

# Veterinary Nursing Patient Based Training

## Examiner Training

# Housekeeping

We kindly ask that you;

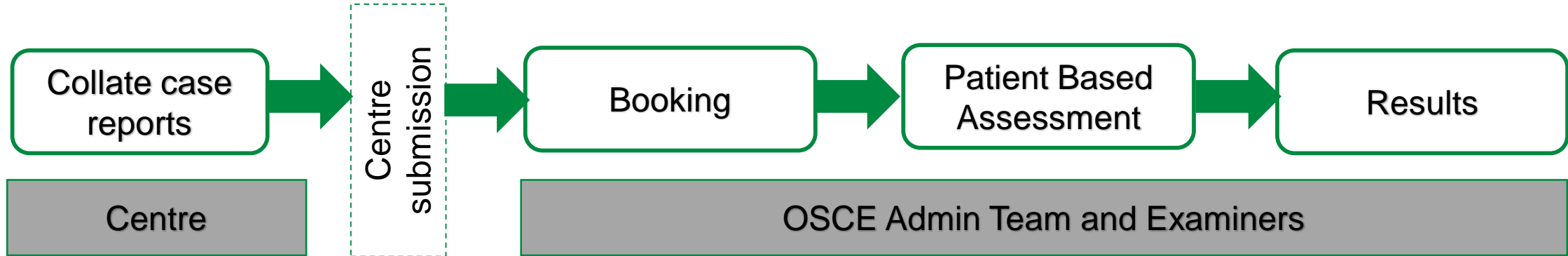
- Join on mute
- Keep your video turned off
- We have allocated time at the end of the presentation for questions, feel free to add these into the chat box
- Please use the "wave" function when we come to take questions



# Today's agenda

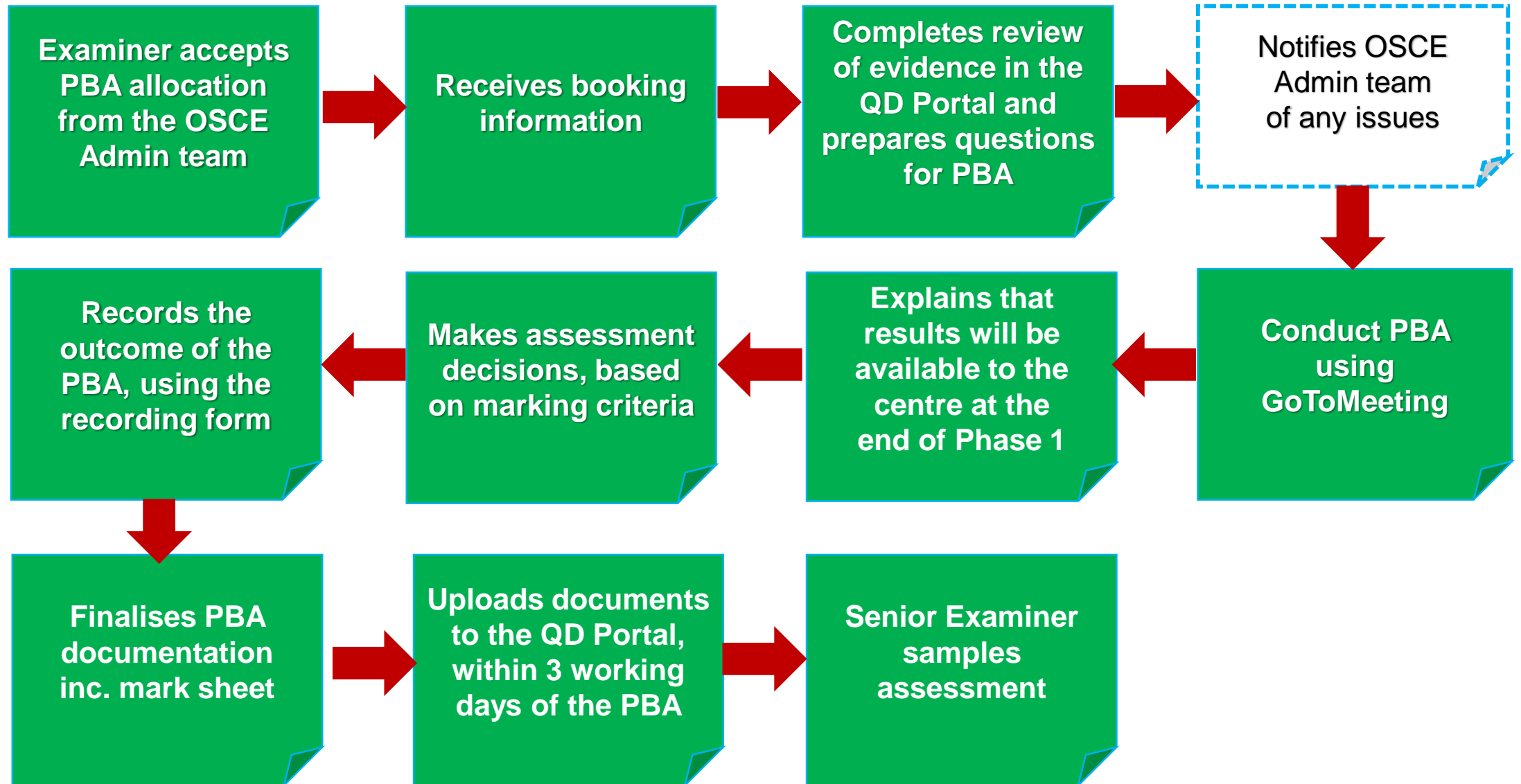
- The VN-PBA process
- Booking process & Examiner allocation
- SLAs
- GoToMeeting
- Open/closing the VN-PBA (the script)
- Code of conduct
- Refusal to undertake a VN-PBA
- Recording the assessment decisions
- Cancelling a VN-PBA
- Learning Assistant
- Break
- Documents
- Grades and results process
- Quality Assurance
- Fees
- VN-PBA Examiner Document Library
- Next steps
- Q&A

