to their allocated chair which will dictate the running order.
- Candidates must not take any paperwork away with them. It must be returned to the Senior Examiner, checked back in on the sign-in sheet and then destroyed (this includes the plastic wallets – they **must not** be reused.)
- The Senior Examiner pack contains station reports and global scoring guidance. These should be given to each examiner, as each examiner is examining two stations they need two station reports. These should be completed as normal.



Task management



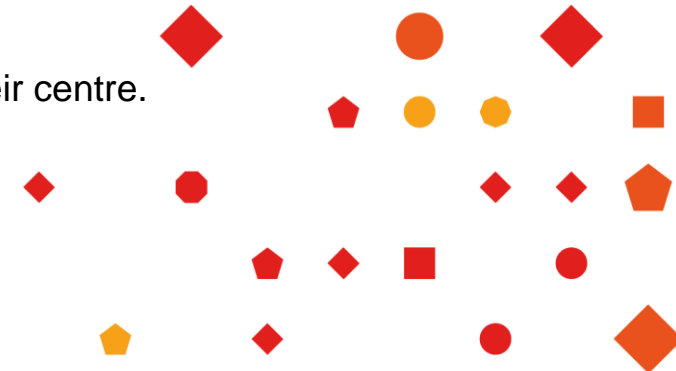
- For the majority of centres the Senior Examiner will be setting up the stations the day before as normal. The examiners will still need to arrive at least 2 hours prior to the first exam to run through their allocated station.
- Note that some equipment may differ to that used previously and that some items may have expired. You should continue to use these as normal.
- Examiners must not assist each other with setting up the stations. Only the examiner for those stations and the Senior Examiner are allowed in allocated booth. This is to further reduce the contact points between examiners and equipment.
- Where stations include labels, clear adhesive plastic has been provided so these can be covered and wiped down after each candidate.
- The Senior Examiner / examiner must complete a full and rigorous cleaning routine when setting up the stations.
- Where it is possible, examiners should be encouraged to step aside or just out of the booth to examine the task.
- Senior Examiners should try to observe a range of examiners completing the cleaning and sanitisation of the station to ensure this is rigorous and they are covering all areas.



