Registered Nurse
Objective Structured Clinical Examination (OSCE)
Candidate Handbook

January 2023

Australian Health Practitioner Regulation Agency
National Boards
GPO Box 9958 Melbourne VIC 3001 Ahpra.gov.au 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

Contents

Registered Nurse OSCE Candidate Journey 5

Introduction 6

Overview of the RN OSCE 6

What is the RN OSCE? 6

What does the OSCE assess? 6

What skills will candidates be assessed on? 7

Practical Skills 7

Communication Skills 7

What does the examiner assess in relation to communication? 7

Does the RN OSCE involve real patients? 8

Where is the examination centre located? 8

Before the examination 9

Registering for the RN OSCE 9

OSCE registration fee 9

Candidate booking selection 9

Examination cycles and maximum candidate numbers 9

Examination cycles at maximum capacity 9

Reasonable adjustments 9

Confirmation of Examination booking 10

Changing a scheduled examination 10

Missing an examination appointment 10

Refunds 10

Examination Day Preparation 11

Examination day dress code 11

Photographic ID 11

Equipment 11

Personal Belongings 11

Family, friends and children 11

Suggested reading materials 12

Tips for completing the OSCE 13

Before the OSCE 13

On the day of the OSCE 13

During the OSCE 13

RN OSCE Candidate Rules 14

On Examination day 16

The RN OSCE Format 16

Examination Station Set up 16

Patients types 16

Care settings 16
Station examiners 16
Station Equipment and set-up 16
Rooms with Manikins 17
Rooms as Hospital Suites 17
Rooms as GP Clinics or outpatient settings 18
Equipment specific to the case 18
Arrival at the Examination Centre 20
Examination Day Registration 20
Candidate Terms of Agreement 21
Video and Audio Consent form 21
Presentation of Phones, Tablets, Smart watches and electronic devices 21
Candidate ID Card 21
After registration 22
Candidate Exam Day Experience 22
Candidate Waiting Room 22
Notepads and Notebooks 22
On the examination circuit 23
During the Examination 24
Candidate assistance during the OSCE 24
Candidate behaviour during the OSCE 25
After the examination has finished 25
After the examination 26
Reporting an incident 26
Marking the OSCE 26
Release of results 26
Successful Candidates 26
Unsuccessful candidates 27
Resitting the Examination 27
Examination Procedural Review 27

Frequently used terms within this handbook:

Ahpra – Australian Health Practitioner Regulation Agency

Ahpra Invigilator – Ahpra exam team member

AHS – Adelaide Health Simulation

IQNM – Internationally Qualified Nurse or Midwife

IQNM exam team – Ahpra exam team member

Manikin – A life-sized anatomical human model portraying the role of the patient

MCQ – Multiple-Choice Question exam

NCLEX-RN – Multiple-Choice Question exam

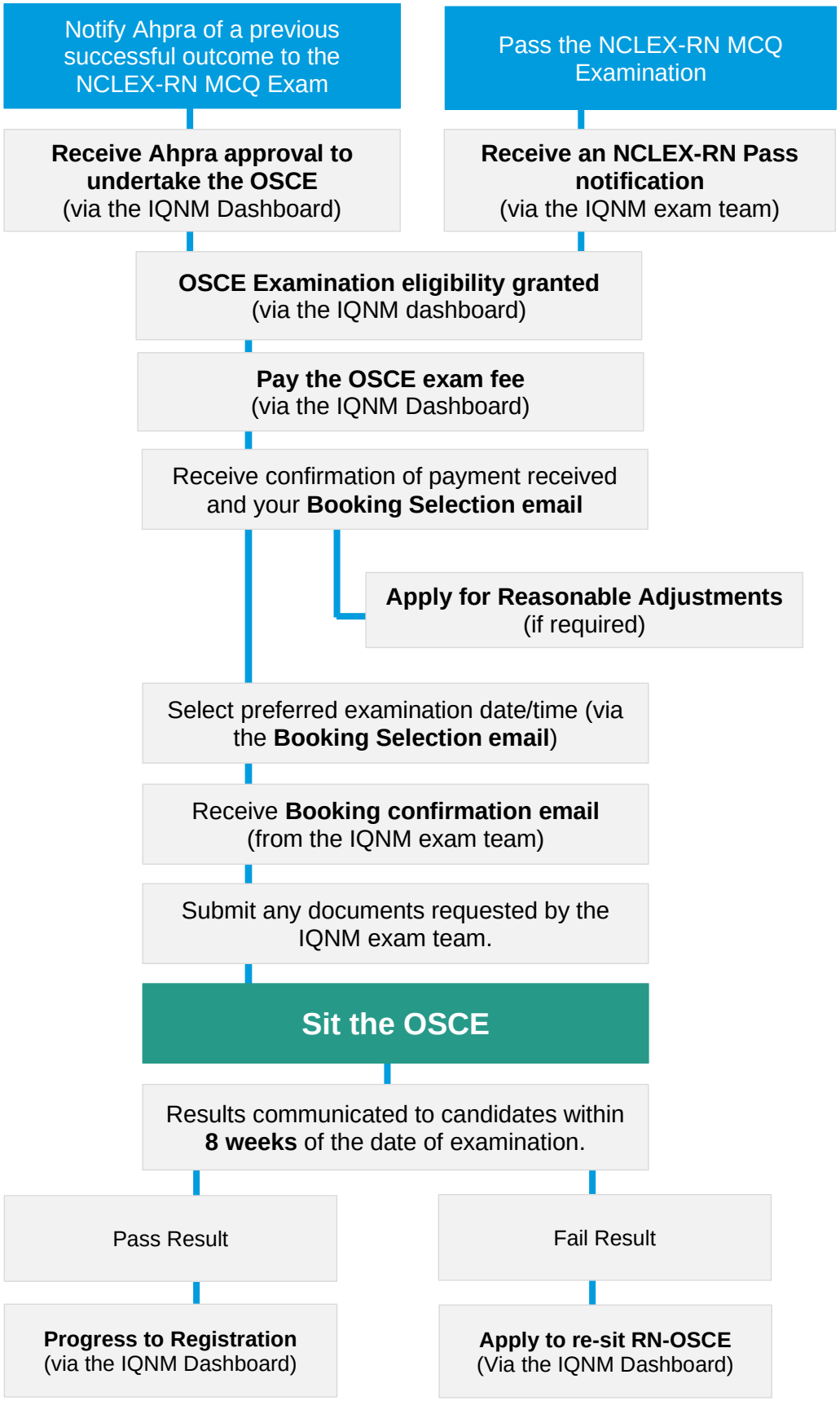
NMBA – Nursing and Midwifery Board of Australia

