### Hosting Hospital Checklist

| Task | Complete | Comments |
| --- | --- | --- |
| **Week before the exam** |  |  |
| 1. Received consent forms from all patients including reserves. |  | Template on Alfresco |
| 1. Received all Sitting Hospital and NEP contacts from the College (for sending the Physical Examination Findings Form (PEFF) and Investigation Reports). |  | Will receive from College approx. 3-5 days before exam. |
| 1. Complete all patient case allocations |  | Candidate schedule templates available on Alfresco |
| 1. Received teleconference numbers and passcodes from the College (if requested). |  |  |
| 1. Allocated teleconference numbers (one against each patient, noting can reuse numbers if holding an afternoon session) |  |  |
| 1. Complete the Patient Summary Form |  | Template on Alfresco |
| 1. Completed the PEFF, including adding relevant teleconference number and host password into the form |  | Template on Alfresco |
| 1. Gathered the Investigation Reports for each patient and completed the Investigation Report Log |  | Template on Alfresco |
| 1. Sent teleconference numbers with the guest passcodes to any patients participating in the exam off-site. Prepared printed copies for on-site patients. |  |  |
| 1. Provided off-site patients with hospital exam day contact details to report cancellation, delays, or technical issues. |  |  |
| 1. Booked all taxis or parking for on-site patients. |  |  |
| 1. Phoned all patients for final check-in. Ensure they have read all the required documents and are comfortable with the exam process. If joining from home check they have their teleconference passcode and that their phone is operational with adequate volume and headphones as required. |  |  |
| 1. Ensure Sitting Site contact has been informed of any patient changes. |  |  |
| 1. Emailed signed patient consent forms (including hospital name) to [DCE@racp.edu.au](mailto:DCE@racp.edu.au) |  |  |
| **Day before the exam** *(note: if the exam is a Sunday, you may want to do by the Friday)* |  |  |
| 1. Email PEFFs to assigned Sitting Hospitals by 3pm AEST (Recommendation – email Reserve patient PEFFs as well in case of a late patient swap) |  | If the exam day is a Sunday, please make sure they have by 3pm on the Friday rather than the day before (as that is a Saturday when many hospitals won’t be staffed to receive them). |
| 1. Email the following to the relevant NEPs, and the Local Examiner (if not going to be on site on exam day), by 3pm AEST: 2. Patient Summary 3. PEFF (including host passcodes) 4. Deidentified Investigation Reports (X-ray, ECG etc) 5. Investigation Report Log |  |  |
| 1. Follow up with Sitting Hospitals to confirm they have received all PEFFs. |  |  |
| 1. Follow up with NEPs and Local Examiners (if off-site) to confirm they have received Patient Summaries, PEFFs and Investigation Reports |  |  |
| 1. Check the teleconferencing phones are working and test audio and speaker settings. |  |  |
| 1. Confirm use of laptop or desktop computers for Local Examiners for Digital Score Sheet (DSS) and check settings (passwords etc). |  |  |
| 1. Ensure there are backup phones available along with speaker capabilities or headphones as required. |  |  |
| 1. Print Examiner Quick Reference Guide (QRG) for on-site Local Examiners. |  | Available on Alfresco and on website |
| 1. Check all Local Examiners have printed the Backup Scoring Booklet. If not received please print one (1) copy for each Local Examiner who will be on site and advise off-site Examiners to print a copy. |  | Online version available on Alfresco for printing if not received |
| 1. Prepare on-site Local Examiner name badges. |  | Templates on Alfresco |
| 1. Place signage around venue. |  | Templates on Alfresco |
| 1. Confirm catering requirements and delivery time. |  |  |
| 1. Ensure hand sanitiser and face masks are available and all other local COVID requirements will be met. |  |  |
| **Before the morning and afternoon sessions:** |  |  |
| 1. Contact off-site patients to confirm they are attending and ready with mobile phone fully charge (if applicable). |  |  |
| 1. Check in with NEPs, by phone or text, that they are ready. |  |  |
| 1. If there is a change to NEPs or Local Examiners, advise the College immediately. |  |  |
| 1. Distribute any additional copies of the Backup Scoring Booklet |  |  |
| 1. Assist Local Examiners to log-in to the Digital Score Sheet if requested. Report any issues immediately to the RACP helpdesk on 1300 697 227 (+61 2 9256 5444). |  |  |
| 1. If a patient is unable to attend: 2. Contact the reserve patient and provide them with the phone number, guest passcode and timings for their interviews 3. Phone the Sitting Hospital and NEP to advise of the change 4. Add the relevant host passcodes to the new patient’s PEFF 5. Email the new PEFF to the Sitting Hospital (if not done previously) 6. Email the new PEFF, Long Case Patient Summary and Investigation Reports to the NEP (and Local Examiner if off-site) 7. Advise the College of the change at [examinations@racp.edu.au](mailto:examinations@racp.edu.au). |  |  |
| **During the morning and afternoon sessions:** |  |  |
| 1. [If](mailto:If) there are any major incidents that impact the exam, notify the College and Sitting Hospital as soon as possible. |  |  |
| 1. Complete Incident Report and Procedural Issues Report (if necessary) |  | Template on Alfresco |
| 1. Provide support as required to participants |  |  |
| 1. If a patient is deemed unsuitable or cannot continue: 2. Contact the reserve patient and provide them with the phone number, guest passcode and timings for their interviews 3. Phone the Sitting Hospital and NEP to advise of the change 4. Add the relevant host passcodes to the new patient’s PEFF 5. Email the new PEFF to the Sitting Hospital (if not done previously) 6. Email the new PEFF and Investigation Reports to the NEP (and Local Examiner if off-site) 7. Print the new PEFF and Investigation Reports for the Local Examiner 8. Advise the College of the change at [examinations@racp.edu.au](mailto:examinations@racp.edu.au) |  |  |
| 1. Check that the consensus scores and individual scores have been recorded in the Backup Scoring Booklet and that if any issues have been experienced with the DSS that copies of the relevant pages have been emailed to [DCE@racp.edu.au](mailto:DCE@racp.edu.au) |  |  |
| **End of sessions (AM & PM)** |  |  |
| 1. Collect all PEFFs, Investigation Reports and Patient Summaries and dispose of securely. |  |  |
| 1. Contact all NEPs and off-site Local Examiners to ensure they have deleted all PEFFs, Investigation Reports and Patient Summaries from their computer, including emails. Any paper copies should be destroyed. |  |  |
| 1. Scan the following forms and email to [examinations@racp.edu.au](mailto:examinations@racp.edu.au):    1. Incident and Procedural Issues Report, as required    2. this checklist, when complete |  |  |
| 1. Confirm with Local Examiners that all DSS have been submitted successfully OR that the relevant pages of the back-up scoring booklet has been completed, scanned or photographed, and emailed to [DCE@racp.edu.au](mailto:examinations@racp.edu.au). |  |  |
| 1. Submit an expense claim to [examinations@racp.edu.au](mailto:examinations@racp.edu.au) (at end of exam hosting cycle) |  |  |
| LEO or Regional Examiner Name:  Hospital Name: |  | Signature:  Date: |