Candidate Instructions for CSA
Welcome to the MRCGP CSA

Registration:
- A combined non-disclosure and telephone agreement form should have been completed and signed on check-in
- **N.B. You are required to hand in your mobile phone when registering** – if you have not already surrendered your mobile phone: Please do so immediately – it must be signed in before the briefing begins at 09.15
- You should remain in this waiting room at all times once registration is complete until directed to your floor at the end of the briefing

Facilities:
- Water and hot drinks are available
- Toilets are situated in the corridor past the reception area

Timetable:
- **09.15** - Briefing by a senior examination marshal.
- **09.45** - Proceed to examination circuits each room has it's own individual locker for personal belongings
- **10.00** - CSA starts
Candidate Instructions for CSA

Welcome to the MRCGP CSA

Registration:
- A combined non-disclosure and telephone agreement form should have been complete and signed on check-in
- **N.B. You are required to hand in your mobile phone when registering** – if you have not already surrendered your mobile phone: Please do so immediately – it must be signed in before the briefing begins at 13.20
- You should remain in this waiting room at all times once registration is complete until directed to your floor at the end of the briefing
- At 12.45 a curfew will be called whilst candidates from the morning session leave. During this period all candidates are required to remain in this seminar room until further instruction.

Facilities:
- Water and hot drinks are available
- Toilets are situated in the corridor past the reception area

Timetable:
- **13.20** - Briefing by a senior examination marshal.
- **13.45** - Proceed to examination circuits each room has it’s own individual locker for personal belongings
- **14.00** - CSA starts
The MRCGP Clinical Skills Assessment [CSA]
Welcome and Instructions
Fire alarm

- Stop what you are doing
- Leave all equipment
- Your examiner will escort you to assembly points – using the stairs
- Inform your floor Marshal if you have a disability that would prevent you using the stairs
- Less able bodied people will be attended to by a member of College staff
- Do not use lifts
Please note: The building fire alarm test is carried out every Monday at 09:00 am and should last no longer than approximately 40 seconds.
After the briefing

- You will be shown to your room
- Check GMC number on your door is correct
- Everything apart from diagnostic equipment into the locker inside your room. Place key on hook outside room
- Large cases/bags should have been handed over to Marshal or Floor Manager
- Water is available on each circuit – ask your floor marshal/manager
What will already be on your desk:

On your desk:
- Some blank prescriptions [FP10]
- Some blank medical certificates [Fit Notes]
- Pathology request forms
- White board (rubber and pen) for making notes
- Possibly additional equipment that may be needed (i.e. items not part of ‘Doctors bag’)
- iPad in frame set at the patient list screen

LEAVE all this behind at the end
What you’re allowed on your desk:

- Standard & Children’s BNF (N.B. both must be clear of additional/hand-written notes), stethoscope, ophthalmoscope, auroscope, thermometer, patella hammer, tape measure, peak flow meter (sphygmomanometer not compulsory) – N.B. Replacement equipment cannot be provided by the exam centre
- Marshal/Floor Manager may check BNF before the exam starts
- No other books, prompts or paper - if you have any with you please use the locker provided
Electronic Equipment

- Mobile phones, tablets etc should already have been handed in at reception – **if not hand them in to your floor manager as soon as you get to your floor**

- No use of any other electronic devices - this includes clocks - a digital timer is clearly visible on the wall in front of your desk and will automatically count up to 10 minutes for every case

- Digital watches only permitted if they are worn on the wrist and make no sound(s)

Royal College of General Practitioners
Logging in to your iPad

When you enter your room, you will find that your iPad is already logged in and displaying your patient list for the day.

Each iPad displays the patient list that is specific to the room it is in - i.e. they will be in the order that you will see them.
Logging in to your iPad

Should you accidentally log out of your iPad, re-enter the app (if necessary) and log in using your GMC number:
View your patient list

Tap on the appropriate bar to view case notes
Reading your case notes

Materials and instructions to candidate

In this station...
You are a Doctor in surgery

Case notes for the patient:
Name: Mabel Daventry.
Age: xx years
Address: House, Street

Social and Family History:
Information

Past medical history:
xx yrs ago Condition
xx yrs ago Condition
xx yrs ago Brass
x months ago BP reading

