Delivery of Objective Structured Clinical Exams (OSCE)		SOP #: AA.022.01
Effective Date	6/1/19	
Last Revision/Review	08/21/23	

1. Purpose

The Pre-Clinical exam day process has been established to protect the security and integrity of clinical exams delivered to OMS II students. These exams include OSCEs delivered for practice, to obtain faculty or SP feedback, and for formative and summative evaluations prior to entering the third year. The grading of the Pre-Clinical OSCEs is accomplished via standardized case-specific rubrics, which takes into account the experience and expertise of the faculty grader

2. Related Policy/Authority

Burrell College of Osteopathic Medicine; Student Handbook; Exam Procedures

3. Faculty/Staff Responsibilities

IT Support staff are responsible for any IT-related issues with student computers and the Burrell system that manages the encounters. The IT staff is also responsible for maintaining a viable video back-up system should recording difficulties present themselves on the day of the exam and will provide technical resources to store SOAP notes written during the OSCE. Staff will monitor other computer-related events, including automatic updates/shut offs and solve in real-time any other unexpected events that could result in the inability to grade a student's exam.

The faculty in the Department of Pre-Clinical Medicine is responsible for producing clinical cases for the OSCEs appropriate to the students' academic level. The faculty are also responsible for producing grading rubrics, assessing themes that are key to the curriculum, creating Standardized Patient (SP) material deemed necessary for the exam. Faculty and Staff also are responsible for providing instructions to the students as they await their time to enter the clinic exam room before the start of the OSCE. As students will be receiving feedback throughout their clinical encounters during the year, students will not receive direct faculty feedback on the day of the event. If time and resources allow, faculty may be able to provide feedback after the event to those students that require retesting or whose performance is so egregious that feedback is deemed necessary prior to that student entering third year.

SP staff are responsible for disseminating accurate instructions to the students as they await their OSCE. SP staff **should** note any irregularities during the OSCE at any point and relay this information immediately to the responsible faculty member . Before the actual exam day, SP staff are responsible for the scheduling and training of SPs on the details and expectations of the clinical cases. SP staff monitors adherence to attire and appearance as stipulated in the course syllabus; students not adhering to the attire guidelines listed in the syllabus will not be allowed to test. **The administrative staff is responsible for producing schedules for all OSCEs, including debriefing sessions**. They also are responsible for the storage of assignments, rubrics, and entering information on attendance and grading into the LMS. They are expected to know if a student will not be taking the exam due to an excused absence, leave of absence, or any other reason. This information will be relayed to the SP staff so that disruption to the schedule will

be kept to a minimum and another session can be arranged, if pertinent. The administrative staff with the help of IT are responsible for the distribution of videos or SOAP notes to faculty for grading or debriefing, depending on the activity. They may also assist with timekeeping and directing students to the correct room.

4. Definitions/Abbreviations

OSCE—Objective Structured Clinical Exam

SP—Standardized Patient

SIM- Simulation

5. Procedural Steps

1. Exam Day Procedures:
    a. The administrative staff creates and verifies the schedule and provides updates if needed.
    b. SP staff prepares the clinic/or Sim Lab exam rooms so that they are appropriately stocked with supplies. Also, SP staff assures that diagnostic equipment pertinent to the OSCE case is in working order. SP staff produces and places door notes on the clinic exam room doors.
    c. SP staff trains and schedules SPs to deliver cases and proctors and assists in its delivery.
    d. SP or administrative staff determines that students are wearing appropriate attire as stipulated in the course syllabus and, if not, supervising faculty are notified immediately. Students will not be allowed to test until they are in appropriate clinical attire as per the guidelines in the PCP 3 and PCP 4 syllabi.
    e. SP staff delivers instructions to students in the clinic waiting areas, so they are adequately prepped to participate in the exam. They also remind the students that they may not share details, elements, content, or any material of the exam with others.
    f. SP staff and administrative staff maintain the integrity of the exam in the waiting area/s. All computers, phones, and smartwatches will be collected and returned at the end of the event. The waiting area is considered an extension of the exam. Therefore, study notes/aids are not allowed in the waiting area. Any use of these materials while in the clinic waiting room /clinic hallway will be reported to the faculty, and the material will be confiscated during the session. The irregularity will be reported to the Department Head of Student Affairs for nonprofessional conduct.

2. Time requirements for formal OSCEs:
    a. OSCES delivered for the purpose of the summative formal comprehensive course evaluation will be determined by the Course Director.

7. Reports/Charts/Forms/Attachments/Cross References
N/A

8. Maintenance

This procedure will be reviewed annually by the Department of Pre-Clinical Medicine in coordination with the Office of Academic Affairs.

8. Signature

Approved by	8/21/2023
Office of Academic Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE); Dept of Primary Care to Dept of Clinical Medicine		7/23/19
2	All	Updated BCOM to Burrell		11/1/2021
3	All	Updated to Department Head		8/17/2022
7/13/2023	All	Updated for clarity.		8/21/2023