# The VN-PBA Process



- Case Studies for Phase 1 candidates will be uploaded onto Learning Assistant between 21-26 August, by the candidates' centres.
- The VN-PBAs will then begin 1 September
- Recording documents and mark sheets will be uploaded onto Learning Assistant by Examiners, within three working days.
- Due to the borderline regression process, results processing times are still being finalised.

# Carrying out the Examiner role



# Booking process and Examiner allocation

When looking to allocate PBAs to Examiners, the OSCE Admin team have considered the following:

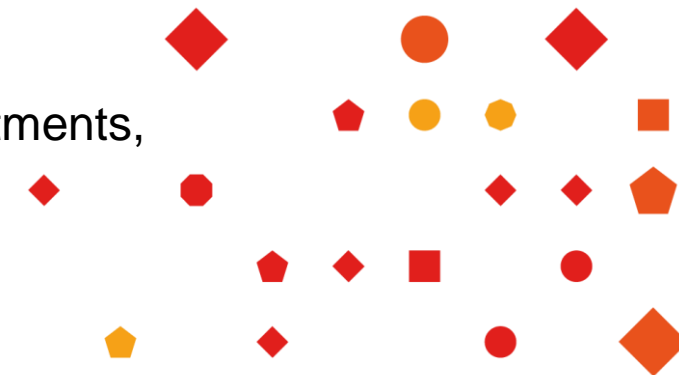
- Veterinary Nursing pathway (small animal or equine)
- Availability of the Examiners, as per the availability survey
- Conflict of Interest (discussed at booking stage)

Once bookings are finalised, the OSCE Admin team will confirm the allocation of the PBA to the Examiner(s) and issue a PBA Booking Confirmation form. The PBA booking form contains all of the details about the PBA:

- Date and time of the PBA
- Name and enrolment number of the learner
- Any special access arrangements

**Examiners MUST be open and honest about their availability and commitment, when accepting an PBA allocation.**

If you are not able to fulfil the requirements of the PBA due to other commitments, then please do discuss this openly with the OSCE Admin team.



# SLAs

Examiner 1 has **five days** leading up to the PBA to prepare and collaborate with the second examiner. **This does not mean it will take five days - this is a window of five days.**

The breakdown of time allowed per activity, per Examiner

	30	30	30	30	30	30	30	30	30	30
Examiner 1	Preparation				Collaboration		PBA		Marking & finalisation	
Examiner 2							Notes			

- Each PBA should take no longer than 45mins (as per RCVS requirements).
- To allow setup and close down, you will have 15mins before and after the PBA. Total time for PBA is 75mins
- Examiner 2 must upload their VN-PBA recording form into the QD Portal within **three working days** of the activity.
- Examiner 1 (Lead) must upload the tracking matrix and their recording form, into the QD Portal within **three working days** from receipt of Examiner 2’s notification message.
- Examiners must respond to phone calls and emails within two working days.



# GoToMeeting

As the Examiner, you will be required to carry out and record the PBAs using GoToMeeting.

- You will be given access to your own GoToMeeting account, details of this will be sent via email.
- Learner details will be confirmed to Examiners at the allocation confirmation stage.
- The remote technology must be tested in advance of the date/time of assessment so that any technical issues do not impact on the assessment itself.
- As well as checking their valid photo ID, you will also be expected to carry out a room check.

A PowerPoint presentation has been devised with instructions on how to access and use GoToMeeting.