OSCE – Objective Structured Clinical Examination

RN OSCE examiners – Examiners that assess the OSCE candidates

Simulated patient – Actor performing the role of the patient

Registered Nurse OSCE Candidate Journey



Stage Timings
Portfolio Stage Full processing (of what?) can take up to 6 months - this also applies to candidates who have previously passed the NCLEX RN MCQ
RN OSCE registration **1 week – 2 weeks Fee payment acknowledgement** communication received
1 week – 2 weeks for **booking selection emails** to be received
4 weeks – 8 weeks for **booking confirmation emails** to be received – dependent on date selected
4 weeks – 6 months to sit the examination dependent on the date selected
RN OSCE Result process **8 weeks** from date of examination for result letters to be received.

Introduction

This handbook has been prepared to assist eligible candidates who are required to complete the Registered Nurse Objective Structured Clinical Examination (RN OSCE / OSCE).

The RN OSCE is the practical examination for internationally qualified registered nurses seeking registration in Australia as a registered nurse (RN).

Overview of the RN OSCE

The RN OSCE consists of 10 stations (or clinical scenarios) that have been developed to test candidates against the NMBA Registered Nurse Standards for Practice. The OSCE is set at the entry to practice level that is expected of a registered nurse in Australia.

What is the RN OSCE?

This is a **regulatory** OSCE rather than an educational OSCE and is conducted in a way that is consistent for all candidates This means that:

- Candidates will not receive any coaching, prompting, further explanation of the task required or feedback from the RN OSCE examiners during or after the OSCE
- The OSCE is run strictly to time i.e. two (2) minutes of reading time, and eight (8) minutes of performance time allowed for each station
- When the allocated time for the station is up, candidates MUST move to the next station even if they may not have completed everything required for that station under assessment, and
- Candidates are not allowed to speak to another candidate during the OSCE.

Candidates will be required to sign a Terms of Agreement before the OSCE commences. This will be completed on the day of the OSCE. More information in relation to what is this included in the Terms of Agreement can be found in this handbook.

What does the OSCE assess?

Each RN OSCE station assesses a candidate's ability to perform a specific clinical skill, it will assess the candidate's ability to manage the care of a patient in a holistic manner. The care that is provided within each station should take into consideration the individual situation for that patient and that the care provided is tailored to their individual needs.

Examples of some considerations about individual patient care include, but are not limited to:

- a patient's ability to understand simple instructions
- their physical capacity
- the support that they have available to them
- any vision or hearing impairments.

Please note: that candidates will not be expected to, nor assessed on, demonstrating care in accordance with COVID-19 guidelines.

The RN OSCE examiner will assess a candidate's ability to to perform a specific clinical skill, formulate an accurate plan of care for the patient based on their assessment findings or any information deemed relevant. Patient safety, and the care they receive, is paramount at all stages within the OSCE stations. Candidates are required to **demonstrate/perform the skills not just talk about what they would do or the care they would provide**.

Candidates **will not** be expected to know specific Australian state and territory clinical policies and procedures, they will however need to demonstrate an understanding of relevant Australian national standards, international infection control and prevention standards etc. Please refer to the "Preparatory courses and suggested reading materials" section of this document for further information

What skills will candidates be assessed on?

Practical Skills

Each candidate will be tested on a series of practical skills, these may include but are **not limited** to:

- Physiological observations
- Vital signs
- Calculating drug dosages
- Subcutaneous/ Intramuscular injection
- Aseptic Non-Touch Technique (ANTT)
- In hospital resuscitation
- Safe disposal of sharps
- Medication administration
- Wound care
- Hand hygiene
- Therapeutic patient communication/consent
- Infection control practices
- Patient identification
- Intravenous therapy administration/management
- Risk management in the clinical environment.

Communication Skills

As communication is central to nursing practice, candidates will also be assessed on their communication skills during the OSCE. The OSCE aims to assess how candidates interact with the patient and their approach to the patient when providing care. This will include a candidate's ability to provide explanations to the patient about their care in an appropriate manner, as well as the candidates ability to include the patient or family in their care where appropriate. Candidates may be required to convey clinical information about the patient to another health practitioner or RN OSCE examiner and should be familiar with the Introduction, Situation, Background, Assessment and Recommendation (ISBAR) communication approach.

What does the examiner assess in relation to communication?

The RN OSCE examiner will assess the full range of communication skills (verbal, non-verbal and written). The RN OSCE examiner will assess verbal and non verbal skills by observing the interaction between the candidate and:

- a simulated patient
- a manikin, or
- a person playing a second RN or other health practitioner role.

The candidates' written communication skills will be assessed by the nursing documentation required in some stations.

Candidates should speak and interact with the patient (simulated patient or manikin) as they would any real person/patient that they are meeting for the first time.

The RN OSCE examiner may also look at a candidate's approach to the patient (simulated patient or manikin) and/or person playing a second RN or other health practitioner role throughout the examination, and assess their communication skills such as:

- Clearly explaining care, diagnosis, investigations and/or treatments
- Involving the patient in decision-making
- Communicating with relatives and other health care professionals
- Seeking and obtaining informed consent
- Active listening
- Dealing appropriately with an anxious person or anxious relatives
- Providing clear instructions on discharge
- Demonstrating compassion and care during communication, and
- Clear documentation.

