Examiner Quick Reference Guide
Adult Medicine Long Cases

HIGH IMPORTANCE: After you have finished interviewing the patient you must hang up from the teleconference and contact the other examiner separately to prepare the Case Summary, as the teleconference number will be used by the candidate and patient at this point in time.

Refer to the Long Case Timetable on page 3 for more information.

Accessing the teleconference

The following is based on a hosting hospital using the College's teleconference provider.

Step 1

The Local Exam Organiser (LEO) at the Hosting Hospital will receive 12-digit host and guest teleconference passcodes from the College. They will allocate the numbers to a patient and enter the host passcode in the Physical Examination Findings Form (PEFF). This will be emailed to NEPs in advance of the exam and either emailed to local examiners or provided to them on the day if they are on-site. The patients will be provided with the guest passcode.

Step 2

To access the teleconference, call **1800 672 949** at the appropriate time. This number is the same for everyone.

Step 3

You will be prompted to enter your 12-digit passcode from the PEFF, followed by the hash (#) key.

Step 4

You will be prompted to record your name after the beep. You will then enter the meeting.

Step 5

When the meeting is over, all participants can hang up the phone.

Note - Each time an examiner, candidate or patient joins or leaves a meeting, an automated recording will inform everyone else in that meeting by playing their name and saying they have left or joined the meeting. You can dial **72#** at any time during the conference if you want to hear the name recording of everyone currently on the call.

If you experience an issue within a teleconference call, press ***0** and a Telstra support officer will join the call and assist. You can also contact the teleconference support number on 1800 011 080 and select option 1. This number is available 24/7 and they can reset a meeting code within 12 seconds if required

Accessing the Digital Score Sheet (DSS)

You will need to access the DSS through the online platform at https://racpdss.assessapp.com.au/

Issues with the teleconference or Digital Score Sheet

If you experience an issue within a teleconference call, press *0 and a Telstra support officer will join the call and assist. You can also contact the teleconference support number on 1800 011 080 (option 1). This number is available 24/7 and they can reset a meeting code within 12 seconds if required.

For any other issues or for support with the Digital Score Sheet (DSS), the Exams Helpdesk should be contacted on **1300 697 227** (+61 2 9256 5444). You can also go to our support page and review the DSS User Guide which contains troubleshooting tips.

If you are unable to submit the electronic DSS, please take a photo of the backup scoresheet and email it to DCE@racp.edu.au

If you experience any major issues during a patient or candidate teleconference, please inform the relevant contacts at the hosting or sitting site and complete an Incident Form in the DSS.

Exam Day Principles

- The hosting site Local Exam Organisers (LEOs), together with the NEP, have discretion to manage any delays on exam day to enable examinations to continue where at all possible. There is flexibility in the day to absorb delays of up to 40 minutes. Any delays of over 40 minutes in starting, or during the examiner/patient, candidate/patient or candidate/examiner interview will result in the candidate's examination being cancelled and rescheduled.
- LEOs will liaise with sitting sites, candidates, and examiners to advise them directly of any delays. Permission is not required from the Chief Examiner.
- If a candidate is running late for their exam, the start time will not be delayed. If they arrive within 20 minutes of their start time, they can still sit the exam, but they will not receive additional time for the candidate/patient interview.
- If there are delays of under 10 minutes during a candidate/patient interview, the time can be absorbed in the interview and continue on the existing timelines as planned. This is in line with what has occurred in previous year's exams.
- If there are delays of over 10 minutes and up to 40 minutes during a candidate/patient interview, the time can be extended in the interview accordingly, up to a maximum of 30 minutes.
- A candidate always gets the full 10-minute preparation time between the patient and examiner interviews.
- A candidate always gets the full 25 minutes for the examiner interview.
- A candidate should get at least a 20-minute break between their Long Cases.
- If an issue is experienced in a candidate's first Long Case in the morning, it should be explored whether the examiners and patient are willing to meet with the candidate later in the day (for example, if the candidate/patient interview is unable to take place at 8.50am it could be rescheduled to 3pm hosting site time, with the candidate/examiner interview rescheduled to 4.10pm). In this instance they would then proceed with their second Long Case in the morning as planned.
- If an issue is experienced in a candidate's first Long Case and it cannot be rescheduled to later in the day, leading to the first Long Case being cancelled, the second Long Case will also be cancelled, and the candidate will be rescheduled to another exam date

Long Case Timetable

Use the timetable below as a guide. Times may differ depending on your scheduled start time.