**Please remember to launch the App version, rather than work from a browser.**

**Google Chrome is the recommended browser for downloading the App.**

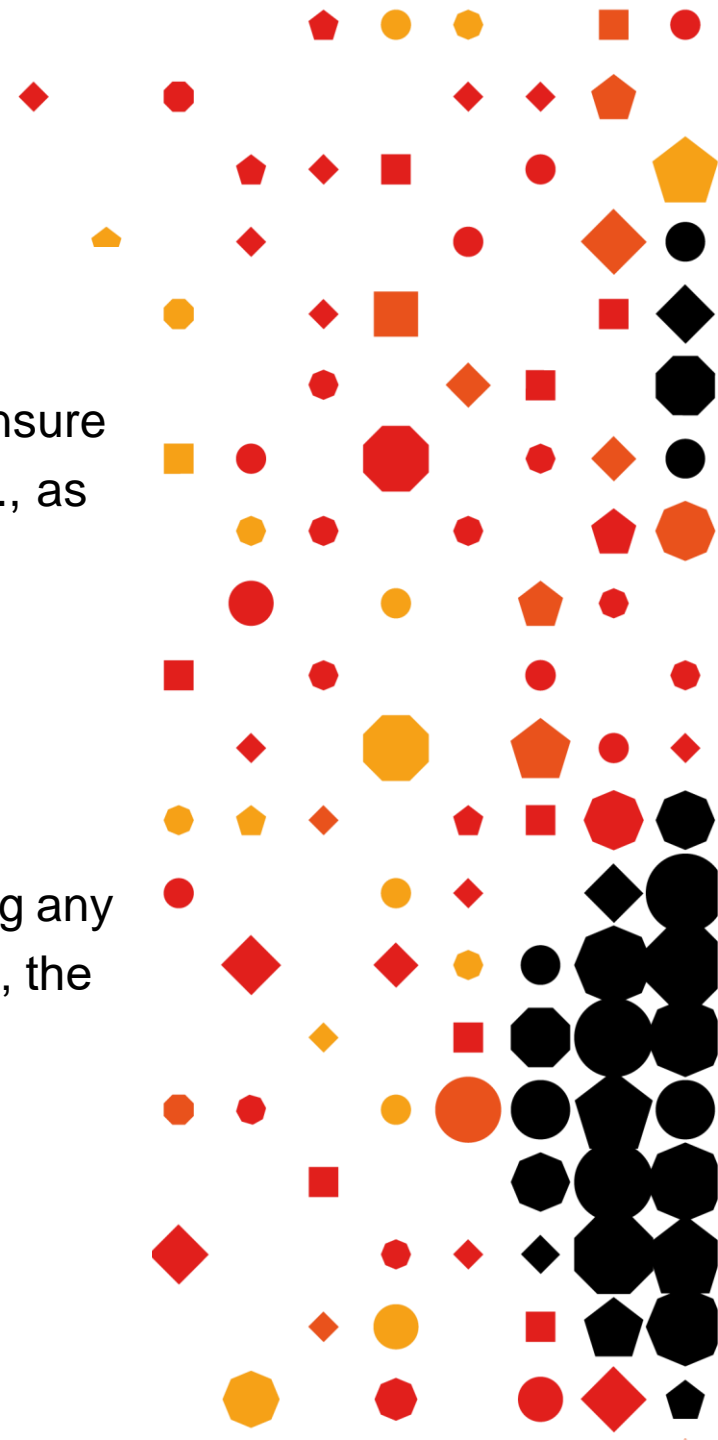




# Code of conduct

During the PBA, all Examiners are expected to:

- Consider their background and surroundings whilst using GoToMeeting. Try to ensure the space behind you is clear from any distractions such as posters or photos etc., as these may cause the candidate to become distracted.
- Please dress accordingly; minimum acceptable dress is “business casual”
- Keep any TV, radios or smart hubs (i.e. Amazon Alexa) turned off
- Mobile phones should be on silent with vibrate off or completely turned off
- Examiners must remain courteous to candidates at all times.
- Take care when engaging in conversation with the candidate; please avoid making any “jokey” remarks as, although they may be trying to put the candidate at their ease, the comments may be misinterpreted.
- There should be no mention of where the examiner or candidate works.



# Opening/closing the PBA (script)

An Examiner script has been provided in the Examiner toolkit and must be said once the GoToMeeting recording has started.

For opening and closing the PBA, please read the script verbatim. This ensures that all learners hear the same wording, for consistency of their PBA experience.

During the opening of the PBA, you will be required to conduct an environment check of the room and its surrounding.



