

Timeline of SCE responsibilities

Week commencing		SCE Responsibilities	
November 2014	SCE website opens http://mymds.bham.ac.uk/SCE	<p>All SCEs can self sign up to a training session Please note if it is more than 3 years since you last attended training we expect you to revalidate this by attending a training session in order to examine in 2015.</p>	
		AIP SCEs can sign up, change or cancel examining slots using the website.	For Paeds, Psych, CBM or O&G: SCEs will be contacted by the relevant Undergraduate Coordinator (UGC) regarding examining slots. If you need to change or cancel your slot you should contact the relevant UGC (contact details below)
12 th Jan	A reminder email will be sent to all SCEs who have not yet signed up for any examining sessions, or who have signed up to examining sessions but have not attended training in the last 3 years	AIP SCEs should sign themselves up to a session where possible. If you are unavailable and wish to stop receiving reminder emails please contact Kimberley Pett and you will be removed from the list of examiners for May 2015	For Paeds, Psych, CBM or O&G: SCEs who still require training will be informed by the UGC and should sign themselves up to a session through the SCE website
16 th Feb (10 weeks until OSCE)	SCE website closes for examination self sign up Online sign up to training will continue to be available until 1 week before the session, but you can sign up to training after this by contacting Kimberley Pett (contact details below)	AIP SCEs: if you need to change or cancel an exam slot at this point you should contact Kimberley Pett	Paeds, Psych, CBM and O&G: Not applicable as self-sign up to examinations not available. However if you need to change or cancel a slot you should contact the relevant UGC.
	SCEs in actual and interested slots may be contacted to ask about moving venue to fill remaining examining slots.	You do not need to do anything at this point unless you are contacted	You do not need to do anything at this point unless you are contacted

Week commencing		SCE Responsibilities	
2nd March (8 weeks until OSCE)	Interested SCEs who do not have a slot will be advised and stood down		
	Joining instructions will be sent to all SCEs signed up to an examining slot by the UGC from the host site	If you find yourself unable to attend after this point, then we ask you to please contact the UGC at your host site as soon as possible . However, it is your responsibility to find an <u>equivalent clinician replacement</u> , who has attended the training session (similar to how you are expected to find a replacement for on-call duties).	
20th April 2015 (2 weeks until OSCE)	You will receive a reminder email from the UGC at your host site		
5th-8th May 2015	Year 5 OSCE Exam		

Contact details:

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