

Policy – Regulatory examinations

June 2023

Objective structured clinical examination (OSCE) delivery and administration policy

Purpose

This document sets out the Chinese Medicine Board of Australia's (the Board) policy on the delivery and administration of the objective structured clinical examination (OSCE) as part of the assessment and registration process for overseas-qualified Chinese herbal medicine practitioners and acupuncturists (candidates).

The OSCE is a station-based examination and is designed to assess the knowledge, clinical skills and professional attributes of overseas-qualified Chinese herbal medicine practitioners and acupuncturists who apply for registration to practise in Australia. Candidates must complete all OSCE stations on a single day.¹

This document includes:

- Candidate check-in and identification
- During the examination
- Confidentiality
- Contingency procedure

Candidates are advised to consider the following points before attending the OSCE.

Check-in and identification

1. Each candidate is expected to arrive at the OSCE venue 20 minutes before the scheduled start time for the OSCE session.
2. Before the OSCE starts, each candidate must present a valid photo identification such as an Australian or overseas passport and a confirmation email from the Australian Health Practitioner Regulation Agency (Ahpra). The first and last names printed on the photo identification must match exactly the first and last names on the confirmation email and on the Ahpra list of candidates. If the name on the candidate's photo identification does not match exactly, the candidate will not be allowed to start the OSCE and will forfeit their OSCE registration and fee.
3. Subject to approval by the Board, the candidate may be allowed to re-register for the next available OSCE session and must pay another OSCE fee.

Late arrival

Candidates who arrive after the scheduled start time will not be permitted to start the OSCE and will forfeit their OSCE registration and fee. The candidate will be required to re-register for the next available OSCE session and must pay another OSCE fee. The next available OSCE session may not be scheduled for more than six months. For further information on late arrival, please refer to the *Special consideration policy*.

¹ **Stations:** Multiple stations of different tasks relating to a clinical scenario or clinical skill demonstration are set up at the OSCE testing venue. All stations must be completed by a candidate on the same day.

During the examination

1. Candidates are not allowed to bring personal belongings (including handbags, hats, gloves, scarves, and coats) into the examination area. An area will be provided for the safe storage of candidate's personal belongings before the OSCE starts. Candidates will not be allowed to access any personal items at any time during the OSCE session.
2. Candidates are not allowed to bring any food or drink into the examination area. Only clear water bottles are allowed.
3. Candidate's family, friends, relatives, or support people are not allowed into the examination area.
4. Candidates are not allowed to bring any study material into the OSCE area and must note that this is a 'closed-book' examination.
5. Candidates are not allowed to communicate with each other once they have entered the examination area. Those who fail to comply will be removed, their examination will be cancelled, and they will forfeit their OSCE fee.
6. Candidates must not write any prompting material on their skin or other objects before or during the examination. Candidates must not take any material including any notes from the OSCE stations when they leave. All documents required as part of the OSCE must be left at the candidate's testing station.
7. Once the OSCE has started, there are no scheduled breaks for candidates to use the bathroom. If a candidate needs to use the bathroom during the OSCE, they must advise the examiner and will be escorted to the bathroom. Candidates must note that any time spent on a bathroom break counts as testing time and they will not be provided extra time to complete the OSCE regardless of the circumstances of the bathroom break. Examination conditions apply at all times.
8. Candidates who need to leave the OSCE room temporarily (e.g. bathroom break or from any unscheduled break) and are able to continue the OSCE after the temporary break, will enter at the station they are scheduled for at that time. This means that a candidate may miss a station/s and will not be able to make up any stations missed.
9. Candidates who are feeling unwell or are unable to continue the OSCE are required to advise the examiner of their situation and stay in the examination area. An examiner will accompany the candidate when they leave the examination area and check the candidate has made suitable arrangements for their situation.
10. Candidates who are unable to continue with the examination for any reason, must notify the examiner. The assessment of the candidate will end, and an overall fail result will apply. They will forfeit their OSCE fee.
11. Candidates who complete the OSCE will not be permitted to leave the OSCE station or examination area until they have been instructed to do so.

Confidentiality

1. Candidates are required to agree to the terms related to confidentiality and security before each OSCE session.
2. Candidates must agree to maintain confidentiality of the OSCE content and processes during and after the OSCE, including posting or discussing scenarios or responses on the internet or any form of social media after the OSCE.
3. Candidates must not reconstruct OSCE scenarios using their memory of the examination or the memory of others.

4. Candidates must not remove OSCE items and/or responses (in any format) or notes about the examination from the OSCE area. Writing on any materials or skin is strictly prohibited and will result in an incident report and results will be placed on hold.
5. If candidates are aware that the confidentiality requirements have been breached, they must advise Ahpra immediately and must comply with any investigation (and follow-up investigation) that needs to be conducted.
6. Any candidate who attempts to record or supply material relating to the OSCE will not be permitted to continue with the examination. They will forfeit their OSCE registration and fee.

Contingency procedures

Candidate unable to continue the examination

If a candidate is unable to continue for any reason after the OSCE session has started, including the candidate's ill health, they must notify the examination centre staff. The OSCE session will end, and an overall 'incomplete' result will apply. For further information, please see the *Special consideration policy*.

Critical safety incident

If a candidate is violent or displays any behaviour that threatens or endangers the examination centre staff, simulated patient and/or other candidates, this will be considered a critical safety incident. The examination centre staff will remove the candidate from the examination area.

The case will be reviewed in accordance with the Board's policy on candidate misconduct. The candidate will not be permitted to continue the OSCE and will receive an overall 'fail' result for that OSCE session.

Examination centre evacuation

In the event of an evacuation from the examination centre due to an emergency, candidates must follow all instructions given by examination centre staff. The evacuation process will be led by examination centre staff in accordance with the procedures for the examination centre.

Monitoring, evaluation and review

This policy will be reviewed from time to time as required. This will generally be at least every three years.

Definitions and abbreviations

Assessment process is the Board's process for assessing overseas-qualified Chinese herbal medicine practitioners and acupuncture. The candidates who are assessed as holding a qualification that is substantially equivalent or based on similar competencies to an Australian Board-approved qualification (and who meet the mandatory registration standards), will be eligible to apply for registration.

Associated documents

Regulatory examinations candidate handbook – Objective structured clinical examination

Effective date

June 2023