Does the RN OSCE involve real patients?

The patients involved in each the stations will either be an actor performing the role of the patient (simulated patients) or they will be a manikin – A life-sized anatomical human model portraying the role of the patient. Where a manikin is used as the patient, it is essential that candidates demonstrate a level of empathy and interaction, to the same level they would a real patient/person.

Where is the examination centre located?

Adelaide Health Simulation (AHS) is located within the University of Adelaide in South Australia. AHS have two (2) separate locations where the examination may be hosted, your confirmation email will provide you with specific details on where the examination is located, and which building/address location candidates will need to present to.

Candidate should familiarise themselves before the day of the examination the location of the AHS building/address.

However, **candidates <u>should not enter</u> or contact the AHS building prior to the day of their examination.**

Any candidate that enters the AHS site/s prior to their allocated examination day will be viewed as unauthorised access to the examination venue and may be in breach of the IQNM assessment process misconduct policy and be ineligible to undertake the examination.

Before the examination

Registering for the RN OSCE

Candidates who have been confirmed as passing the NCLEX-RN MCQ Examination, will be invited via their dashboard to submit a payment for the OSCE.

OSCE registration fee

The OSCE registration fee for each examination sitting is **$4000 AUD**.
This fee must be paid to Ahpra via the instructions on the IQNM dashboard before candidates can book their OSCE date.

RN OSCE Eligibility Letter (Offshore candidates)

Offshore candidates will receive an RN OSCE eligibility letter within four (4) weeks from date of OSCE registration fee payment. This letter may be used as a supporting document in a VISA application process. Offshore candidates will be contacted via a booking selection email to check your availability to sit the RN OSCE upon providing proof of a valid visa at least 3 months before the scheduled RN OSCE dates. Offshore candidates are encouraged to email a copy of their visa to IQNM Exam Team at the earliest time possible.

Candidate booking selection

Once the IQNM exam team are notified that a candidate's payment has been received candidates will be contacted via a booking selection email once OSCE dates are finalised.

Candidates may respond to this email within their own timeframe however, places for each cycle are limited and fill up fast. Places will be given on a first come, first paid basis, if a candidate is delayed in replying to the booking selection email, they risk missing out on a place at the next RN OSCE.

Candidates who are offshore, will only be contacted via a booking selection email if they have emailed a copy of their visa to IQNM Exam team at least 3 months before the scheduled RN OSCE dates.

Examination cycles and maximum candidate numbers

Examination cycles refers to the dates for each of the RN OSCE examination that will be coordinated. Each cycle may host up to four (4) days of examinations including up to six (6) exam sessions (three (3) sessions per day).

Examination cycles at maximum capacity

If the chosen examination cycle from the candidate, is at maximum capacity when the IQNM exam team receive a candidates' response to the booking selection email, then the IQNM exam team will contact those candidates with the details of any alternative RN OSCE dates that are available at that time to arrange bookings. If future examination dates are yet to be confirmed the IQNM exam team will contact candidates as soon as possible when new dates become available.

Reasonable adjustments

Reasonable adjustments are special arrangements for the administration of the examination to provide candidates with disabilities (physical or mental impairment) full access to the examination where possible and appropriate. Adjustments will only be made in line with the inherent requirements for nursing practice in Australia and must not compromise the integrity of the examination. The expected level of competence is the same for all candidates and cannot change as part of a reasonable adjustment arrangement.

Requests for reasonable adjustments must be sent to the IQNM exam team in writing at the time a candidate pays their OSCE fee. Appropriate documentation supporting the request for adjustments must be provided by the candidate at the time of the request and include results of appropriate diagnostic testing, submitted by a qualified professional with expertise in the areas of the diagnosed disability. Candidates must read the Reasonable adjustments and special consideration for examination candidates.

For more information on reasonable adjustments, please contact the IQNM exam team via email:

Confirmation of Examination booking

A candidate is only confirmed for a particular examination date when they have received their RN OSCE Candidate Confirmation letter (the confirmation letter) via email from the IQNM exam team.

The IQNM exam team will send a candidate confirmation letter via email to those candidates who have pre-selected their examination date, no earlier than eight (8) weeks prior to the examination date that has been chosen.

Candidates who are allocated to an examination after the eight (8) week timeframe but before the examination date, will receive the candidate confirmation letter within three (3) business days of the booking being requested.

The confirmation letter will include information about the venue location, date and time of the examination, examination session allocated and any details about the expectations of a candidate presenting to the examination.

Candidates will be randomly allocated to a single examination day and session. Once allocation is completed, changes cannot be made. Candidates are advised not to book any travel and/or accommodation until you have received your exam booking confirmation email.

It is imperative that candidates are familiar with the details of the confirmation letter before arriving at the examination centre in Adelaide on their confirmed examination day. A copy of the RN OSCE Terms of Agreement for candidates and RN OSCE Video and Audio consent form will be included in this communication.

The IQNM exam team will send candidates an exam reminder email two (2) weeks prior to the candidates' scheduled examination date.

Changing a scheduled examination

If a candidate needs to change their examination date or time, they must contact the IQNM exam team via email at IQNMexams@ahpra.gov.au at least three (3) full business days (72 hours) before the scheduled exam date and time. Australian National and State holidays should also be considered when deciding whether to reschedule an examination as offices may be closed.

Candidates will be allowed to reschedule their examination only if appropriate notice is given and if the reason for rescheduling is due to an extenuating circumstance.

Please note: Leaving a message on an answering machine does not constitute giving the required notice for rescheduling or cancelling an examination appointment. Examination appointments should only be considered rescheduled or cancelled when a candidate has received a confirmation of this being completed by the IQNM exam team in writing via email.

