



Policy Title

Clinical Skills Examination

Identifier

UofSCSOMG – ACAF – 7.06

Prepared by: Office for Academic Affairs	
Reviewed by: Curriculum Committee	Review Date: 06/09/2022
Approved by: UofSCSOMG Policy Committee	Approval Date: 06/13/2022
	Effective Date: 07/15/2022

LCME Standards

NA

Scope

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

This policy applies to the following exams: Objective Structured Clinical Examinations (OSCEs), Objective Structured Assessment of Technical Skills (OSATs), and Clinical Practice Examinations (CPX). This policy does not apply to early-skills check-off procedural skills but does apply to the end of the year procedural skills OSCE during the M1 and M2 years.

Policy Statement

The Office for Academic Affairs is the responsible party for ensuring appropriate administration of clinical skills exams. In order to provide a testing environment that is non-disruptive and encourages academic integrity the Office for Academic Affairs will follow testing day policies and procedures.

Reason for Policy

This policy provides a non-disruptive and secure testing environment that encourages academic integrity.

Procedures

The UofSC School of Medicine Greenville follows the following standards for clinical skills exams.

1. All students will report to a designated orientation room location at the Exam Arrival Time as communicated by the Course Coordinator.
2. To complete a clinical skills exam, students must have their white coat, stethoscope (the simulation testing area has a limited number available should a student forget theirs), and their school identification badge.
3. Students are allowed paper notes/textbooks in the designated orientation room to help students prepare for the upcoming session. No electronic devices of any kind are allowed.
 - For M3 clinical skills exams electronic devices must be left in the orientation room.

4. Students will stay in the orientation room until called for their scheduled encounter time. At that time students will be escorted to drop off their paper resources to a designated area and then to the second floor prep room.
 - For M1 spring and M2 fall clinical skills exams, once in the clinical skills holding classroom (prep room) students can write on their proctor issued sheet of paper during this prep time without the use of any outside resources
 - For spring M2 clinical skills exams students will be given a sheet of paper by the proctor and will not be allowed to begin writing on it until the encounter time has begun.
5. Students will be asked to empty their pockets and turn them inside out by a proctor before entering the simulation area testing facility.
6. All students may be asked to remove eyeglasses for visual inspection by a proctor. These inspections will be brief and may be performed during the check-in process.
7. For the safety of providers and patients, students should adhere to the [Demeanor and Attire](#) policy, which states that only appropriate and professional jewelry may be worn including piercings. Tongue and dental jewelry are not permitted. Nose piercings are limited to a single, simple non-protruding stud. All other body piercings (gauged ears, lips, eyebrows, etc.) should be plugged with nondetectable coverings in alignment with the Prisma Health Dress Code Policy.
8. Hair accessories are subject to inspection. Students should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. Students wearing any of these items on test day may be asked to store such items with a proctor.
9. Students will be required to use proctor issued clipboard and paper.
10. In the prep room, students will read and sign the school Honor Pledge before each clinical skills exam event (one signature will cover multiple sequential daily events).
11. Students are not allowed to speak to one another from patient encounter line-up until they exit the secure testing environment.
 - Conversation among students regarding content of the cases is strictly prohibited at all times until after all students complete the case.
12. Once students complete their examination stations, students will turn in any paper and testing materials to the proctor. They will exit the testing area as directed by the proctor and leave the UofSC School of Medicine Greenville building for the remainder of the testing session. This pattern will be repeated for each clinical skills exam session.
13. If a student needs to use the restroom, they must sign in and out with the designated proctor. Only one student may use the restroom at a time.
14. If a student needs to access their car or locker for a required exam item, they must sign in and out with the designated proctor and be escorted to the location and back.
15. All other UofSC School of Medicine Greenville policies and general exam guidelines will be followed for any OSCE, OSAT, and CPX just like any other summative exam. For a list of the most up-to-date policies, please refer to the Student Handbook and course syllabus. Also see related policies below in the Related Information section.

Sanctions

Violations of this policy may result in referral to the Honor and Professionalism Council and disciplinary action up to and including dismissal.

Additional Contacts

Director of Assessment

Director for IPM

Director for Pre-Clerkship Curriculum

Manager for Pre-Clerkship Curriculum

Coordinators for Pre-Clerkship Curriculum

Director for Clerkship and Post-Clerkship Curriculum

Manager for Clerkship and Post-Clerkship Curriculum
Clerkship Directors
Coordinators for Clerkship and Post-Clerkship Curriculum
Greenville HealthCare Simulation Center Operations Director

Related Information

[Honor Code & Professionalism Violation Report Form](#)

UofSCSOMG – STAF – 5.01 Expectation of Personal & Professional Conduct

UofSCSOMG – STAF – 5.02 Demeanor and Attire

UofSCSOMG – STAF – 5.03 Honor & Professionalism System

UofSCSOMG – STAF – 5.05 Exam Tardiness and Unscheduled Absence

History

Date of Change	Change
June 2022	Updated expectations on allowable jewelry and linked to attire policy.
Aug 2021	Revision due to elimination of the USMLE Step 2 Clinical Skills examination
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.
Dec 2018	Policy created to align with USMLE expectations