



ANZCA
FPM

Australian College of
Rural & Remote Medicine
WORLD LEADERS IN RURAL PRACTICE



RACGP
Royal Australian College
of General Practitioners

ANZCARural Generalist Anaesthesia (RGA)

Standardised Structured Scenario-based Exam (SSSA)

Support Person Guide

October 2024

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Exam Support Person Guide

Purpose

This document applies to RGA trainees undertaking formally scheduled summative assessments (including examinations) with the Australian and New Zealand College of Anaesthetists (**College**). The RGA SSSA is administered by the ANZCA RGA Examination team.

Scope

There is no requirement for a support person to be present at the RGA SSSA (exam). Should a candidate choose to have a support person, then a single support person is allowed to be present in the exam room. The support person must meet the requirements set out in this document and be preapproved to be present at the examination.

It should be noted that the support person is not a funded role.

1. Role and responsibilities

1.1 Who can be a support person?

A support person can be someone like an administrative officer at the hospital, a nursing or allied health staff member, or even a neighbor, as long as they are an adult. However, the support person cannot be a close relative, close work colleague, or anyone directly involved in the candidate's training, such as an ACRRM/ANZCA/RACGP registrar, nominated supervisor, or educator.

The support person must not be a close relative, close work colleague, an ACRRM/ANZCA/RACGP registrar, nominated supervisor or educator who has had significant involvement in the candidate's training.

1.2. Role of the support person

The role of the support person is to provide candidates with the opportunity to demonstrate their medical competence under fair and uniform testing conditions and to ensure the integrity of the exam process. This includes ensuring that the exam is administered according to the process, rules and regulations specified in this document, whereby each candidate is appropriately supported and remains undisturbed during the exam.

1.3 Responsibilities of the support person

The support person supervising a candidate in the exam is personally responsible for the following:

- Read the Support Person Guide and abide by the rules stated.
- Sign the confidentiality agreement at the end of this document (page 6) and send it to the College.

- Provide the candidate with their details to forward to the College, including job title, place of work, mobile number (which the support person can be contacted, if necessary, during the exam for direct communication with the exam Centre) and an email address (which they access regularly).
- Ensuring availability on the exam day, including not being on call or having any other concurrent commitments.
- Ensuring that there are no conflicts of interest in supporting the candidate, including not being a close relative of the candidate, close work colleague, nominated supervisor or educator who has assisted with the candidate's preparation for the exam.
- Support persons are not permitted to bring food (of any kind, unless for medical reasons) or any personal material into the exam room, such as books, magazines, MP3 players, radios, cameras, iPods, iPads, or computers as the support person is required to maintain a focus on the candidate.

Candidates and the support person are permitted to bring a clear plastic bottle of water.

1.4 Contact with the College

The contact details of the support person must be sent by the candidate upon registration for the exam. The College will contact the support person to confirm their availability, and once all arrangements for the exam are finalised, they will send the details of the date, time and Zoom details of the candidate's exam. All times stated are in Australian Eastern Daylight-Saving Time (Melbourne), so local time adjustments may need to be made. A time zone table will be provided. It is essential that the support person takes this information with them to the exam.

The support person is required to take their mobile phone with them to the exam with a fully charged battery. The College will use the mobile numbers provided to contact the support person, if necessary, on the day of the exam. Mobiles must be switched on silent and to vibrate mode during the examination and placed in a position visible to the support person (please do not place mobiles on any hard surfaces such as desks as the vibration can be distracting to candidates if they hear) to enable a response if the College needs to make contact.

We use WhatsApp for communication as well as for incident reporting post-event. Please ensure all messages are acknowledged, even with just a thumbs up, and a note put into WhatsApp when requests are completed. The WhatsApp chat is downloaded at the end of the exam and used for incident and integrity reporting post-event.

1.5 Candidate Information

It is the responsibility of the candidate to bring the following items into the examination room – adequate paper, writing implements, photo ID & candidate card.

