

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Delivery of Objective Structured Clinical Exams (OSCE)	SOP #: PCE.026.02
Effective Date	6/1/19
Last Revision/Review	11/1/2021

1. Purpose

The clinical exam day process has been established to protect the security and integrity of clinical exams delivered to OMS I and OMS II students. These exams include OSCEs delivered for the purpose of practice, to obtain faculty or SP feedback, and for more formal summative evaluations. This includes, but is not limited to, a final, comprehensive OSCE designed to test a student's cumulative knowledge of the material presented in the clinical skills courses.

Burrell Grading of OSCEs is accomplished via case-specific rubrics. Though the expectations of the student is standard, some variation in the experience and expertise of the faculty grader is expected. Therefore, slight variation is seen in the cumulation of points, especially for practice OSCEs.

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 expertise to locate "lost" 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 unanticipated events that could result in the inability to grade a student's exam.

Faculty in the Department of Clinical Medicine is responsible for the production of clinical cases for the OSCEs appropriate to the level of the student. They are also responsible for the production of grading rubrics, SP evaluations for the purpose of student feedback, rubrics for faculty debriefing, or other exam material deemed necessary for the production of the exam. Faculty also are responsible for instructions given to the students as they await their time to enter the clinic exam room before the start of the OSCE.

SP staff is responsible for accurate dissemination of instructions given to the students as they await their OSCE. SP staff is expected to note any irregularities during the OSCE at any point and to relay this information immediately to the responsible faculty. Before the actual exam day, SP staff is responsible for the scheduling and training of SPs so that their portrayal of the case is adequate to present the chief complaint and details that are included in the clinical cases. SP staff monitors adherence to attire and appearance as stipulated in the course syllabus; if a student's attire falls outside these criteria, the staff is expected to make minor corrections to dress or appearance, and responsible faculty are notified when appropriate.

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The administrative staff is responsible for the production of schedules for all OSCEs, including debriefing sessions. They also are responsible for the storage of assignments, rubrics, and entering information on attendance and grading. 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 is responsible for the distribution of videos or SOAP notes to faculty for grading or debriefing, depending on the activity. They may also assist with time-keeping and directing students to the correct room.

4. Student Responsibilities

All students will adhere to regulations regarding academic honesty during an exam at Burrell, specifically the expectation to not share any information about OSCE cases to any other student.

All students will adhere to the syllabus guidelines for instructions on attire and other specifications relevant to the OSCE.

The student must perform their skills at an appropriate level for the exam.

Students will attend any retest or make-up the exam at the discretion of the course director for failure to achieve competency or for an excused absence.

5. Definitions/Abbreviations

OSCE—Objective Structured Clinical Exam

SP—Standardized Patient

Sim- Simulation

6. 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. They may also make corrections for mild infractions of the dress code if time is available.
- 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 maintains the integrity of the exam in the waiting area/s. All computers, phones, and smartwatches will be collected and returned at the

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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 Dean 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 replicate the time requirements for the COMLEX-USA PE. For this evaluation, the student will spend 14 minutes for the patient interview and exam and 9 minutes to write the SOAP note (OMS II students). For OMS I students, the formal exam time requirements are 15 minutes for the interview and exam and 10 minutes for the SOAP note.

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

N/A

8. Maintenance

This procedure will be reviewed on an annual basis by the Department of Clinical Medicine in coordination with the Curriculum Committee.

8. Signature

Signature on File	10/28/21
Department Head of Evaluation and Assessment	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