Missing an examination appointment

If a candidate fails to arrive at their exam appointment or fails to reschedule/cancel without giving the appropriate notice, they will forfeit their exam fee and will be required to pay another exam fee if they wish to sit the OCSE in the future.

Refunds

There will be no refund of the OSCE fee for any reason, including but not limited to:

- Failure to reschedule and/or cancel an exam appointment more than three full business days before the confirmed examination date
- Failure to appear for an examination appointment

Examination Day Preparation

Examination day dress code

Candidates are expected to attend the OSCE in appropriate professional attire that is suitable for clinical practice. This is to ensure that all candidates present in a professional manner, adhere to infection control and prevention standards and provide a safe environment for all candidates and the simulated patients they will be engaging with through the OSCE.

Candidates should **NOT** wear:

- jeans
- tracksuit pants or tracksuit tops
- ripped or torn clothing;
- singlet tops or low-cut tops;
- long sleeved tops (you must be bare from the elbow down)
- open toed or high heel shoes/ boots/ casual sneakers
- jewellery other than a plain wedding band
- fingernails should be cut short in length and be void of any kind of nail polish or powder
- long hair down – (your hair should be tied back in line with infection control requirements).

Photographic ID

Candidates will be required to provide photographic ID on registration. The only acceptable photographic ID is an ***Australian or International Passport.***

This photographic ID must be in the same name that was provided in the IQNM portfolio submitted to Ahpra.

Equipment

Candidates do not need to bring any equipment to use during the OSCE. All equipment required will be supplied, including pens and stethoscopes.

Personal Belongings

Candidates are encouraged to bring **only essential belongings to the OSCE**. Candidates are not to take any belongings into the examination area. While candidates are in the OSCE, their belongings will be locked securely in the candidate waiting area and no-one will be given access to this room while the OSCE is being undertaken.

All mobile phones and electronic devices MUST be switched off and placed in an opaque plastic satchel that will be provided at registration before placing it back into their bag. This parcel will need to be presented to the Ahpra Invigilator prior to leaving the exam centre for inspection.

Water is available during the OSCE.

If candidates require any medications or food (for medical reasons) during the examination process these should be given in a clear plastic resealable bag; to the Ahpra Invigilator at registration and will be made available by the Ahpra invigilators as needed during the OSCE.

Ahpra and AHS will take no responsibility for lost or stolen belongings.

Family, friends and children

If candidates have family members, friends or children accompanying them on the day, they must remain in the reception area. They will not be permitted past the registration point and are not able to accompany candidates to the candidate waiting area or into the examination area.

Suggested reading materials

The NMBA and Ahpra do not endorse any OSCE preparation programs.

The following reading materials may be useful to candidates:

Professional resources:

1. NMBA professional standards
   a. Registered Nurse Standards for Practice
   b. Code of Conduct
   c. Code of Ethics.

Nursing practice:

2. Hill, R., Hall, H., & Glew, P. (2017). *Fundamentals of Nursing and Midwifery: a person-centred approach to care* (3rd ed.). Sydney, NSW: Wolters Kluwer.
3. Tollefson, J. (2012). *Clinical psychomotor skills: Assessment skills for nurses.* (5th ed.). Victoria, Australia: Cengage learning.

Health professionals' practice:

4. Australian Commission on Safety and Quality in Health Care. (2017). *National Safety and Quality Health Service Standards: Guide for Hospitals.* (2nd ed.). Sydney, NSW: Australian Commission on Safety and Quality in Health Care.
5. Australian Medicines Handbook. Purchase from: https://shop.amh.net.au/products/digital
6. Australian Resuscitation Council https://resus.org.au/
7. Forbes, H. & Watt, E. (Eds.). (2015) *Jarvis's physical examination & health assessment* (2nd ed.). Chatswood, NSW: Elsevier.
8. Hand Hygiene Australia - https://www.hha.org.au/
9. ISBAR tools - https://www.vmia.vic.gov.au/tools-and-insights/tools-guides-and-kits/isbar
10. Therapeutic Guidelines – eTG Complete. Purchase from: https://tgldcdp.tg.org.au/products
11. The National Safety and Quality Health Service Standards - https://www.safetyandquality.gov.au/standards/nsqhs-standards

Tips for completing the OSCE

Before the OSCE

Candidates are encouraged to:

- be familiar with the location of the OSCE, including travel times and parking information (noting that candidates should not enter or contact the AHS building prior to the day of their examination)
- understand the expectations of a candidate for examination day
- review each section of this candidate handbook so that you understand the requirements for the day, particularly in regard to what to and what not to bring and what to wear
- review the information provided about the format of the OSCE and expectation of a candidates conduct during the OSCE
- review the following resources:
    - Registered nurse standards for practice
    - Professional standards - Code of conduct for nurses
    - Reference list and recommended readings
- review the list of examples of potential skills to be examined and utilise appropriate references to understand the skills as deemed necessary.

On the day of the OSCE

Candidates must:

- wear the appropriate dress
- bring photo identification
- arrive on time
- allow enough time for travelling to the OSCE location
- have notified the Ahpra Invigilator of any special considerations they may require during the OSCE (e.g. access to medications or food whilst in the OSCE area).

During the OSCE

Candidates should:

- remember the candidates are assessed at the Australian graduate entry registered nurse level
- utilise the two (2) minute reading time thoroughly and read **carefully** the candidate station instructions
- be prepared for the use of manikins, and/or simulated patients in the examination process and ensure you treat them as you would real patients/people
- listen carefully and adhere to all instructions provided
- not just focus on the completing a task alone, also consider the clinical scenario as a whole.

RN OSCE Candidate Rules

General:

1. Candidates must maintain confidentiality of the examination content and processes during and after the examination. Candidates must not disclose or discuss with any person any information related to the examination. 'Information' includes (but is not limited to) examination set up, examination process, examination questions, examination answers. 'Disclose or discuss' includes (but is not limited to) reproducing and/or sharing either verbally or written, posting or discussing questions on the internet, social media, and any other online forums. 'Person' includes (but is not limited to) other current or future candidates, colleagues, organisations including those that provide preparatory OSCE programs or similar.