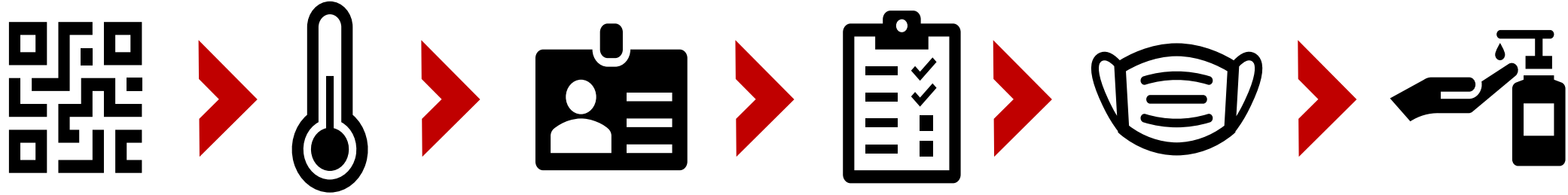
Candidate management



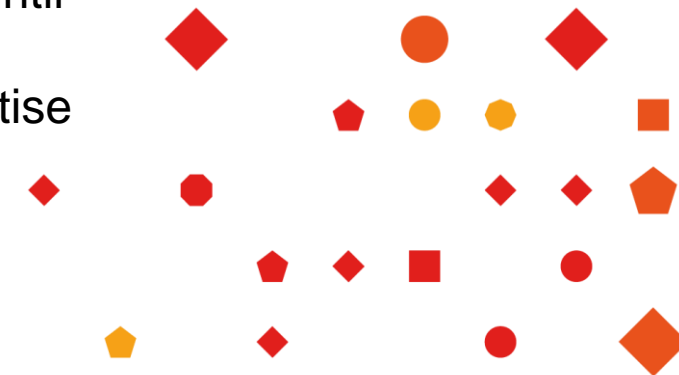
- The candidate briefing has been published online. They have also been asked to complete a declaration. Following the deadline for the series the final list of candidates will be provided to the Senior Examiners.
- Candidates will still need to bring photo identification. This will need to be checked and their temperature taken with infrared thermometer on their forehead (37.8°C). If their temperature is too high or they do not bring photo identification they will not be permitted to take the OSCE.
- Sign in sheets for candidates will be emailed to the Senior Examiner on Thursday 29 October. These will need to be printed.
- When the Senior Examiner checks in the candidate, they allocate them a seat number (1-6) on the sign in sheet and then give them the corresponding candidate pack (1-6). Candidate no longer need to put their packs in order, we have done this for them.
- Details of candidates who have reasonable adjustments will be provided as normal on 29 October. Examiners will need to be informed of these prior to each morning/afternoon cohort.
- Candidates are permitted to remove visors for laboratory tasks. If they are wearing glasses it is not practical for them to wear goggles for these tasks.
- Candidates have been asked to provide their own disposable gowns. If they were unable to source these they have been permitted to wear their own clean cloth gowns. The candidate is expected to explain this to the Examiner.
- If any candidate withdraws later than the date that the lists have been provided then we will email the Senior Examiner
- If any candidate arrives after the start time of the OSCE they must not be permitted to take their exam.
- If candidates have queries that do not relate to the process on the day then please ask them to contact their centre.



Candidate management



1. Candidate arrives and is asked to scan the venue QR code
2. Senior Examiner ask for the candidate name and then takes temperature of candidate and records this on the sign-in sheet
3. Senior Examiner asks candidate to present their ID and checks for validity
4. Candidate asked to read out the 'verbal declaration'.
5. Senior Examiner records the candidate as present on the sign-in sheet, allocates the seat number (1-6) and provides the corresponding exam pack (1-6).
6. Candidate told not to open the exam pack and to place this under their seat until further notice
7. Candidate instructed to ensure face mask and visor is on and they wash/sanitise their hands



Candidate management



Covid-safe Objective Structured Clinical Examinations (OSCEs)
Candidate Register



Venue:	
Exam Date:	
Exam Time:	

ENR	Candidate Name	Declaration signed?	Seat Allocation	ID Provided (state type)	Candidate Temp (°C)	Verbal Declaration completed ?	Time in	Candidate pack disposed of?	Time out
ABC1234	Name	Yes							
BCD2345	Name	Yes							
CDE3456	Name	Yes							
DEF4567	Name	Yes							
EFG5678	Name	Yes							
FGH6789	Name	Yes							

☐ I confirm all candidates have undertaken the necessary entry procedure above and that all photographic identification provided is a true likeness of each candidate.

Senior Examiner Name:	
Signature:	
Date:	

The names of the candidates will be pre-populated and we will let you know if they have signed the online declaration.

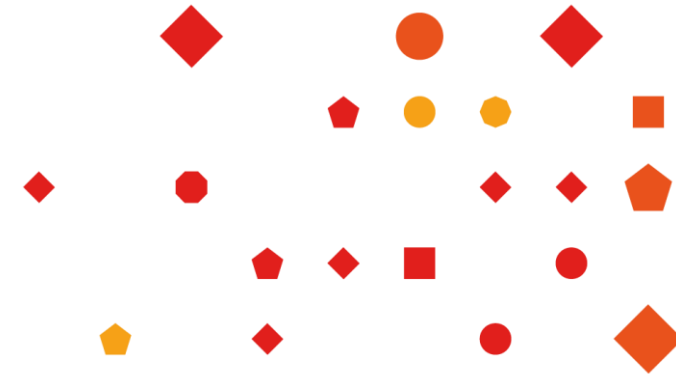
Based upon the order they arrive, allocate the candidate their seat (1-6) and give them the corresponding candidate pack.



Preparing for the exam



- Allocate the candidate their seat number and ask them sit there and await further instructions. They may use the toilet facilities but must follow the relevant hygiene procedure and return to their allocated seat.
- Make sure the candidate places the exam pack under their seat and they know not to review this until instructed to do so.
- When candidates have arrived and are in their allocated seats, allow time for the candidates to read the instructions (front cover) and the running order sheet (second sheet). They must not take the task instructions out of the plastic wallet.
- Ask each candidate to indicate which booth they are starting with to ensure there is no error or miscommunication. All candidates should start in a separate booth.
- Next explain clearly the running order and how it will work. Make sure you explain that although there are two tasks within each booth, they will be carried out separately, and after each task is complete the candidate must leave the booth and return to their allocated seat.

