



UNIVERSITY OF
BIRMINGHAM

College of Medical and
Dental Sciences

Dear Colleague

Recruitment and Training of Senior Clinical Examiners for Year 5 OSCE May 2015

We are writing to invite you to act as a Senior Clinical Examiner for the Year 5 OSCE in 2014-15. We will be running the examinations over 4 days (**Tuesday 5th May to Friday 8th May 2015**) in order to assess all the Year 5 students.

If you were a member of the SCE panel last year we would like to thank you for your contribution and invite you to sign up once more, this time for **2 examining slots in May 2015**. If you are examining in Psychiatry, O&G or Paediatrics you will be contacted directly by the Undergraduate Co-ordinator from the host hospital sites with suggested examining days. If you are examining in Community Based Medicine, Mike Mitchell will liaise with you as usual.

If you have not examined previously, in addition to the two examining slots, you will need to please also sign up for an **examiner training session**. If it is more than 3 years since you attended one of these training sessions we ask that you please attend again as the format of the OSCE has changed somewhat. If you have recently attended training and want to attend again to update yourself on the changes, you would of course be most welcome. The examiner training sessions will be held at the Medical School on **Tuesday 10th February and Wednesday 4th March 2015** (8.30am-12.30pm followed by lunch). In addition, this year we are also running a session on 'How to give effective feedback' for those examiners who are interested. This session will be held on **Tuesday 10th March 2015**, repeated morning and afternoon.

The on-line database is now open for self sign up for both the OSCE exam and the training sessions. It can be accessed using the following link:

<http://mymds.bham.ac.uk/SCE>

Please note that if you are examining in Psychiatry, O&G, Community Based Medicine or Paediatrics you will only be able to sign up for training via the database. As noted above, you will be contacted directly by the Undergraduate Co-ordinator from the host hospital sites to sign up for examining days.

Finally, if you are planning to retire before May 2015, please do let us know so that we do not contact you unnecessarily.

Some Rules for SCEs:

1. We ask that examiners commit to full or half days (according to subject area) of examining with no other commitments arranged to impact on this. Morning sessions will run from 8am – 2pm and afternoon sessions from 1pm to 6.30pm.
2. Examiners should please arrive on time and not leave until the session has finished (i.e. after all marksheets have been collected and checked for completion). Please note that this means that examiners in the morning sessions should consider arranging a late start for any afternoon commitments they have on that day, as the morning OSCE session may run until 2pm and you will not be allowed to leave early.
3. If there are unforeseen problems and late cancellations then we ask you please to arrange an equivalent clinician replacement who has attended the training session (similar to how you are expected to find a replacement for on-call duties). Please see the attached 'Timeline of SCE responsibilities' for guidance on who to contact.
4. Failure to attend will need to be declared and reflected upon in your annual NHS appraisal. This was agreed by most examiners to be the fairest and most reasonable penalty.
5. Exam mark sheets should be completed in full for all candidates as explained at the briefing sessions.
6. Mobile phones **MUST** be switched off during the exams and not used in any way during the OSCE process.

Please do abide by these rules which reflect our standards of Professional Behaviour and are essential to ensure that our students receive fair and reliable assessments.

If you have any queries about any aspects of the examinations or the sign up process, please contact Kimberley Pett, telephone: 0121 414 6851, email: MDSassessments@contacts.bham.ac.uk

Once again, many thanks for your participation in the final year OSCE. We are very grateful to you for your careful and considered input to the process.

Yours sincerely



Professor Kate Thomas
Programme Director MBChB



Professor Karen Morrison
Year 5 Academic Lead