# Refusal to undertake a VN-PBA

Examiners must ensure that they are satisfied that they are able to carry out the PBAs securely and safely on the day. In some circumstances, therefore, you may have concerns that a PBA should not be carried out. Potential reasons include:

- No access to required systems
- Concerns over validity / identity of the candidate
- Candidate does not turn up for assessment
- Candidate is unprepared or unaware of what is required of them for the assessment
- Candidate has another issue that they feel prevents them from continuing with the assessment
- Potential malpractice identified

In all instances where you feel that the security and/or safety of assessments is in question, you must contact the OSCE Admin team as a matter of urgency. We will advise on what, if any, actions need to take place.

It may be that some issues are able to be resolved on the day in order for the assessment to take place, however there must be agreement from the OSCE Admin team before this happens.

# Recording assessment decisions

As you are responsible for assessing candidates, the production of high quality, fit-for-purpose assessment records is vital.

Examiners must consider the following:

- It is important that all Examiners take detailed notes whilst carrying out PBAs
- Examiners must use the City & Guilds recording form to capture assessment outcomes and corresponding justifications for decisions.
- All documentation must be uploaded to the QPD Portal following the assessment(s), for reference when compiling the feedback for each domain, potential enquiries about results and/or suspected malpractice investigations.
- All evidence whether it is was produced in preparation for, during, or after the assessment must be made available to City & Guilds within the QPD Portal.



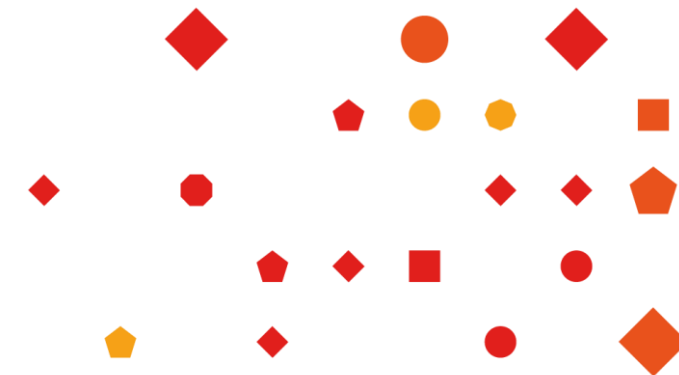
# Cancelling a VN-PBA

Under some circumstances it may be necessary to cancel PBAs. This could be at the request of either City & Guilds or the centre.

If centres cancel prior to the PBA date, they must contact the OSCE Admin team to inform them.

If City & Guilds decides to cancel, they will inform you and the centre prior to the PBA date. The OSCE Admin team will contact you to discuss the cancellation and discuss future availability.

If you are unable to carry out a PBA for any reason, you must contact the OSCE Admin team to inform them as soon as possible, in order for them to make alternative arrangements.



# Learning Assistant

The OSCE Admin Team will create Learning Assistant accounts for all Examiners.

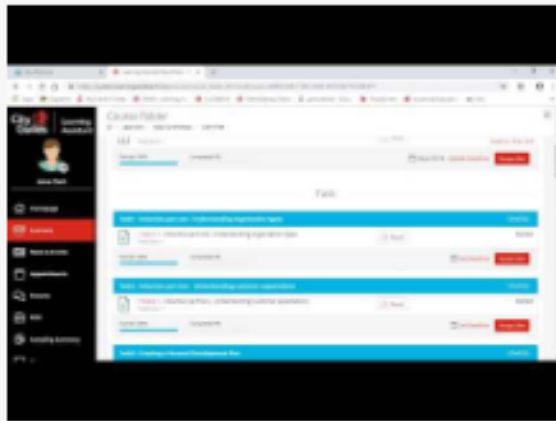
You will receive details of how to log in via email. Please ensure that you activate your account within 48 hours of receiving this email.

A user guide will be made available, this provides extensive details of how to;

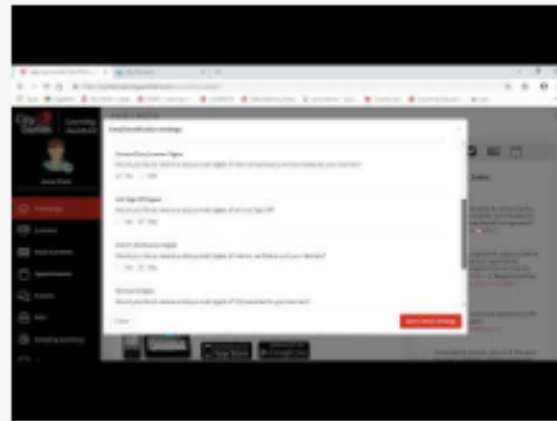
- Access Learning Assistant
- Find candidates
- Locate case studies
- Uploading completed documentation

