



## MFOM Part 2 / AFOM OSPE

### Guidance to Remote Examination

The OSPE comprises 7 parts, 6 of which (the 2 long and 4 short case stations) will be held remotely via MS Teams on **February 22<sup>nd</sup> 2022**. The 7th part comprises a photographic/occupational hygiene paper and will be assessed separately, as per previous diets, with the written components on **January 17<sup>th</sup> and 18<sup>th</sup> 2022**.

The examination will be taking place through MS Teams and candidates are required to download the [Microsoft Teams App](#) to a computer with a working camera, microphone and speakers and reliable internet connection. Uninterrupted access to this device should be arranged for the duration of the examination.

The six clinical stations will be run on a circuit and candidates may commence the circuit at **any** of the long or short stations. Due to the number of candidates, three circuits will run simultaneously. There will be 1 hour 40 minutes of assessment in total, with additional waiting time between stations.

Either on or before **February 15<sup>th</sup> 2022** candidates will be sent **three** separate links with corresponding times for the day of the examination. Full instructions will be sent when communicating these. However, each link will correspond to the following:

- **Disability Long Case (30 minutes)**
- **Mental Health Long Case (30 minutes)**
- **Four short case stations (10 minutes each – 40 minutes in total)**

Candidates will be informed at what time they should **join** each meeting, and we will also specify at what time each of the three “meetings” is scheduled to **begin**. This will involve some waiting time in the “lobby”. There will also be some wait

time between each meeting. This will result in the examination taking longer than previous diets, but have factored in this additional time to allow for any unforeseen difficulties to be resolved.

### **Long and short stations**

In general terms:

- As per previous diets, the focus at the long stations will be on testing the ability of candidates to take a clinical and occupational history; to discuss the relevance of the clinical findings to occupation; to make an assessment of the occupational health and vocational aspects of the case; and to formulate a suitable action plan. (Candidates may be expected to discuss differential diagnoses and be generally aware of the most common treatments and any relevant occupational implications; but detailed knowledge of treatment regimens is not required.)
- The focus at the short stations will be to correctly describe the physical examination required when presented with a scenario and identify the differential diagnoses when presented with the physical signs, discussing the occupational health and clinical consequences.

Each long and short clinical station will be overseen by a Faculty staff member and assessed by a pair of examiners. At times an auditor and / or trainee examiner (who will be assessing / observing the performance of the examiners; not the candidate) may be present, but will take no part in the examination. Each of the six stations is standardised. The candidates for each station will have the same case per station, regardless of circuit, with the same tasks and similar questions.

Further details of each station type are given below. This guidance is for illustrative purposes only. The Faculty reserves the right to vary the content of questioning, within the general framework of: 2 long clinical cases and 4 short clinical cases.

### **The Mental Health and Disability long case stations**

As per previous diets, role players will be used for the mental health and disability patients. (There is evidence that the use of role players for such cases improves consistency.) Specific written instructions will be provided on screen and the

candidate will have five minutes to read through and make notes (which must be securely disposed of after the examination). Once the five minutes have passed, the candidate will then be expected to spend 20 minutes taking an appropriate clinical and occupational history and developing a management plan for the patient. (In the mental health station there will also be an expectation, normally, that candidates make a diagnosis; however, such information may be provided for the disability case.) A pair of examiners will observe the candidate's ability to communicate with the patient and will assess the content of the consultation. During the final 10 minutes the examiners will question the candidate in regard to clinical, ethical and employment issues pertinent to the case in question.

### **Short cases 1, 2, 3 and 4**

Each of the four short cases will last 10 minutes. Short cases 1 and 2 will be assessed by one pair of examiners. They will then switch their cameras and microphones off and the candidate will be joined by a second pair of examiners, who will assess short cases 3 and 4. Candidates will be given clear verbal instructions prior to commencing each case. Due to the current pandemic, as the use of patients is not possible, candidates will be presented with a scenario and asked what examination they would normally undertake. They will then be presented with the physical signs (images and / or sound bites) and asked a series of questions relating to the case. They will be expected to correctly identify the differential diagnosis. Candidates will then be asked questions about the case, focusing particularly on the occupational relevance of the findings to case management. The examiner or pair of examiners will ask all candidates the same or similar questions, and will use a pre-designed marking scheme for each case.

# Administrative Guidance – Remote OSPE via MS Teams

Below is some important information relating to the delivery of the examination and how to ensure candidates are fully prepared in terms of IT specifications for the day.