2. Candidates must not sell or attempt to sell any information related to the examination. 'Information' includes (but is not limited to) examination set up, examination process, examination questions, examination answers.

3. Candidates must not copy or reconstruct examination items for any reason whether during or following the examination, using their memory or other's memory of the examination.

4. Candidates must not access unauthorised copies of examination questions and/or scenarios.

5. Candidates must not enter or contact the examination location prior to the day of their examination. Candidates must not walk inside the examination building. On examination day candidates must remain on ground floor and wait until instructed by an Ahpra Invigilator to progress to the examination area. Unauthorised access to the examination venue will be viewed as misconduct.

6. Candidates support people or family members will not be admitted into the examination area, including pre- and post-holding rooms.

7. Candidates must at all times obey and observe all instructions or directions given by the Ahpra Invigilator, Chief examiner, the Ahpra examination coordinator and/or nominees.

8. Candidates must provide reasonable assistance to any investigation by the Ahpra in relation to a suspected breach of RN OSCE candidate rules or any other investigation that needs to be conducted.

9. During the RN OSCE process candidates **must**:

    9.1. **not** assist other candidates, including taking any action that gives or attempts to give them or another candidate an unfair advantage in the examination

    9.2. **not** seek help from any other party in answering items (in person, by phone, text or by email) during the examination (including in breaks)

    9.3. **not** allow another person to complete an examination on behalf of a candidate

    9.4. **not** induce or assist any other person to present for examination in their place

    9.5. **not** present for the examination in another candidate's place.

    9.6. **not** write any prompting material on their skin or other objects before or during the OSCE

    9.7. **not** act in any way for example nuisance, annoyance or interference, which may impact on the ability of others to complete their examination tasks

    9.8. **not** communicate with, or copy from, another candidate during the examination

    9.9. **not** possess mobile phones and electronic devices that are capable of storing, receiving or transmitting information or electronic signals, such as recorded music and video players, organisers, dictionaries and computerised watches (including Smart Watches)

    9.10. **not** bring unauthorised materials into, or accessing unauthorised materials before and/or during an examination

    9.11. **not** bring study material into the examination area

    9.12. **not** remove any examination materials and/or responses (in any format) from the examination rooms

9.13. leave all documentation required as part of the scenario at the station

9.14. raise their hand if they want to communicate with an Ahpra Invigilator

9.15. exit the station room when instructed to do so

9.16. **not** leave the examination centre until permitted by an Ahpra Invigilator

9.17. **not** bring into or possess in the examination area any drinks or food, except under special circumstances as approved and directed by the IQNM exam team

10. Candidates attending an RN OSCE will be provided with the necessary materials and equipment.

11. Candidates detected with any device or documents captured in rule 8 must, upon the direction of an Ahpra Invigilator, surrender that device/document for inspection.

12. If candidates witness any of the above behaviour, irregular or unprofessional behaviour that is in violation of the RN OSCE Candidate Rules, candidates are required to report it to the Ahpra Invigilator or the Ahpra IQNM exam team and comply with any follow up investigation. Suspicious behaviours may be reported to Ahpra IQNM exam team by emailing IQNMexams@ahpra.gov.au

In the event Ahpra and/or NMBA determines a candidate has engaged in any of the above behaviour or conduct, candidates may face disciplinary action in accordance with the *IQNM assessment process misconduct policy.*

On Examination day

The RN OSCE Format

The OSCE consists of ten (10) stations, with each OSCE station running for ten (10) minutes – two (2) minutes reading time and eight (8) minutes performance time.

Examination Station Set up

Patients types

The OSCE will use a variety of patient types. The types of patients involved in each the stations will be an actor performing the role of the patient (simulated patients) or they will be a manikin – a life-sized anatomical human model portraying the role of the patient. Smaller pieces of equipment may be used to simulate part of a patient/person and sometimes both a simulated patient and a piece of equipment may be used.

It is essential that candidates demonstrate a level of empathy and interaction, to the same level they would a real patient/person, where a simulated patient or manikin is used. Candidates should treat the simulated patient or manikin as you would a real patient/person.

Care settings

The OSCE stations will be set up to reflect a range of settings such as in hospital, in a general practice, in an aged care setting or in a community setting.

Station examiners

An RN OSCE examiner will be in each station, their role in most stations is a strictly observational one, which includes marking your performance. Unless explicitly stated in the candidate instructions, examiners will not provide prompts during the OSCE. However, in some OSCE stations the candidate instruction may request candidates to present their findings to the RN OSCE examiner, in which case candidates should address the examiner to do this.

Station Equipment and set-up

Candidates will find each OSCE station set up to simulate a range of settings such as in hospital, in a general practice, in an aged care setting or in a community setting. All documentation and equipment that candidates will be required to use, are those common to Australian healthcare facilities. Candidates should try and complete all tasks and including relevant documentation as set out in the candidate instructions.

If the station requires a candidate to interact with another registered nurse, such as for second checking medicines there will be another person in the room, then there will be a person playing a second RN or other health practitioner role in the room:

Examples of charts and forms that you may be required to be familiar with are as follows:

- National Medication Charts
- Emergency Department observation chart
- Observation Charts
  - Example 1 - Adult observation chart
  - Example 2 - Adult observation chart
  - Example 1 - Paediatric observation chart
  - Example 2 - Paediatric observation chart

- Neurological observation chart
- Neurovascular observation chart
- Blood glucose record chart
- Adult falls risk assessment chart
- Pressure care risk Assessment
- Mental health risk assessment chart
- Intravenous order chart

