

## Independently assessed Objective Structured Clinical Examination (OSCE) Policy 2020

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

1.1 Askham Bryan College is committed to:

- a) define the purpose of the independently assessed Objective Structured Clinical Examination (OSCE) for students on the FdSc Veterinary Nursing
- b) outline the roles and responsibilities of College staff, examiners (internal and external) and the regulatory body (Royal College of Veterinary Surgeons) in relation to the OSCE
- c) provide guidance on the OSCE structure, conditions and marking scheme for both examiners and students
- d) define the quality assurance mechanisms and security arrangements associated with the OSCE

1.2 Within the Foundation Degree (FdSc) Veterinary Nursing programme there is a requirement to assess the clinical competence of nurses against the Royal College of Veterinary Surgeons (RCVS) Day One Skills for Veterinary Nurses. This assessment features within the Professional and Reflective Practice module (Level 5).

1.3 All programmes leading to entry onto the RCVS professional register of veterinary nurses must include “an independently assessed Objective Structured Clinical Examination (OSCE), or similarly robust, objective and evidence-based form of examination” (RCVS, 2015). The form of examination included in the FdSc Veterinary Nursing is the OSCE.

1.4 The OSCE consists of ‘multiple mini-stations’. Students rotate around all stations completing a series of clinical tasks aligned to the RCVS Day One Skills for Veterinary Nurses. The use of the OSCE as an assessment tool, determines what a student can ‘do’ rather than ‘discuss or write about’.

1.5 This policy relates to the OSCE only and supersedes the examination guidance articulated in the HE Assessment Policy and Procedure. This policy should be read in conjunction with HE6a: OSCE Procedure.

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## **2. DEFINITIONS**

This policy and procedure refer to:

**RCVS Day One Skills for Veterinary Nurses:** These are a list of essential clinical skills based on the RCVS Day One Competences for Veterinary Nursing.

**Blue print:** A plan of tasks mapped to the Day One Skills for Veterinary Nurses to ensure coverage of all expected areas.

**Purpose:** The purpose of the policy is to provide an outline of the structure and procedural requirements for the transparent and effective delivery of the OSCE for FdSc Veterinary Nursing programmes.

## **3. PRINCIPLES**

**3.1 The College aims to provide and is committed to** providing high quality of assessment in a fair and equitable manner whilst adhering to the principles within the RCVS VN Registration Rules, 2017.

The OSCE forms part of the assessment strategy of the FdSc Veterinary Nursing programme. The intended purpose of this assessment is to predict the future performance of student nurses in the workplace. The reasons for this are to:

- Ensure animal welfare and the safety of their treatment;
- Maintain the public trust;
- Maintain the integrity of the profession and its members;
- Safeguard the interest of the public, colleagues and the Professional Statutory Regulatory Body.

### **3.2. All students must:**

The OSCE is part of a process of determining a minimum set of clinical skills (RCVS Day One Skills and Competences) that a student nurse must be assessed against to be awarded the FdSc Veterinary Nursing and be eligible to enter the professional register held by the Royal College of Veterinary Surgeons.

## **4. SCOPE AND LIMITATIONS**

The policy applies to students studying the RCVS-accredited FdSc Veterinary Nursing course.

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## **5. RESPONSIBILITIES**

In addition to the roles and responsibilities stated within the Askham Bryan College Higher Education Assessment Policy and Procedures (HE) the following responsibilities for the OSCEs are described as follows:

### **5.1 The Director of Higher Education will:**

- Have overall strategic responsibility for ensuring that this policy is implemented across all sites delivering higher education programmes.
- Communicate with the University (where applicable).

### **5.2 The Head of Centre will:**

- With the Veterinary Nursing Exams Co-ordinator, determine the stations to be used for the OSCE.
- With the Veterinary Nursing Exams Co-ordinator, write the OSCE stations.
- Ensure the timely quality assurance of documentation pertaining to the OSCE examinations.
- Respond to requests and actions made by the University (where applicable) and the RCVS Examination Manager after quality review processes.
- Liaise with the Veterinary Nursing Exam Co-ordinator, University and the RCVS Examination Manager and arrange attended external audit of examination periods.
- Ensure the effective budgeting to include the successful delivery of the OSCE examination.
- Liaise with the appointed Senior Examiner (if a different person) in regards to layout of the OSCE examination at the centre.
- Manage mitigating circumstances and alternative forms of assessment requests.
- Share with the Senior Examiner alternative assessment requirements.
- Coordinate with the administrative team and the Veterinary Nursing Exam Co-ordinator the successful circulation and dissemination of student facing communication.
- Ensure the secure electronic storage of examinations scripts, associated mark sheets, Senior Examiner reports, Examiner Station Review sheets and the central storage of examination results.
- Coordinate the timely communication of OSCE results after each exam board.
- Liaise with the Senior Examiner (if a different person) to determine the format of examiner standardisation training and invite delegates.
- Communicate appeals to the Director of Higher Education who will notify the University.
- In the case of global pandemic, liaise with the RCVS in regards to adjustment to assessment planning, and provide reporting documentation to RCVS for approval.

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## **INDEPENDENTLY ASSESSED OBJECTIVE STRUCTURED CLINICAL EXAMINATION (OSCE) POLICY 2020**

The Head of Centre and the Veterinary Nursing Exams Co-ordinator will determine the stations that are to be used within the OSCE examination. These individuals will write the stations and pass to the examiner team for review.