## Ahead of the Examination

Candidates must ensure:

- They log in to their FOM account and check that the telephone number they provided is the best number for us to call, should there be any problems on the day of the exam. If not, the number should be updated and [exams@fom.ac.uk](mailto:exams@fom.ac.uk) alerted that this information has changed. Please do this by **January 4<sup>th</sup> 2022**.
- They have downloaded the [MS Teams app](#) to the device they plan to use on the day of the exam. **Please note:** we recommend **against** taking the examination on a mobile phone.
- They have tested their equipment by following these [“Make a Test Call”](#) instructions and that their device has access to their camera and microphone.
- They know how to access the “settings” on their device, as access to their camera and microphone is often controlled from here and can at times reset itself.
- Their internet connection is reliable enough to complete the examination. If in doubt, steps should be taken ahead of the exam to improve connection, or if possible, arrange to sit the exam in a location with a better connectivity.
- We recommend candidates arrange a meeting through MS Teams with someone they know ahead of the examination to ensure their equipment is in good working order.

**It is the candidates’ responsibility to ensure their equipment and internet connection are sufficiently reliable to enable them to sit the examination. Please see our [regulations](#) for more information.**

## On the day of the examination

Candidates must ensure:

- They will be undisturbed for the duration of the examination
- They have their ID to hand (**driver's licence or passport ONLY**). They will need to present this each time they join a meeting.
- They have a blank sheet of paper and a pen/pencil for each of **the long case stations**. They will be asked to demonstrate that this is blank at the beginning of each of these stations. They will then be asked to securely dispose of this once the station has come to an end.

## During the examination

Please Note:

The following are prohibited during the examination

- ❖ Books / Notes/ Written materials (other than the long case notes that you are permitted to make in the first 5 minutes of each long case station)
  - ❖ Recording devices
  - ❖ Mobile phones
  - ❖ "Smart devices" such as an Apple watch
  - ❖ Second Monitor
  - ❖ The use of a background effect, as the invigilator will need to ensure that the environment is free from the above items.
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- Once candidates have been admitted to the meeting, the invigilator will ask them to hold their ID to the camera in order for an identity check to be conducted. This will take place in the presence of examiners. A conflict-of-interest check will have already been undertaken with examiners to ensure they do not know the candidates they are examining.
  - The invigilator will ask the candidate to **turn their webcam / laptop 360 C** to demonstrate that the environment in which they are sitting their examination is secure e.g., no books or papers, no second monitor, headphones, apple watch etc.

- The invigilator will ask candidates to **use the front facing camera function on their phone** to rule out the presence of any notes on the monitor.
- They will then be asked to demonstrate that their phone has been switched off and is out of reach.
- The invigilator will read a set of instructions, and the examination will then begin.
- All examinations will be recorded. These will be deleted after 60 days, or once any appeals process has come to an end.

## FOM IT Policy

All examiners and invigilators have undergone IT Checks and we do not anticipate any significant problems.

However, in the event of any IT related issues, the FOM's IT policy is as follows:

### **Brief pauses in connectivity / sound quality issues**

- At the beginning of each (set of) station(s), the invigilator will remind all concerned that if they have been unable to hear something that has been said, they should ask the person in question to repeat themselves.
- The invigilator will make a note each time this happens.
- The invigilator will inform all concerned when each station has finished. **HOWEVER**, the examiners may award **up to 2 minutes additional time PER CASE** if they feel the sound quality issues were significant enough to have an adverse effect on candidate performance.

### **Loss of connectivity / camera / sound**

- **If connection is lost by an invigilator, actor or examiner**, this person should make every attempt to reconnect. If reconnection is possible, providing the candidate remains in the meeting, they should not be penalised. The time lost should be added on to the end of the exam. If reconnection is not possible within 20 minutes, the candidate should dial into their next exam as

scheduled and be informed that a member of the FOM team will contact them by 7pm to discuss action to be taken. \*

- **If connection (or camera / microphone use) is lost by the candidate during the exam**, they should make every attempt to reconnect. The invigilator will make a note of the incident and how long it took to resolve and if reconnection is possible **within** 5 minutes, the exam may **resume**, with the time lost being added on to the end. In this case, the invigilator may conduct a further environment check before the exam resumes.
- If a further loss of connection occurs within the same station (long case) or set of four stations (short cases) or reconnection is not possible within five minutes, **areas of the mark scheme for the station in which connection was lost for the second time and any subsequent stations within the same meeting (short cases only) will become void** and the mark awarded should be **zero**. The candidate may then, if they wish, attempt to dial into their next (set of) station(s).

*Candidates have been informed that, as per [FOM regulations](#), it is their responsibility to ensure the equipment they are using is in good working order and that they have a reliable internet connection. The FOM accepts no liability in relation to a disrupted or curtailed assessment due to a candidate's inadequate IT equipment/internet connection.*

\*In such an event, provisions have been made to enable affected candidates to resit the relevant section(s) of the exam the **following afternoon (February 23<sup>rd</sup>)**

**If, on the day of the examination, you encounter any problems, please call**

**0203 116 6914      or      0203 116 6903**

#### Malpractice

- No notes or written materials may be referred to or made by the candidate during the examination, other than those permitted for the two long case stations.

- No recording devices may be used by the candidate during any part of the examination.
- Mobile phones should be switched off for the duration of the examination.
- Candidates are reminded that they will be under examination conditions for the duration of the examination. A link to our misconduct policy can be found [here](#).