Rooms with Manikins

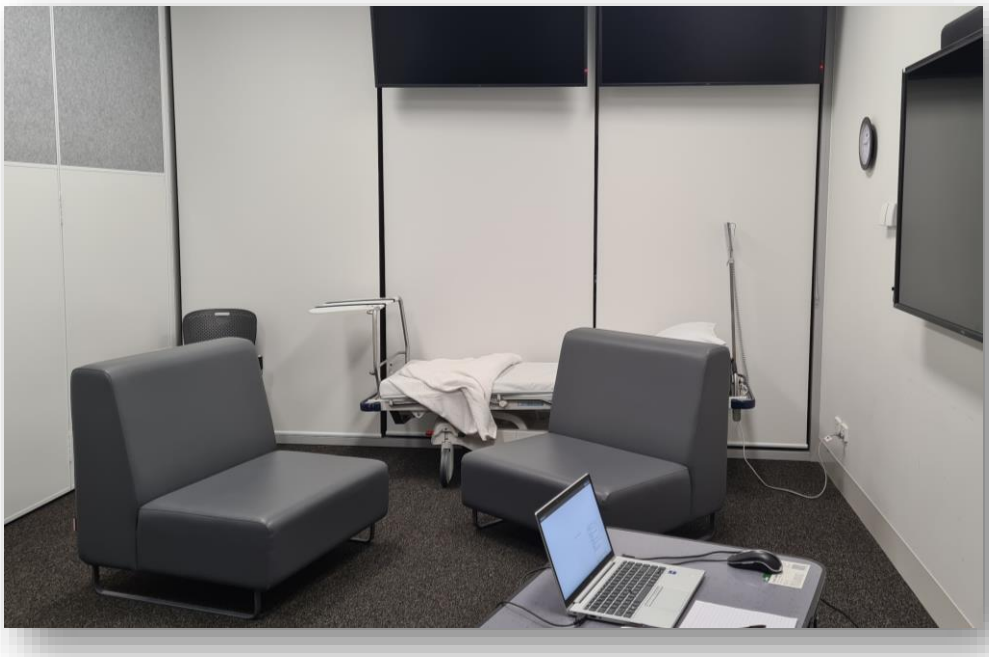
Some stations will include the use of manikins, examples of the station set up is shown below:

Rooms as Hospital Suites

Some stations may be set-up as a hospital setting (the candidate instructions will include detail on the setting of the station) as shown below:

Rooms as GP Clinics or outpatient settings

Some stations may be set up to reflect a GP clinic, consulting room or outpatient setting. The candidate instructions will include detail on the setting of the station.



Equipment specific to the case

All equipment required for candidates to complete a station will be located in the room.

The equipment candidates require will be displayed or accessible in the room on a tray, on trolley or shelving unit.

Arrival at the Examination Centre

Candidates should arrive **no more than 30 minutes prior** to the time advised that registration opens.

Candidates **must not** wander around the examination building. On arrival, candidates will see the registration desk and **must** remain on the ground floor near the location of the registration desk. **Candidates must remain on ground floor** (note there is a toilet located on the ground floor). Any candidate who is identified as being in another area of the examination centre, without the guidance of an Ahpra Invigilator may breach the IQNM assessment process misconduct policy and be ineligible to undertake the examination.

The preferred entrance for candidates to use on exam day is pictured below:

The registration desk is located immediately inside the above entrance point.

Examination Day Registration

Candidates will be guided by an Ahpra invigilator to the registration desk, where candidates will be required to provide their photographic ID and asked to sign in on the candidate register.

Candidates will also be asked to read and sign a Candidate Terms of Agreement and a candidate consent for video and audio recording

Candidate Terms of Agreement

As a part of the registration process, candidates will be required to sign a Candidate Terms of Agreement document to declare that:

1. the RN OSCE Candidate Rules have been read and understood,
2. the content of the examination and processes candidates participate in remains confidential, and
3. the candidate will conduct themselves in a professional and ethical manner.

The Candidate Terms of Agreement will be witnessed by an Ahpra invigilator on the day of the examination. Completing Candidate Terms of Agreement prohibits candidates from discussing any information about the OSCE with anyone else, in person, or on any form of social media.

Video and Audio Consent form

Candidates will also be asked to complete a video and audio consent form. The RN OSCE process is fully recorded (both video and audio) that may be used for both educational and research purposes by the Ahpra. Some of these uses may include but are not limited to;

- quality assurance of cases, examiners, and candidates
- examiner and simulated patient training
- feedback in the development of clinical scenarios, and
- other OSCE related materials or activities.

Video and audio recordings will be retained under strict security and in compliance with the relevant Australian legislation. By signing the consent form, candidates are not authorised access to any recordings. Access to recordings can only be granted in accordance with Ahpra policies.

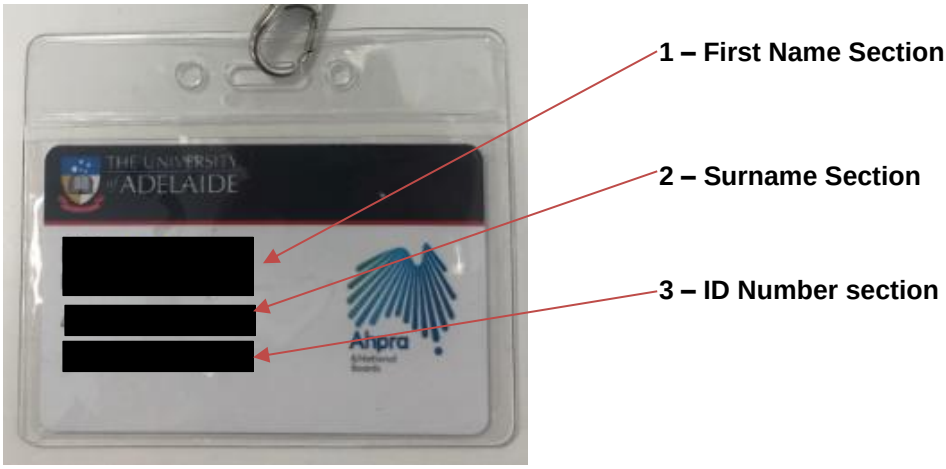
Presentation of Phones, Tablets, Smart watches and electronic devices

Candidates will need to present any phones, tablets, smartwatches or electronic items to the Ahpra invigilator at registration which they will place inside an opaque plastic satchel and will seal the satchel in the presence of each candidate. This satchel will either be returned to the candidate for storage, should they have a handbag or backpack, or kept safe by the Ahpra Invigilator and will be released to candidates at the end of the examination only.