Current medication:
* Tablets xmg
* Tablets xmg
Reading your case notes

- You can look at **any set** of case notes at **any time**
- Some may be longer than a page – there will be a prompt at the bottom to ‘scroll down’
- At the end of each case ‘mark the case as complete’ by tapping the button at the bottom left-hand corner of the patient notes screen:
Reading your case notes

iPad will automatically return to the patient list where the completed cases will be highlighted in green, the next ‘unhighlighted’ case is therefore the next patient to be seen:
Reading your case notes

- If you go back to the patient notes that have just been ‘marked as complete’ a message at the top of the screen will inform you that you are on a case that has already been ‘marked as complete’:

- If you are pre-reading a later case and mark it as complete accidentally, this can be cleared with the same button as before:
Marshals

- All experienced examiners and GPs
- Each floor has a marshal and member of College staff as floor manager
- They’re there to help you!
- Tell them if you have a problem – don’t wait until you get home
Examiners

- Examine one case only
- Unobtrusive
- They will attempt to be out of your eye line
- Marking during and afterwards
- No marks are submitted until after the case has finished

Royal College of General Practitioners
Role Players

- Professional trained role players
- Play same case all day
- Well trained, rehearsed and standardised
- No assessment role
- Treat with courtesy, examine with care
- RPs don’t deliberately conceal information
- Age/ethnicity matched to their case; however, occasional need to substitute a RP – in case of this event, you should always follow details in the paperwork

Royal College of General Practitioners
Time allocation

- Cases last 10 minutes
- Sounder marks the start & finish of each case
  - Red: 🔊
  - Blue/Purple: 🔊
- Normally 2 minute break between cases
- After 7 cases there’ll be a 15 minute break for refreshment - please wait in your rooms to be collected
- You will be escorted to the toilet if required
- Please do not discuss cases during the break
- There will be 6 cases after the break

Royal College of General Practitioners
Format & Case content

- 13 simulated patients
- Each accompanied by an examiner
- There may be observers
- Observers will be looking at the process or examiners and role players
- Typical cases from across RCGP Curriculum
- Manage the cases as you would in general practice, including prescribing, referring etc
- A clinical examination may be required …
Clinical Examinations

- Ask to examine the patient:
  - The patient may agree for you to proceed
  - You may be offered a model to examine
  - You may be given written, photographic or verbal clinical findings
  - N.B. No findings/results etc. will be displayed on the candidate iPad

- Your choice of examination will be marked
- Your examination technique will be marked
- The examiner may move to observe an examination
What is it like?

A day in General Practice but

– No computer
– No interruptions
– No need to write up the notes
– You may be asked to go to another room for a Home visit station. If this is the case a Marshal will collect you from your room at the appropriate time; equipment will be provided in the home visit room
Telephone Cases

- Each room has a telephone on the desk
- Patient will call you in your room
- Answer the phone as you would normally, introducing yourself by name
- Don’t pick up until the phone rings
Notes etc

- You can write on the notes provided but not the laminates.
- White boards in each room.
- If a prescription or certificate is written, give it to the role player. It may be marked. There are cases that require you to write or give verbal instructions re: a prescription.
- Assume all the usual facilities available e.g. handouts/referral to members of PHCT.

**No notes to be removed from the room**
After the case/at the end of the exam

- If you finish early don’t worry, not all cases take 10 minutes – but you can call a patient back in (so long as it’s still within the original 10 minutes)
- Say goodbye and await the next case
- After the last case do not leave your room until Marshal or Floor Manager have come round and collected all paperwork and your coloured lanyard
- Log out of your iPad – ‘Log out’ button in the top right-hand corner of the screen
- Your mobile phone will also be returned – once all this is complete you will be allowed to leave – but not before
- If you are meeting friends/colleagues also in the building at the end of your exam – please meet outside the exam centre – i.e. ground floor/outside
Rules & Regulations

- Please stay in your room at all times until collected – and do not leave the circuits without the company of a member of staff.
- Please don’t remove any of the paperwork.
- Please do not discuss any of the cases or pass on cases to other people.
  - N.B. Either of these actions could result in disqualification from the exam.
- This is all stated in the Candidates Code of Conduct.

- Please make sure you are wearing your coloured lanyard at all times!
Questions?

Royal College of General Practitioners
Good luck!!

Royal College of General Practitioners