

This document summarises the expected roles and duties for Site Coordinators on the day of an OSCE. Further guidance can be found in the OSCE Site Coordinators Handbook. Although there is significant variation in OSCE content, the points highlighted provide an overview of the process.

Pre OSCE

- Arrive at least 1 hour before first run commences.
- Notify the exam reception desk you have arrived and collect name badge.
- Collect the site co-ordinator's pack (Candidate lists/ Master grid from the box corresponding to the respective CSC Site.
- Put out candidate instructions for stations where students read in the main corridor.

Re-check all stations:

- Candidate/ Examiner instructions.
- Candidate instructions inside and outside station.
- Supporting material and boxes for unmaned /written stations.
- Equipment/ DVDs/ Station material present and functional.
- Pencils / Eraser/Clipboards.
- Hand gel/ Alcohol swabs/ Orange clinical waste bags outside as appropriate.
- Inappropriate charts/ clinical material/unmanned station answer sheets removed.
- Note start and end stations of each site and plot candidate route.
- Identify roles/ room responsibilities for each site co-ordinator during candidate rotation.
- In Aberdeen in the Clinical Skills Centre check the synchronous bells activate appropriately and are audible in all sites/ rooms. Place bells in each site on the second floor.
- In Inverness – check bells are audible in all sites.

15-20 Minutes before run starts

- Invite patients to their respective site stations to change clothing/ prepare as necessary.
- Direct all patients and examiners to the station briefing site for the lead examiner briefing.
- After the lead briefing, direct patients and examiners to their respective sites and stations.

3-4 Minutes before run starts

- Check all examiners and patients are present.
- Notify each room that students will be arriving shortly.
- Signal to lead site manager that site is ready.

The exam cannot start until all patients and examiners are in position

Time Keeper

- Set clocks for 1 and 5 minutes respectively (or other appropriate timings).
- When one timer finishes activate the bell and press "Start/ Stop" on the other clock.
- On "Timer" mode, the clocks re-set automatically when the "Start/ Stop" button is pressed after the countdown has finished.
- If the "Reset" button is pressed, the clocks will go to zero

OSCE Site Co-ordinators' Exam Day Guide and Checklist



Starting the OSCE Run

- Students will be brought up in their pre-determined order and sent to respective sites. Place students by class number at designated start station (as stated on candidate list).
- Notify all rooms:
 - “Exam Conditions”*
 - “Next bell will be the start of the exam and your 1 minute (or other length of time) reading time.”*
- Timer keeper re-checks that all sites are ready and activates the bell for the 1 minute reading time.
- After 1 minute reading time, timer keeper activates the bell for students to enter station.

During the 5 minute station time:

- Check all students have entered the station.
- If no student is entering the station- notify patients/ examiners of their 5 (or 10) minute “gap”.
- Offer water to candidates on rest stations.
- Make sure social space at site is clean and tidy, and that biscuits and drinks are available.

During the 1 minute station change over:

- Check students have left the station (NB unmaned stations).
- Guide students to their next station in correct sequence.
- Check mark sheet(s) for unmaned stations correspond to incoming candidate.

NB For 2021 OSCEs – there may also be 1 minute ‘Cleaning/doffing’ time when the candidate has finished the station but before the changeover time. Students should NOT move to the next station during thistime but, once they have finished doffing PPE/cleaning, they should wait outside their completed station ready to move.

Run Changeover

- Direct students to appropriate exit when run concludes (Double bell)
- After each run in the morning or afternoon:
 - Notify examiners and patients of break and when to return for next run.
 - Ensure all patients and examiners return before starting the next run- ringing a hand bell may serve as a good prompt!
- Additionally, between the morning and afternoon runs:
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 - Check all stations have been re-set (as per “Pre-OSCE” checklist).
 - Swap any clinical skills props (eyes, prostates, images, etc).
 - Change bed linen for clinical stations.
 - Replace any examiner/ patient instructions that have been removed using the spare copy in the station envelope.

Post Final OSCE Run

- Collect and return **all** instructions/ envelopes/ clinical laminates/ ophthalmology slides and other props to the assessment secretary (clinical skills items are left on site).
- Collect all station numbers/ clipboards/ pencils/ clocks and return to the appropriate box.
- Clinical skills staff co-ordinate clearance of screens/ beds/ linen/ equipment/ orange bags.