Candidate ID Card

At registration candidates will be handed their candidate ID card, this card works to initiate the examination process at each station, as they progress through the examination. The information on the card should be identical to the information included in the booking confirmation email and the registration form you sign.

If there is any issue with the information provided on the card, please bring this up with the Ahpra invigilator at registration.



After registration

After all the candidates for the examination session have been registered, or the registration close time has passed; the candidate group will be guided to the candidate waiting room by an Ahpra Invigilator. Candidates will be taken through a short presentation that will include further instructions about the examination and what to expect on the day.

Candidate Exam Day Experience

Candidate Waiting Room

Prior to the start of the OSCE, candidates will be collected from the candidate waiting room by an Ahpra Invigilator and escorted to the examination area. The Ahpra Invigilator will be wearing an identification badge and provide directions during the OSCE (e.g. move candidates from station to station) and are available to help candidates if required during the OSCE.

The Ahpra Invigilator will ask candidates to line up in single file, to move from the candidate waiting room to the examination circuit. This ensures candidates stay in order as they progress through the examination circuit.

Notepads and Notebooks

Candidates will be provided with a notepad or a paper notebook, with their name and IQNM identification details.

These notepads are for candidates to record any notes, should they need to do so during the two (2) minutes of reading time, outside of the station. Once inside the room, candidates refer to the Blue folder (or patient record folder) in the room to record any relevant details. Below is an picture example of a Blue Patient record folder:

As candidates progress through the examination, they are asked to leave any notes made in relation to station with the RN OSCE examiner as they leave the room.

On the examination circuit

Each room on the examination will be allocated a letter from A-J. Each candidate will be allocated to one of these stations as their starting station. Each station can be identified by the letter as found above the door to each station (see picture below).

As the candidate group are led onto the circuit, the Ahpra Invigilator will call out the letters of each station as they pass. Candidates should remain at the station as directed by the Ahpra Invigilator.

During the Examination

Outside each station there will be a chair in front of a small screen.

The screen will be where the Candidate Instructions for the station is displayed. **Candidates are recommended to read this information very carefully as it explains the requirement of the station**. This is the critical information needed to complete the station successfully.

Candidate should sit down and wait for an announcement will be made when candidates are able to sign into the examination system using their ID card. When this announcement is made scan the ID card on the black box next to the screen. The Candidate Instructions will then be displayed for the station, an example of the screen is included below:

Once the two (2) minutes reading time is finished, candidates will hear a second bell. Candidates may now enter the room and proceed with the station. Doors into each station will be closed, please stand and **slide the door** to the left or right (to open).

There will be a short bell at the six (6) minute mark, this is to signify that there is now only two (2) minutes of time left for the station.

At the end of the eight (8) minutes, there is a bell and an announcement informing candidates that the time for this station has finished. The candidates **must leave the station**, and move on to the next station. Candidates must do this immediately, ensuring they leave any notes made during the station inside the room with the RN OSCE examiner before exiting.

Candidates should then progress directly to the next station. An announcement will be made when candidates are able to scan onto the next screen for your next set of Candidate Instructions.

Candidates should note the following:

- if a candidate is unable to complete the station in the allocated time, they will not be able to have any more time. At the eight (8) minute bell candidates **must** stop what they are doing and move to the next station.
- If a candidate finishes at station before the completion of the allocated time (eight (8) minute bell) they **must** remain in the station room until the announcement informing candidates that the time for this station has finished. Candidates must not talk with anyone who is in the room during this time.

Candidate assistance during the OSCE

Candidates that require any help (e.g. feeling unwell or need to go to the bathroom) during the examination or are unable to continue with the examination, should remain at the door of the station, raise their hand and wait for an Ahpra Invigilator to assist them.

If the candidates are in a station room and unable to continue with the station, they should inform the RN OSCE examiner and must remain in the station until the time for this station has finished. When the announcement for the end of the station occurs, the candidate should exit the station, raise their hand and wait to be assisted by an Ahpra Invigilator.

If a candidate is able to continue the examination after a break, then the candidate will enter at the next station that the candidate was due to commence according to the overarching examination schedule for example a candidate may miss a station/s and will not be able to make up any stations missed.

Candidate behaviour during the OSCE

It is expected that candidates will behave in a professional manner at all times while you are within the examination centre and during the OSCE. Candidates must adhere to the Nursing and Midwifery Board of Australia (NMBA) professional standards (which define the practice and behaviour of nurses practicing in Australia) and the RN OSCE Candidate Rules. The NMBA professional standards include the Registered nurse standards for practice and Professional standards - Code of conduct for nurses and Code of ethics for nurses.

It is recommended that candidates are familiar with the NMBA professional standards and the RN OSCE Candidate Rules prior to attending the OSCE. Complying with the behaviour and conduct set out in these documents, will ensure the safety of the candidates and the simulated patients during the OSCE.

Candidates that do not conduct themselves in line with the NMBA professional standards and the RN OSCE Candidate Rules may be asked by the Chief examiner, the Ahpra examination coordinator and/or nominee to discontinue what they are doing prior to completion of the examination. Behaviour that may lead to discontinuation of the OSCE includes, but is not limited to, the following:

- the simulated patient feeling unsafe as a result of a candidate's behaviour/actions, or
- the examiner deeming a candidate's behaviour to be unsafe, not professional or not in accordance with the RN OSCE Candidate Rules.

