



a place of mind



DEPARTMENT OF PEDIATRICS
2D19 – 4480 OAK STREET, VANCOUVER, BC V6H 3V4
TEL: 604.875.3177 FAX: 604.875.2890

POSTGRAD OSCE CHAIR - JOB DESCRIPTION

Updated July 12, 2017

The OSCE Chair(s) will be responsible for leadership and administrative oversight of two Pediatric subspecialty OSCEs and three residency OSCEs. Duties include reviewing stations from the Canadian Pediatric National OSCE Bank and selecting the OSCE station cases for Department of Pediatrics. The OSCE Chair(s) will report to the Chair of Examination Subcommittee of the Residency Program Committee, and work with the Assessment Program Assistant and other administrative staff.

This position can be co-shared between two individuals. Compensation for clinical faculty with UBC appointment is paid at the rate of \$90 per hour. The dates for upcoming residency OSCEs are Oct. 31, 2017, Feb. 20, 2018 and May 15, 2018. The dates for the upcoming SSR OSCEs are Oct. 27, 2017 and May 11, 2018.

Responsibilities include the following:

Pre-Exam

- Review National OSCE Bank and select stations for three residency OSCEs. Assist admin staff with pairing examiners with stations, editing stations as needed and locating medical equipment (props).

Estimated time required: 5 – 6 hours

Completion expectation: Edited OSCE sent to admin 3 weeks prior to actual OSCE

- Optional as needed: Assist admin staff with recruitment of Examiners

Estimated time required: 2 – 3 hours for each of three OSCEs

Completion expectation: If admin cannot find replacement examiners it is upon the OSCE Chair to find a replacement examiner

Day of Exam

- Provide Orientation for OSCE Examiners and Standardized Patients before OSCE starts
- Oversee the OSCE process for residents and faculty examiners. Answer questions as needed for SPs and Examiners
- Reviews stations to ensure properly setup prior to exam starting
- Fill in for last minute Examiner cancellations when needed

Estimated time required: 5 hours for each resident OSCE

3 hours for each subspecialty OSCE

BC Children's Hospital and BC Women's Hospital & Health Centre are agencies of the Provincial Health Services Authority. As academic health centres, they are affiliated with the University of British Columbia, Simon Fraser University, the Child & Family Research Institute, and the Women's Health Research Institute.

Post Exam

- Mark written station answers and develop weighted scoring if applicable

Estimated time required: 2 – 3 hours for Resident OSCE

1 - 2 hours for subspecialty OSCE

- Provide marked exam papers to Administrative staff to input on scoring templates
- Review evaluations and implement changes for future use
- Attend a scheduled debriefing session with residents and fellows to review OSCE stations and answers. Answer questions from residents.

Estimated time required: 2 hours

Other Functions

- Responsible for the development and submission of the Program's annual OSCE Station contribution to the Canadian Pediatric National OSCE Bank. This may be completed personally or through the recruitment of another faculty member.

Estimated time required: 5 - 6 hours for station development

1 hour if recruiting another faculty for development role

Completion expectation: Must be completed before the OSCE exam review (within 3-5 weeks of OSCE)