As per usual protocols, Examiners should not read the content of the Physical Examinations Findings Form (PEFF) or medication list until they have begun taking the patient history on exam day, and not look at the problem list or investigations until after they have taken the history, discussed the case and formulated the issues list.

* Exam timing will be run at Hosting Hospital Timezones. It is expected that all participants will be from the same timezone, if that is not possible and participants will be indifferent timezones, see the tables on subsequent pages for timezone variations.

Morning*	Afternoon*	Activity	Comments
7:50am – 8:00am	1:05pm – 1:15pm	Examiner 'Meet and Greet'	NEP dials their co-examiner directly on their mobile or desk phone. Note: whilst the examiners could use the teleconference number listed on the Physical Examinations Findings Form (PEFF) for this interaction, it is not recommended as the patient may dial in prior to the examiners being ready for them.
8:00am – 8:40am	1:15pm – 1:55pm	Examiners interview allocated patient	Both examiners dial into the teleconference number listed on the PEFF and enter the Host passcode to join. The patient will then enter the meeting using the teleconference guest passcode that has been provided to them by their hosting site. The patient cannot join the meeting until one of the examiners has started the meeting. **Once the interview has finished, the examiners <u>must</u> hang up from the teleconference as the number will now be used for the candidate to ring the patient.**
8:40am – 9:10am	1:55pm – 2:25pm	Examiners discuss patient and complete Case Summary	NEP rings co-examiner on their chosen local phone number (e.g. mobile or desk phone). The **teleconference number cannot be used for this interaction** as it is being used by the candidate to speak to the patient at this time. If there are more than two examiners (e.g. a provisional examiner is also participating), then three-way mobile phone dialling or the use of other local teleconference facilities can be used

Morning*	Afternoon*	Activity	Comments
9:10am – 10:00am	2:25pm – 3:15pm	Examiners break	
10:00am – 10:25am	3:15pm – 3:40pm	Examiners and Candidate #1 discussion	Both examiners and candidate #1 dial into the teleconference number listed on the PEFF and use the Host passcode to join. Examiners to instruct candidate #1 to hang up at 10:25am / 3:40pm (or once their 25 minutes is complete if running late).
10:25am – 10:50am	3:40pm – 4:05pm	Examiners discuss candidate #1 performance and complete scoring	Examiners stay on the same line. An announcement will be made when candidate #1 has left the call. *Note: it may be better to dial off the teleconference line at this point and contact each other using the same method as for the case summary. This is because if the conversation time goes over, it will overlap with the next candidate/patient interaction who will be on the same TC line.*
10:50am - 12:05pm	4:05pm - 5:20pm	Examiners break	
12:05pm – 12:30pm	5:20pm – 5:45pm	Examiners and candidate #2 discussion	Both the examiners and candidate #2 dial into the teleconference number listed on the PEFF and use the Host passcode to join. Examiners to instruct candidate #2 to hang up at 12:30pm / 5:45pm (or once their 25 minutes is complete if running late).
12:30pm – 12:55pm	5:45pm – 6:10pm	Examiners discuss candidate #2 performance and complete scoring	Examiners stay on the same line. An announcement will be made when candidate #2 has left the call.

Note: any interaction that is Examiner to Examiner only can be done by whichever method you prefer. This includes the meet and greet, completion of the case summary and scoring of the candidate sessions. However, the teleconference number **must** be used for any patient or candidate interactions. Options for examiners when not using the TC include three way calling on your mobile or video-conferencing (noting no College support will be provided for this).

Timezones

Use the table for your state/territory below to see the local timezones for your candidates.