# YouTube resources

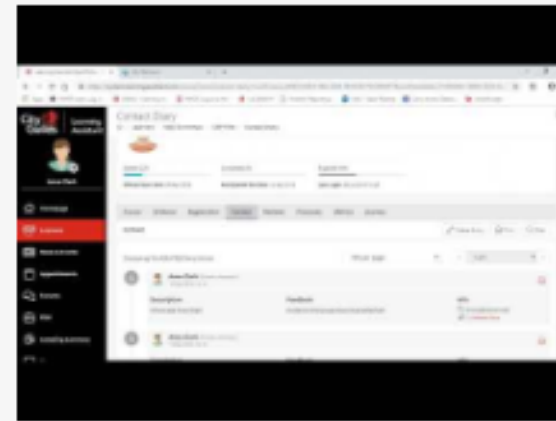
## Learning Assistant



Assessor - Creating contact diary entries



Assessor - Homepage and Avatar set up



Assessor - How to download Showcase Evidence

*\*These resources refers to end-point assessment terms. The principles are the same, even if the terminology is difference to PBA.*

**Let's take a short comfort break.**

**See you in 5 minutes**





# VN-PBA documents

- **Evidence matrix, case studies and supplementary evidence**
  - Using the case studies and supplementary evidence supplied by the candidate to mark off the coverage of each of the DOS.
  - This is the same document as produced by RCVS. Rebadged for City & Guilds
  - The document must be saved using the following convention:

candidate's initials\_enrolment number\_matrix\_Examiner surname

e.g. DW\_ABC1234\_matrix\_Smith

  
A City & Guilds Group Collaboration

**Veterinary Nursing – Patient Based Assessment evidence matrix**

**Day one Skill tracking matrix**

<b>Candidate</b>		<b>Enrolment number</b>	
<b>Qualification</b>	7457 – Veterinary Nursing	<b>Route</b>	Small Animal
<b>Examiner name</b>		<b>Date of VN-PBA</b>	

Examiners must use this document when planning the assessment to ensure that there is full coverage of the DOS in the cases they choose. Please refer to the test specification and marking rubric for further information.

Day one Skill	Case 1	Case 2	Case 3	Case 4	Case 5	Case 6	Case 7	Case 8
<b>Section 1 – Legislation</b>								
1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 2 – Communication</b>								

# VN-PBA documents (cont.)


## □ Recording form

- This is an Excel document with a sheet per domain, to be used for recording the questions asked in the discussion, the candidate responses and the marks awarded in each domain.
- The front sheet must be fully complete and the IQA will also add their comments here.
- Domains 1 to 5 are laid out as per RCVS recording form. Enter an **X** in the boxes and it will calculate marks automatically.

- The document must be saved using the following convention:

candidate's initials\_enrolment number\_recording form\_Examiner surname

e.g. DW\_ABC1234\_recording form\_Smith

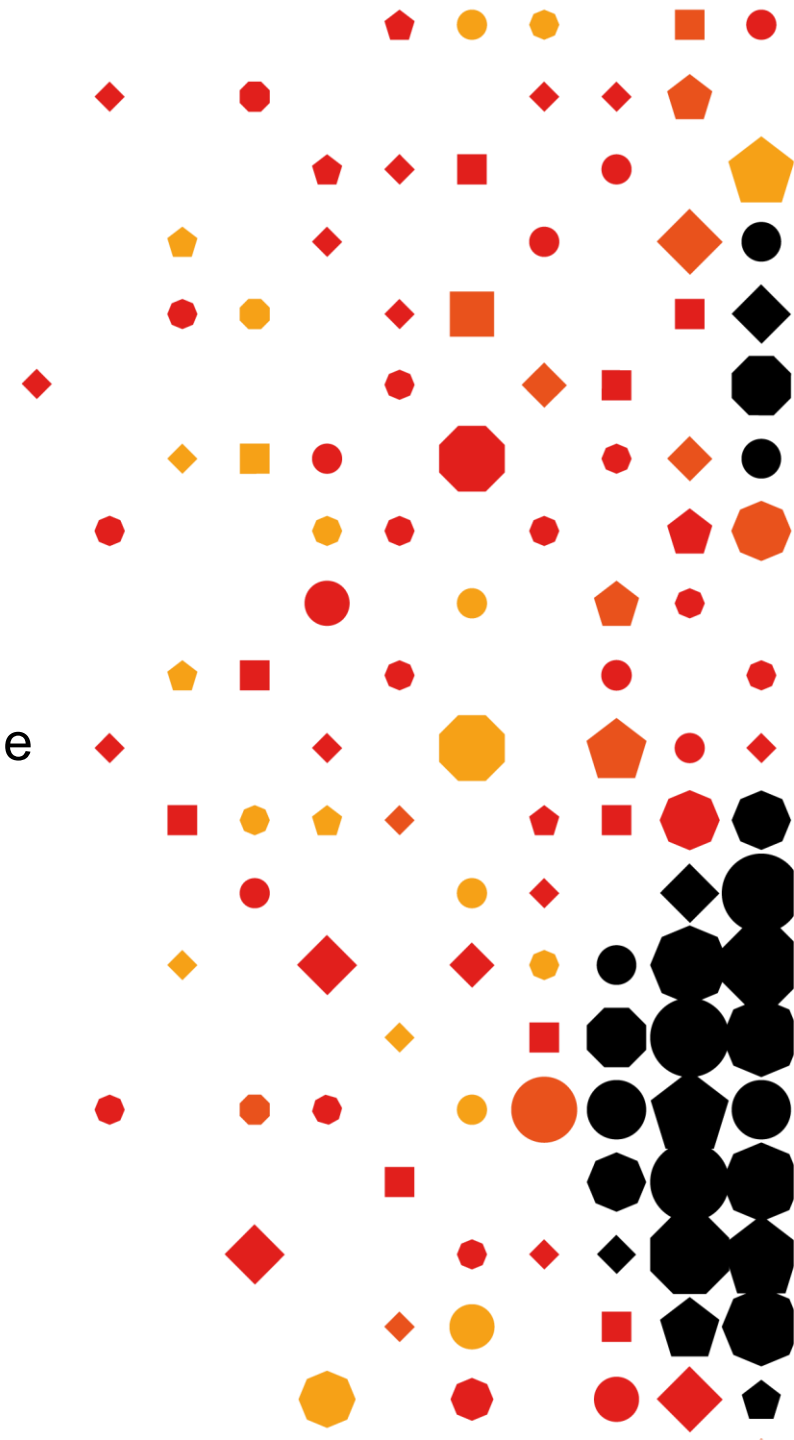
Veterinary Nursing Patient Based Assessment recording form									
Candidate Name		Enrolment number		A - Excellent 4 B - Good 3 C - Acceptable 2 D - Poor 1 E - Very poor 0					
Domain	Examiner guidance	Related DOS	Skill Area	Mark					
Patient details/history	Patient records submitted are clear, the highlighted areas are obviously written by the candidate at the time of carrying out the skill (not reproduced for the purpose of the assessment). The candidate record keeping is sequential, fit for purpose, well structured and informative.  <b>Note:</b> The completion of the case report, e.g. grammar and spelling, is not to be taken into account. The candidate's communication/presentation skills must not be taken into account.	2.2, 10.5	Nursing care	A	B	C	D	E	
			Diagnostic imaging						
			Laboratory techniques						
			Theatre practice						
			Supporting anaesthesia						
				Excellent	Good	Acceptable	Poor	Very Poor	Mark for domain
				0	0	0	0	0	0
Case studies which cover/s related DOS:									

# Quality assurance and standardisation

As part of quality assurance, each Examiner will be allocated a Senior Examiner.

The role of the Senior Examiner will be to:

- Provide guidance and advice
- Sample a cohort of Examiners' completed assessment decisions, in line with our sampling strategy
- Monitor the quality of Examiners' assessment decisions as part of standardisation and performance management, using a RAG rating system.
- Support standardisation sessions



# Fees – updated following training

Examiners will be paid a different fee based on the role they play within the PBA delivery.

An examiner performing the role of Examiner 1 will receive £105 per candidate.

- It is expected that including preparation, collaboration with the second examiner, delivery of the PBA and the marking and finalisation process will take no more than **5 hours per candidate in total**.

An examiner performing the role of Examiner 2 will receive £63 per learner.

- Examiner 2 will not be required in the preparation stage but will need to collaborate with Examiner 1 prior to the PBA.
- We expect this role to take no more than **3 hours per candidate in total**.



# Fees – updated following training (cont.)

The following table sets out how these fees are derived:

	30	30	30	30	30	30	30	30	30	
	£21		£21		£21		£21		£21	
Examiner 1	Preparation				Collaboration	PBA		Marking & finalisation	£105	
Examiner 2						Notes			£63	

## Senior Examiner fees

£35 per candidate flat rate.

- We expect it to take no more than **1 hour 15 mins** to complete the internal quality assurance of each PBA, and the relevant paperwork.