Candidates are required to switch off their mobile phone/s and any electronic devices. They are not permitted to access any material or communication device in the exam room. In particular, the following items are NOT permitted during the exam:

- printed or handwritten documents or notes
- medical notes, textbooks or devices that give internet access
- food of any kind (unless pre-approved)
- mobile phones or other electronic communication or recording devices.

2. On the day

The support person and candidate are to arrive at the arrival times sent prior to the exam.

It is the responsibility of the candidate to set up the examination room as below and connect into the examination via the Zoom link sent to the candidate. The support person is to assist with the IT setup and checks conducted by the Zoom coordinator and contact the college should there be any technical issues.

During the examination, navigating away from the virtual exam (Zoom) room, i.e., accessing other areas of their computer, email or internet sites, is strictly prohibited. The support person must remain in the room with their candidate to observe but should remain out of view of the camera.

At the conclusion of the exam, candidates are not to leave the examination area until advised by the College that they are allowed to leave. During this period, the candidate is still under exam conditions and is not allowed access to any electronic devices or be in contact with non-exam persons.

2.1 Technical difficulties

- If the candidate is experiencing any technical difficulty during the examination, please
 1. *Immediately contact the college via WhatsApp.*
 2. *Try reconnecting using the same virtual exam (Zoom) room details.*
- If the Zoom monitor is unable to connect through the virtual platform (Zoom) to the candidate, the college will directly call the support person's mobile and ask to speak to the candidate.
- Any lost time due to technical issues will either be made up at the end of the scenario or at the end of the rotation. The room monitor will manage this process and keep the candidate, examiner and college informed.

2.2 Emergencies

In the event of an incident that interferes with the administration of the exam (e.g., power failure or external noise that affects the concentration and performance of the candidates), the support person will immediately seek advice from the College via WhatsApp or call for the appropriate course of action.

The support person will assist the candidate to complete an Incident Report and immediately notify the College by phone. Any time lost due to an emergency or incident beyond the control of a candidate will be managed by the College in line with the policies.

3. Confidentiality & Intellectual Property

Support Persons are required to meet the following confidentiality & intellectual property obligations.

3.1 Intellectual property

Intellectual Property shall include confidential information, trade secrets, drawings, designs, techniques, methodologies, computer software, programs, processes, logos, copyrights, trade or service marks, patents, registered designs, and other information and rights capable of being protected under Australian or other laws relating to intellectual property no matter how recorded or stored and any applications for same.

3.2 Confidentiality

The purpose of the attached Confidentiality Statement is to bring to the signatory's attention the importance of confidentiality of information which is provided in good faith by the College and on the understanding that it is not used for any purpose other than as required.

3.3 Interpretations

- “Confidential information” includes materials provided at the exam, personal information relating to the College Fellows, staff, trainees and associates, and information relating to the activities, functions, business, finances and records of the College, including examinations, assessments, research, hospital reviews and committee meetings not specifically approved for publication.
- “Confidential information” does not include information that is already in the public domain (other than as a result of wrongful disclosure) or information that must be disclosed by law.

Signing agreement by support person

TO: AUSTRALIAN AND NEW ZEALAND COLLEGE OF ANAESTHETISTS
of 630 St Kilda Road, Melbourne, 3004 [“ANZCA”]

I,

[Name]

[Address]

AGREE AND ACKNOWLEDGE THAT:

1. In the course of my position/duties/role with the College, I may have access to or become aware of confidential information from the College.
2. I will not, at any time, reveal or disclose the confidential information to any other person/s.
3. I will take all steps that are reasonably necessary or prudent in order to safeguard the confidential information.
4. I will not transmit or permit the transmission by telecommunication (including facsimile and email) or any other means of confidential information.
5. I will notify the College if I become aware of a suspected or actual breach of my obligations.
6. If I become aware of a suspected or actual breach, I will take all reasonable steps required to prevent or stop the suspected or actual breach.
7. I understand that return or deletion of the confidential information does not release me from my obligations under this statement.
8. The ownership of any Intellectual Property Rights in Agreement Material is vested in the Company as and when it is created.

Signature: _____

Date: _____