### **5.3 The Veterinary Nursing Exams Co-ordinator will:**

- With the module leader, devise the examination timetable.
- With the Head of Centre, determine the stations to be used for the OSCE.
- With the Head of Centre, write the OSCE stations.
- Collate with the module leader assessment documentation and send materials for external scrutiny.
- Determine with the module leader the alternative assessment requirements for individual students, and where necessary, take advice from the University and the RCVS Examinations Manager.
- Provide the date of examination to the estates team to ensure any additional resources are in place.
- Liaise with the administrator in preparing stations and the associated documentation linked to the assessment of students.
- Liaise with the VN resources co-ordinator to ensure items for OSCE examinations are in place.
- Ensure that notices are in place to preserve examination conditions in the room and the vicinity.
- Empty the examination security box.
- Coordinate with the Senior Examiner and the Module Leader the effective and efficient marking of examination scripts.
- Advise examiners of dates for standardisation and training.

### **5.4 The Head of HE Operations and Quality will:**

- Ensure that all assessments for the OSCE are in line with Askham Bryan College Examination policy.
- Consult with Head of Centre any amendments to be tabled to the Askham Bryan College Examination Policy.
- Communicate to the Head of Centre any amendments made to the Askham Bryan College Examination Policy.
- Communicate to external examiners any amendments made to the Askham Bryan College Examination Policy.
- Communicate to the University any amendments made to the Askham Bryan College Examination Policy.
- Provide guidance and support to the Head of Centre to ensure that the Askham Bryan College Examination Policy is reflected within, and upheld, for OSCE components.
- Liaise with the University as/if appropriate.

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**5.5 The Senior Examiner will:**

- Ensure, where possible, the smooth running of the OSCE examination event.
- Hold details of the stations to be used at each examination sitting, which will include:
  - Timetable of students with details of any alternative forms of assessment requests.
  - Student briefing notes.
  - Examiner briefing notes.
  - Confidentiality agreements.
  - Royal Agricultural University (RAU) Academic Regulations for Assessments/ Askham Bryan College HE6A OSCE Procedure.
  - Copies of Senior Examiner Reports.
  - Askham Bryan College Policy documentation.
- Assist the Head of Centre and the OSCE Exam Co-ordinator to determine the stations to be used for the OSCE.
- Allocate examiners to the stations.
- Review the Examiner Station Review sheets to inform the completion of the Senior Examiner Report (*Appendix I – Senior Examiner Report*).
- Liaise with the Head of Centre in regards to layout of the OSCE examination at the centre.
- Set-up the examination stations prior to the examination date.
- Coordinate with the Veterinary Nursing Exams Co-ordinator and the Module Leader the effective and efficient marking of examination scripts.
- Review the OSCE examination to inform the quality review processes.
- Provide verbal guidance to students at the start of each OSCE session (*Appendix II – ABC Student Guidance*).
- Provide the OSCE examiner guidance at the start of each OSCE examination session (*Appendix III – Examiner Briefing Notes*).
- Liaise with examiners regarding anomalies from the examination.
- Review documentation relating to the quality assurance and marking of the OSCE examination component. This list is not exhaustive and will include all written examination scripts, pre- and post-internal moderation, module handbooks and coursework related assessments for all levels.

**5.6 The External Examiner will:**

- Provide quality assurance of associated assessment materials pre and post issue.
- Provide feedback and guidance on relevance, accuracy and suitability of assessment materials.
- Moderate a sample of the work of no less than 10% of total students, subject to a minimum of 5 students, post-completion. This audit will be desk-based where the external examiner is unable to attend the examination. In this case, the external

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examiner would receive the completed mark sheets of student performance plus any additional documentation for the stations, e.g. calculation sheets/hospitalisation forms.

### **5.7 The Module leader will:**

- Prepare associated assessment schedules that include the OSCE.
- Liaise with the Head of Centre, Section Administrator and Veterinary Nursing Exams Co-ordinator regarding the student facing communication for the OSCE.
- Liaise with the Head of Centre, Section Administrator and Veterinary Nursing Exams Co-ordinator regarding the issue of student results for the OSCE.
- Liaise with the Head of Centre and Veterinary Nursing Exams Co-ordinator regarding the marking of OSCE students mark sheets.

### **5.8 The Section Administrator will:**

- Undertake administrative activities aligned to the quality review processes.
- Ensure sufficient copies of OSCE examination materials.
- Produce registers of attendance, and student examination stickers.
- Ensure effective identification of the examination security box.
- Ensure the security of examination materials held securely on central electronic systems.
- Dissemination of examination feedback sheets to students.

### **5.9 The VN Resources Coordinator will:**

- Ensure equipment and materials are available for OSCE Examinations.
- Liaise with the wider VN team the ordering of equipment and materials for the OSCE Examinations.

## **6. IMPLEMENTATION ARRANGEMENTS**

6.1 This policy and the implementation arrangements which underpin it will be reviewed annually by the Head of Veterinary Nursing.

6.2 In the case of global pandemic or epidemic and/or the subsequent closure of the college site(s), the Head of Centre will liaise with the RCVS and where possible adjust assessment strategies to meet current government guidance and potential social distancing requirements. All plans for adjustment to assessments will be sent to RCVS for approval, and students will be counselled around such adjustments. Dependant on the government and regulatory advice, postponement of assessment may be required as a temporary measure.

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## **7. MONITORING AND REVIEW**

7.1 Head of Centre will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Head of Department for Veterinary Nursing.

## **8. SUPPORTING/RELATED DOCUMENTS**

- HE6a OSCE Procedure
- HE Assessment Policy

## **9. REGULATIONS**

In all aspects of this policy the College will comply with the following legislation:

for example:

- The Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

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