# Payment

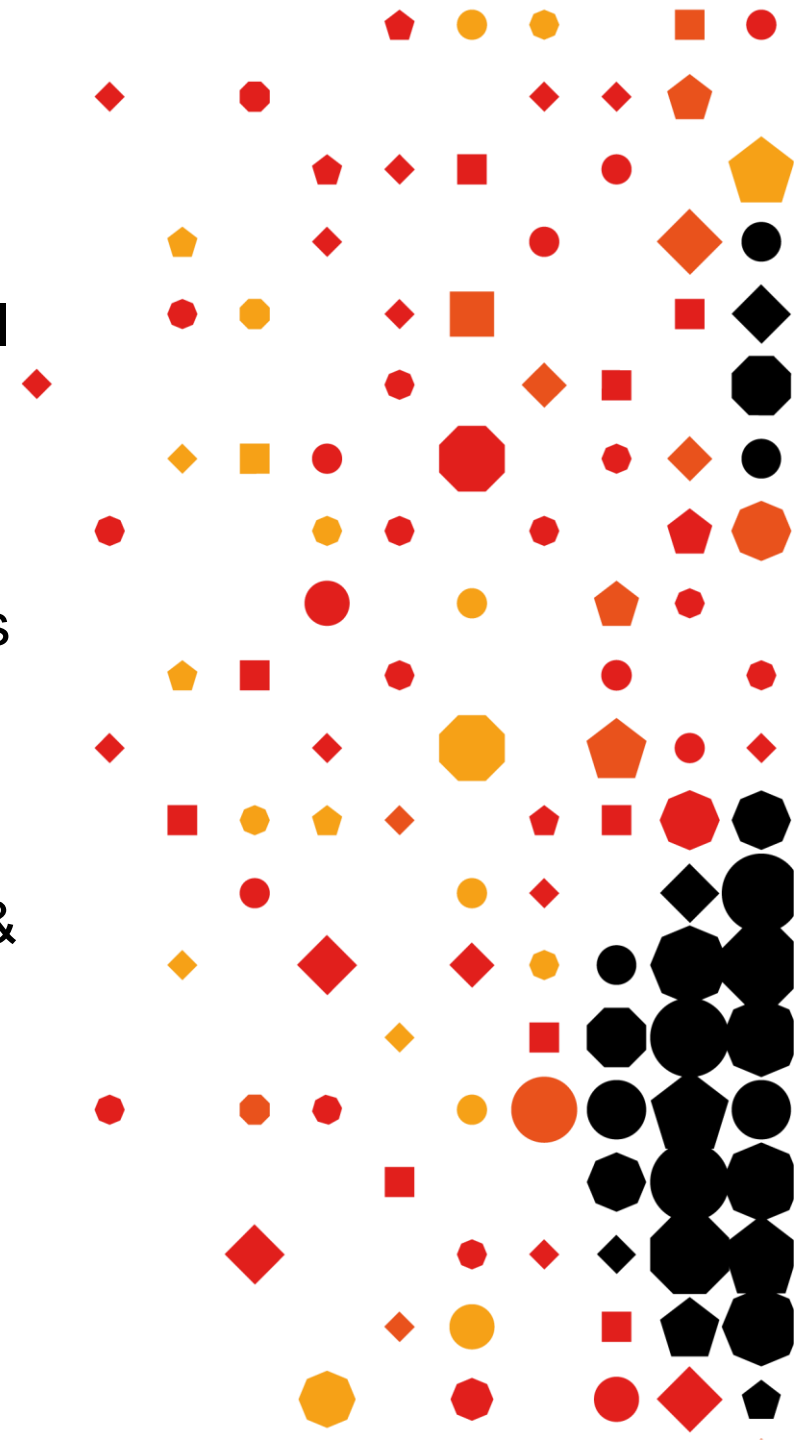
The cut-off date for claims is the 17<sup>th</sup> of each month. Payment will then be made on or around the 15<sup>th</sup> of the following month (providing there are no discrepancies with your claim).

**Important Note:** We are unable to make single/one-off payments outside of this payment run process.

Fees must be claimed within 3 months of the activity. Claims submitted after this time will only be paid at the discretion of City & Guilds.

Claims should be sent via email to:

[veterinarynursing@cityandguilds.com](mailto:veterinarynursing@cityandguilds.com)