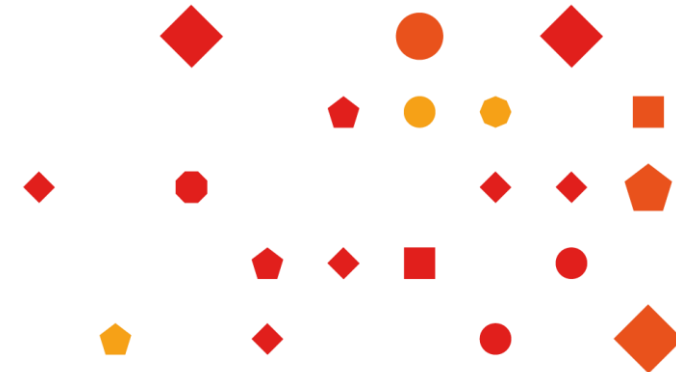


Running the exam



When you are ready to commence the exam, inform the candidates and begin the exam process as normal using the timer.

- Candidates will need to read through the scenario as normal at their allocated seat.
- Once that time is up, ask the candidates to enter their first station. They can take the task instructions with them, but the rest of the pack must be left under their allocated seat.
- They then complete station and return to their allocated seat once finished/the six minutes has elapsed. They must keep the exam pack under their chair.
- Remember to check they are not reading ahead for the next station as this would result in disqualification.
- They will then read through their second scenario and enter the booth for the second task once all examiners are ready and so on. It is anticipated that each cohort will take slightly longer than normal to run through all twelve stations.
- Candidates will be allowed to take the task instruction into the booth as a referral as to what they should do for that task, but when they return to their seat must place this under the chair until told otherwise.
- Once candidates have finished their final station they should place their scenario pack on their chair and leave as normal.
- Mark and calculation sheets should only be collected after all candidates in each cohort have finished.
- Following the conclusion of the cohort the stations should be cleaned as required.



No entry or disqualification

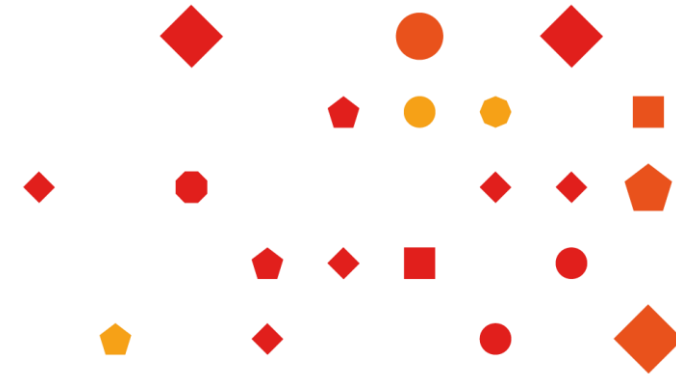


The following scenarios would result in the candidate being turned away from the exam:

- The candidate is late arriving and allowing them to complete will delay other candidates
- The candidate has not signed the declaration (they are not permitted to sign on the day, as this shows they have not prepared and will likely have not watched the candidate briefing)
- Does not have all the relevant equipment and PPE as per the guidance document and declaration (you **must not** provide missing PPE equipment to the candidate as this would result in inconsistent practice across venues)
- Missing or incorrect ID
- Forehead temperature reading of 37.8°C or above (*if a reading of 37.8 or above is presented on the device, the reading should be taken again to ensure the thermometer has taken the reading accurately*).
- Any candidate who presents unwell, fever, persistent cough etc.

The following would result in immediate disqualification:

- Repeated failure to comply with PPE, hygiene procedures or social distancing policy. (*Don't be too zealous, politely remind candidates who aren't complying, and only remove if they continue to disobey the rules*).
- Opening and/or reading of task instructions in advance, or for tasks they are not about to complete.
- Use of mobile or web-enabled device during or in-between tasks.
- Any behaviour that puts other candidates and/or examiners at risk.