Hosting State - NSW / VIC / ACT / TAS / QLD		WA	SA	NT
(AM)	Examiner & Patient 7:50am	5:50	7:20	7:20
	Candidate & Patient - 1st 8:50am	6:50	8:20	8:20
	Examiner & Candidate - 1st 10am	8:00	9:30	9:30
	Candidate & Patient - 2nd 10:55am	8:55	10:35	10:35
	Examiner & Candidate - 2nd 12:05pm	10:05	11:35	11:35
(PM)	Examiner meet and greet 13:05pm	11:05	12:35	12:35
	Examiner & Patient 13:15pm	11:15	12:45	12:45
	Candidate & Patient - 1st 14:05pm	12:05	13:35	13:35
	Examiner & Candidate - 15:15pm	13:15	14:45	14:45
	Candidate & Patient - 2nd 16:10pm	14:10	15:40	15:40
	Examiner & Candidate - 2nd 17:20pm	15:20	16:50	16:40

Hosting State - QLD		WA	SA	NT
(AM)	Examiner & Patient 7:50am	5:50	7:20	7:20
	Candidate & Patient - 1st 8:50am	6:50	8:20	8:20
	Examiner & Candidate - 1st 10am	8:00	9:30	9:30
	Candidate & Patient - 2nd 10:55am	8:55	10:25	10:25
	Examiner & Candidate - 2nd 12:05pm	10:05	11:35	11:35
(PM)	Examiner meet and greet 13:05pm	11:05	12:35	12:35
	Examiner & Patient 13:15pm	11:15	12:45	12:45
	Candidate & Patient - 1st 14:05pm	12:05	13:35	13:35
	Examiner & Candidate - 15:15pm	13:15	14:45	14:45
	Candidate & Patient - 2nd 16:10pm	14:10	15:40	15:40
	Examiner & Candidate - 2nd 17:20pm	15:20	15:50	16:50

Hosting State - WA		VIC / NSW / ACT / TAS / QLD	SA	NT
(AM)	Examiner & Patient 7:50am	9:50	9:20	9:20
	Candidate & Patient - 1st 8:50am	10:50	10:20	10:20
	Examiner & Candidate - 1st 10am	12:00	11:30	11:30
	Candidate & Patient - 2nd 10:55am	12:55	12:25	12:25
	Examiner & Candidate - 2nd 12:05pm	14:05	13:35	13:35

	Hosting State - WA	VIC / NSW / ACT / TAS /QLD	SA	NT
	Examiner meet and greet 13:05pm	15:05	14:35	14:35
	Examiner & Patient 13:15pm	15:15	14:45	14:45
(PM)	Candidate & Patient - 1st 14:05pm	16:05	15:35	15:35
	Examiner & Candidate - 15:15pm	17:15	16:45	16:45
	Candidate & Patient - 2nd 16:10pm	18:10	17:40	17:40
	Examiner & Candidate - 2nd 17:20pm	19:20	18:50	18:50

	Hosting State - SA	VIC / NSW / ACT / TAS / QLD	WA
	Examiner & Patient 7:50am	8:20	6:20
	Candidate & Patient - 1st 8:50am	9:20	7:20
(AM)	Examiner & Candidate - 1st 10am	10:30	8:30
	Candidate & Patient - 2nd 10:55am	11:25	9:25
	Examiner & Candidate - 2nd 12:05pm	12:35	10:35
	Examiner meet and greet 13:05pm	13:35	11:35
	Examiner & Patient 13:15pm	13:45	11:45
(PM)	Candidate & Patient - 1st 14:05pm	14:35	12:35
	Examiner & Candidate - 15:15pm	15:45	13:45
	Candidate & Patient - 2nd 16:10pm	16:40	12:40
	Examiner & Candidate - 2nd 17:20pm	17:50	15:50

	Hosting State - NT	VIC / NSW / ACT / TAS / QLD	WA
	Examiner & Patient 7:50am	8:20	6:20
	Candidate & Patient - 1st 8:50am	9:20	7:20
(AM)	Examiner & Candidate - 1st 10am	10:30	8:30
	Candidate & Patient - 2nd 10:55am	11:25	9:35
	Examiner & Candidate - 2nd 12:05pm	12:35	10:35
	Examiner meet and greet 13:05pm	13:35	11:35
	Examiner & Patient 13:15pm	13:45	11:45
(PM)	Candidate & Patient - 1st 14:05pm	14:35	12:35
	Examiner & Candidate - 15:15pm	15:45	13:45
	Candidate & Patient - 2nd 16:10pm	16:40	14:40
	Examiner & Candidate - 2nd 17:20pm	17:50	15:40