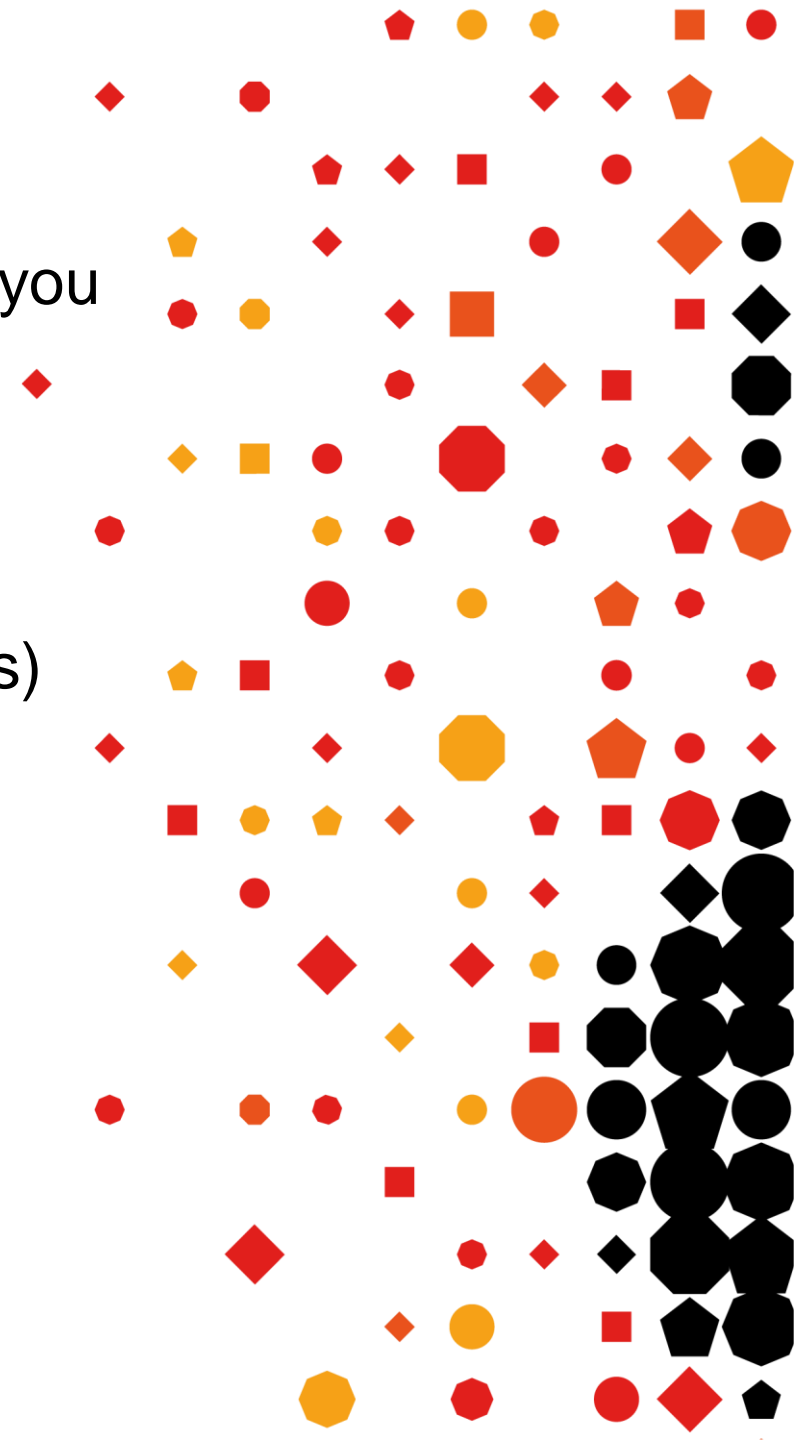
# Support

A private webpage has been created for the materials that you will need, such as;

- Training presentations
- User guides
- Documents (recording form, RCVS Examiner Handbooks)
- Policies (conflict of interest)

<https://www.cityandguilds.com/covid-19/veterinary-nursing/document-library>

For anything else, please contact the OSCE Admin Team  
Veterinarynursing@cityandguilds.com



# Next steps

We will be contacting you soon to confirm your availability, we will be sending you an Excel form to return as means of doing this. The form will list the provisional bookings allocated to you, as well as your previously given availability.

Example of form:

DATE	TIME	ROLE	AVAILABLE	DATE	AM	PM	
01-Sep-20	09:15	Examiner 1		01-Sep-20	Y	Y	
01-Sep-20	10:15	Examiner 1		02-Sep-20	Y	Y	
01-Sep-20	13:45	Examiner 2		03-Sep-20	Y	Y	
01-Sep-20	14:45	Examiner 2		04-Sep-20	N	T	
06-Sep-20	10:00	Examiner 2		05-Sep-20	N	T	
06-Sep-20	11:45	Examiner 1		06-Sep-20	T	T	

*Change to Y/N any dates applicable.*

**Y** Confirmed as available

**N** Confirmed as not available

**T** Tentatively available

Example of completed form:

DATE	TIME	ROLE	AVAILABLE	DATE	AM	PM	
01-Sep-20	09:15	Examiner 1	Yes	01-Sep-20	Y	Y	
01-Sep-20	10:15	Examiner 1	Yes	02-Sep-20	Y	Y	
01-Sep-20	13:45	Examiner 2	Yes	03-Sep-20	Y	Y	
01-Sep-20	14:45	Examiner 2	Yes	04-Sep-20	N	N	
06-Sep-20	10:00	Examiner 2	No	05-Sep-20	N	Y	
06-Sep-20	11:45	Examiner 1	No	06-Sep-20	N	Y	

*Change to Y/N any dates applicable.*

**Y** Confirmed as available

**N** Confirmed as not available

**T** Tentatively available

As we will soon be creating your GoToMeeting and Learning Assistant accounts, please ensure you monitor your Junk/Spam folders.





# Questions answers

# Thank you