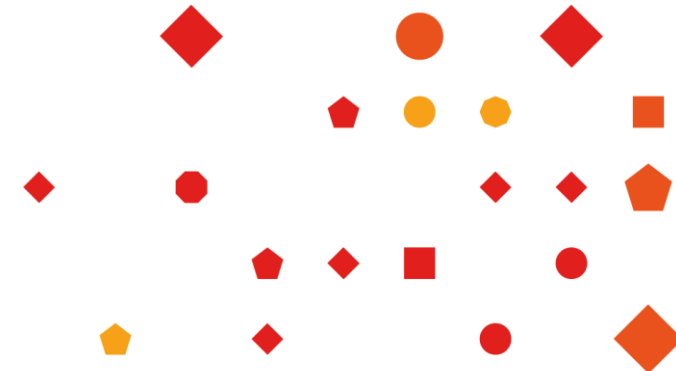
Packing up the tasks / stations



- All equipment must be thoroughly cleaned at the end of the OSCEs.
- Examiners should assist with packing up of the boxes and any equipment. There is low risk to contamination as equipment won't be used again for more than 72 hours.
- Senior examiners will be provided with details of where equipment boxes should go as, for the first weekend, this will differ to normal.

Paperwork

- As usual the mark and calculation sheets will need to be posted to SCC in a small box/crate. Labels have been provided.
- Completed station reports should be scanned and emailed to the VeterinaryNursing@cityandguilds.com email address
- The Senior Report template will be on the USB stick and will be emailed to the Seniors. This should be completed electronically and returned to the VeterinaryNursing@cityandguilds.com email address.
- All other paperwork, with the exception of College of Animal Welfare on the first weekend, should be securely destroyed.



Internal Quality Assurance (IQA)

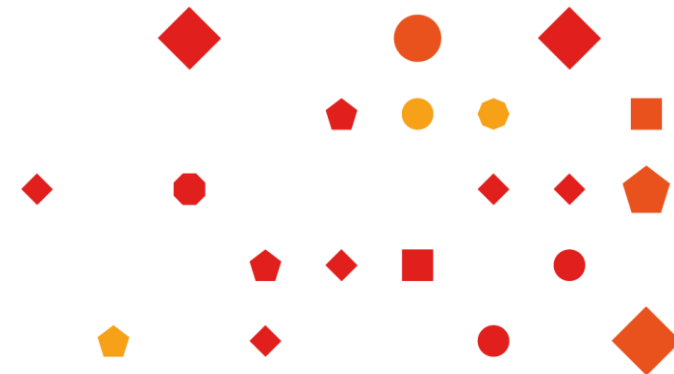


Senior Examiners are asked to complete as much IQA as is reasonably possible during the course of the OSCE. You should at least try to have observed each examiner once over the course of the series, however we are not setting a requirement for the October-November series.

This is because safety and security is of paramount importance, and for the October-November series IQA should focus on both how the task is being conducted and marked, but also how the examiner is delivering in a covid-safe way.

The cleaning of the station and equipment between candidates should also be checked.

IQA paperwork should be completed and returned to City & Guilds as normal.



Emergency contact details

During weekdays, if there is an emergency (including any unannounced audits) you must contact the VN Quality team:

E: veterinarynursing@cityandguilds.com
T: 0300 303 53 52
T: 020 8075 6052

Please do not contact colleagues directly via their email address or personal telephone number.

Weekend emergency contact details are currently as follows:

Saturday 31/10/2020	Sunday 01/11/2020	Saturday 07/11/2020	Sunday 08/11/2020	Saturday 14/11/2020	Sunday 15/11/2020	Saturday 21/11/2020	Sunday 22/11/2020
Anthony Atkinson 07808 330 355	Kim Prebble 020 8075 6052	Kim Prebble 020 8075 6052	Amy Grundy 020 8075 6052	Anthony Atkinson 07808 330 355	Anthony Atkinson 07808 330 355	Kim Prebble 020 8075 6052	Anthony Atkinson 07808 330 355

Further updates will be provided for late November and December.