If the candidate has been asked to discontinue the examination for any of the reasons above (or any other reason) , they will not be allowed to recommence the examination until further discussion with the Chief examiner and/or the Ahpra examination coordinator and may result in the candidate being removed from the examination altogether.

The simulated patient may also request that candidates do not perform a certain task if they are feeling unsafe in anyway. If this occurs, the RN OSCE examiner will indicate if the candidate is able to continue and complete the station. Candidates will be required to adjust their practice to ensure the simulated patient is no longer feeling unsafe. If the candidate does not adjust their practice, and the simulated patient continues to feel unsafe, the candidate will not be able to continue with the examination.

After the examination has finished

After candidates have progressed through all ten (10) stations and the examination has finished, they will be asked to do the following:

- Leave the pen, notepad/notebook and ID card on the chair located outside the station have just exited
- Follow the Ahpra Invigilator as they lead the candidate group back to the candidate waiting room.
- Listen to the post examination candidate briefing (approx. 5 mins)
- Some candidate groups will be held after their examination has finished until all examination session candidates for the day have been registered - these candidate groups will be provided with water and snacks during this period
- Be prepared to be escorted from the examination centre
- Follow the Ahpra Invigilator as they escort the candidate group from the building.

As candidates exit the building, they may open the satchels and access their personal belongings. However, please note that confidentiality still applies, and no exam related information should be shared with any other person refer RN OSCE Candidate Rules.

After the examination

Reporting an incident

Special consideration may be considered where a candidate was unable to attend or complete their scheduled OSCE due to exceptional circumstances beyond their control. Only those candidates who can demonstrate that they have reasons beyond their control are eligible for special consideration:

- acute illness or injury (such as hospital admission, onset of serious illness)
- loss or bereavement (such as death of close family member)
- hardship or trauma (such as being a victim of crime, severe disruption to domestic life)
- unforeseen call-up for service (such as military service, court appearance, Jury service, emergency service)
- work commitments and circumstances beyond their control (a letter on company/organisation letterhead from an employer confirming this must be provided)
- religious convictions (a letter from a religious leader must accompany the application)
- natural disaster, bomb threat or similar such event necessitating the evacuation of the exam centre.

Candidates must submit a request for special consideration in writing, **prior to or within seven (7) calendar days following the scheduled OSCE**. Relevant documentary evidence of the exceptional circumstances beyond their control must be included in the request.

More information can be found in the Reasonable adjustments and special consideration for examinations policy on the NMBA IQNM Examination webpage.

Marking the OSCE

Each OSCE station is marked by a qualified examiner, using evidence-based assessment criteria matched specifically to the station. Assessment criteria have been mapped to the Registered Nurse Standards for Practice and referenced against those listed in the recommended readings section.

The examiner will be marking each candidate's performance during and at the conclusion of the station.

Release of results

Results will be released within eight (8) weeks of the examination date taking place. Candidates will receive an email communication which will include a formal notification of their result and the next steps they will need to undertake.

Results are not able to be delivered to candidates immediately as they need to be calculated and ratified by the RN OSCE Examination Committee before being released to candidates.

Please note: This communication will be sent to the email address given to Ahpra at the point of registering for the OSCE.

Successful Candidates

Candidates who successful in the RN OSCE are able to progress with their IQNM journey and may apply to Ahpra for registration with the NMBA. In this instance your candidate IQNM dashboard will update to identify your next steps in relation to this process.

Unsuccessful candidates

Resitting the Examination

Candidates who are unsuccessful in the RN-OSCE are able to re-sit the OSCE. Candidates choosing to re-sit the RN OSCE after receiving a fail examination result should:

- Pay another OSCE fee via the IQNM dashboard
- Receive the Booking Selection email communication from the IQNM exam team
- If required submit any reasonable adjustments requests via email: IQNMexams@Ahpra.gov.au to the IQNM exam team for processing
- Confirm the preferred new examination date with the IQNM exam team
- Receive and review the candidate booking confirmation letter.

Please note: Candidates who fail and want to re-sit the OSCE must wait for at least one exam cycle before re-scheduling their exam.

Examination Procedural Review

A candidate may apply for a procedural review of their OSCE in the following circumstances:

- the procedural requirements and instructions, as specified in the candidate handbooks provided to candidates were not followed to a significant extent,
- the procedural requirements and instructions, as specified in email correspondence provided to candidates were not followed to a significant extent, or
- the candidate's performance was adversely affected by significant deficiencies in the examination procedures beyond the control of the candidate.

The following matters are **not reasons** for seeking a procedural review:

- disagreement with the standards set by the NMBA for the examination in the candidate handbook
- disagreement with the mark or grade awarded to a candidate for an examination or for any section of the examination, or
- personal or other reasons that impacted on the candidate's ability to undertake or prepare sufficiently for an examination.

The procedural review process may involve three stages; an initial assessment, an internal review and an external review.

- Candidates must apply for a procedural review within 28 calendar days from the date of being advised of their examination result.
- Candidates must pay the initial assessment fee before the application can be considered.

To apply for an examination procedural review, candidates should email the IQNM exam team and request an application form be provided.

More information regarding Examination Procedural Review Policy can be found on the NMBA website

Document history

Approved by: Nursing and Midwifery Board of Australia
Date commenced: November 2020
Next review due: October 2024
Policy history:

Approval date	Version	Reason for change
January 2023	v5.0	Additional information: • links updated under examples of charts and forms • additional images added to show in room set up examples.
February 2022	v4.4	Update to information relating to: • assessment of communication • tips for completing the OSCE • patient types and equipment, and • RN OSCE candidate rules Addition of information to sections: • Centre location and attending site prior to examination booking • Arrival at examination centre • Candidate behaviour
January 2022	v4.0	Additional information: • Links provided under examples of charts
Sept 2021	v3.0	Editorial updates
March 2021	v2.0	Update to document flow and additional information: • Supply of note pads and use within examination
November 2020	v1.0	n/a