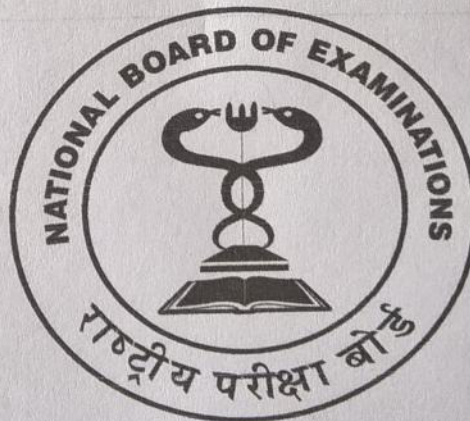


Formative Assessment 2015
Work Place Based
Clinical Assessment Guidelines
For Examiners



NATIONAL BOARD OF EXAMINATIONS
NEW DELHI

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INTRODUCTION

National Board of Examinations shall be conducting the Formative Assessment of the DNB Residents who are under training in DNB Accredited Institutes/Hospitals. Formative Assessment will be conducting on centralized basis and the scheme comprises of Three Parts for which Candidates have to appear. The detail of scheme is as follows:-

PART – I	CONDUCT OF THEORY EXAMINATION	Every Candidate has to appear for Theory Exam and it will be held for One day. It will comprise of TWO papers.
PART – II	FEEDBACK SESSION ON THE THEORY PERFORMANCE	Candidate shall appear for his/her Theory Exam Assessment Workshop
PART – III	CLINICAL ASSESSMENT	Every Candidate has to appear for Clinical Assessment

The work place based clinical assessment shall assess the Candidates shall assess the Candidates on parameters such as:

1. Case Discussion
2. Case Presentation
3. Case Management
4. Investigation Techniques
5. Investigation Interpretations
6. Instrument handling
7. Viva Voice
8. Ward rounds
9. Assessment of Log Book
10. Assessment of Thesis Work

This document provides the basic guidelines to be followed during the Work Place Based Clinical Assessment of the Candidates.

Please note that these guidelines shall be applicable only to Work Place Based Clinical Assessment for the Formative Assessment and should not be confused with the Final Practical Examinations.

GUIDELINES FOR CONDUCT OF WORK PLACE BASED CLINICAL ASSESSMENT

1. The Exam shall be conducted in the notified hospitals/ institutions.
2. The Exam Coordinator shall make arrangements for the Long and Short cases, Spots, Simulation, Instruments, Specimens, Ultrasound pictures, X-rays, Drugs, Partogram, Ward Round as per the guidelines and DNB Curriculum.
3. All the Examiners will examine the clinical cases and other materials earmarked for Examination before hand, and agree on the clinical findings before the cases are finally selected for Examination. In case, there is no agreement among Examiners on clinical findings, such a case will not be put for Examination.
4. A maximum of 10-12 candidates shall be examined in a day at each centre for each subject.
5. The Clinical Examination will also include the "Ward Round" wherever indicated.
6. **The working sheet for each Candidate, sent to the practical centre, will be used for recording the performance of the Candidates and shall be given to the Candidate at the completion of his/her assessment with summary sheet forwarded to NBE.**
7. Uniform time shall be allotted to each Candidate for each module of the Examination. A Candidate shall be allotted a maximum of 30 minutes for case preparation & 30 minutes for case presentation.
8. The same case can not be given to more than 2 Candidates on a particular day. The hospital is required to arrange sufficient number of cases accordingly.
9. The clinical problems/cases should be of uniform level and within the curriculum.
10. Candidates must be assessed for the minimum desired level of competency in the specialty.
11. Candidates will be assessed on the most common diagnostic modalities available and procedures practiced.
12. Their knowledge in uncommon diseases and procedures or recent advances may be assessed only after the assessment of essential basic knowledge and skills. The weightage allotted to this component should be minimal and Candidate should not be failed because of this component.
13. Each Examiner will record marks separately and independently in his/her own worksheet. The average of all the Examiners will be taken as final score and this average score will be entered in the final sheet of the Candidate duly signed by all the Examiners. **The final worksheet shall be handed over to the Candidate at the completion of his/her assessment by the Examiners.** The Examiners shall enter the grades on the consolidated sheet of the Candidates present in the assessment and send it to National Board of Examinations.

14. No staff other than the Examiners should be present when the Candidates are being assessed in practical or viva-voce.
15. Examiners shall find adequate coverage to curriculum and topics for assessment.
16. The centre Coordinator may also ask for advance payment towards making arrangements for the conduct of the Examination. Please note that reimbursement of the honorarium, travel, etc. of the Examiners shall be made by the Board directly to the Examiners after they submit the claim form along with supporting documents to NBE.
17. **The Log Book of the Candidates shall also be assessed by the Examiners for its completeness, validity and feedback provided to the candidates. Further, the examiners shall make their entry about Formative Assessment 2015 in the log book.**

Number of Examiners

- The Examination panel shall comprise of **4 Examiners (2 External/ 2 Internal) OR (1 External/ 3 Internal) + 1 Non-medical Exam Coordinator.**

Note: The internal examiners are to be arranged by the concerned institution only

- The number of examiners may vary depending upon number of candidates.
- Internal Candidates are not to be examined by the Examiner from same department.
- All the Examiners are required to comply with the guidelines for the assessment.
- If any Examiner is absent or has not reported for the assessment, the centre Coordinator shall immediately contact NBE for further instructions.

Instructions for Viva-Voce

1. For Viva-Voce the Examiners will identify broad areas for discussion and appropriate questions will be framed by Examiners to cover these areas. The minimum number of questions and expected answering level for the viva-session should be decided before hand.
2. The Examiners shall not ask from the Candidates about their background, place of training, attempts, or any other personal details.

Instructions for Assessment Sheet

1. The Candidate shall be handed over his/her Assessment Sheet in the morning at the time of attendance.
2. The overall grade obtained by a Candidate, shall be recorded on the Assessment sheet & NBE Information Sheet.
3. Cutting/overwriting in the assessment sheet & NBE Information sheet should be avoided.
4. **The assessment sheet shall be handed over to the Candidate at the completion of his/her assessment by the Examiners.**
5. The attendance sheet & NBE Information Sheet duly signed by all Examiners shall be sent back to NBE by the hospital where Work Place Based Clinical Assessment is conducted.
6. The claim forms/remuneration forms duly filled and signed by the Examiner are to be sent to NBE for processing. The Examiners are requested to retain a copy of the claim forms till final settlement by NBE.

Important Instructions for the Examiners

1. The Examiners will not leave the Examination premises till such time the Examination is in progress.
2. All Examiners are requested to convey to the Candidates not to use mobile phone/such electronic gadgets once they are inside the Examination premises.
3. No Candidate will be allowed to leave the Examination premises till such time his/her Examination is over.
4. Use of study material (books/notes)/ and/or mobile phones is strictly prohibited inside the Examination premises.

SCHEME OF WORK PLACE BASED CLINICAL ASSESSMENT

ACTIVITY	DESCRIPTION
Clinical Examination (Case Preparation & Presentation)	Minimum 2 cases for each Candidate (30 minutes of preparation & 30 minutes for presentation) The Examiner may allot the same case to Two Students for case preparation. However, the Candidate shall have to present the case individually before the Examiners.
Viva- Voice	Shall be conducted by all the Examiners together in a group
Investigation Techniques/ Investigation Interpretations/ Instrument handling /Ward Round/ Clinical Investigations/ Spots	Wherever required.
Assessment of Thesis Work	The Thesis work of the candidate shall be evaluated by the examiner on the following parameters: <ul style="list-style-type: none"> • Thesis Protocol Submission • Assessment of Thesis Work <ul style="list-style-type: none"> • Research Purpose • Review of Literature • Data collection and analysis • Analysis and interpretation of Findings • Conclusion and Recommendations • Referencing • Readiness for Thesis Completion • Thesis Viva

NBE CODE OF CONDUCT FOR WORK PLACE BASED CLINICAL ASSESSMENT

NBE relies on the commitment, invaluable service and professionalism of a large number of Faculty members/subject experts to conduct Work Place Based Clinical Assessment for Formative Assessment.

To maintain the quality of the assessment, NBE monitors all aspects of the assessment, including the appointment and performance of Examiners and their compliance to guidelines issued by NBE from time to time.

Examiners are expected to comply with the NBE Code of Conduct during the course of Work Place Based Clinical Assessment for Formative Assessment.

1. General Behavior

Examiners are expected to behave in a professional manner while undertaking all duties associated with the assessment. As far as possible, Examiner should avoid using mobile phones/laptops/tablets etc during Examination.

2. Conduct with Candidates

- 2.1 NBE expects all Examiners to respect the rights of the Candidates and treat them with dignity and respect.
- 2.2 Examiners should never show favoritism or discrimination to Candidates based on their beliefs, color, gender, race etc
- 2.3 Examiners should not ask from the Candidates about their background, place of training, number of attempts or any other personal details.
- 2.4 Examiners should refrain from Examining a Candidate if the Candidate had earlier been trained and taught by the Examiner.
- 2.5 Examiners should allow the Candidate to complete their clinical Examination without interruption or direction, unless it is evident that the Candidate needs guidance on how to proceed, or they are causing the patient discomfort.
- 2.6 Examiners should not accept mementoes, gift gifts and/or favors of any kind from Candidate/ well wishers of Candidates/ mentor.

3. Conduct with patients

- 3.1 Examiners should respect the dignity and modesty of all patients. Examiners should ensure that the degree of exposure of a patient is acceptable to the patient and is maintained throughout the assessment.
- 3.2 Examiners should not compromise on patient comfort and safety during the Examination
- 3.3 Examiners should ensure that Candidates in contact with the patient observe the appropriate hygiene protocols, specifically regarding hand washing.
- 3.4 Examiner should be sensitive and aware of the impact of discussions regarding a patient on that patient. Ideally, Candidate should take place out of the audible range of the patient, and if this is not possible Examiners should ensure that any information discussed is clarified for the patient when erroneous information has been stated by a Candidate.

4. Conduct with colleagues

- 4.1 Examiners are expected to conduct with respect for fellow Examiners, non Examiner clinician and others associated with the assessment.

If an Examiner has any concern about the conduct or performance of a fellow Examiner this should be brought to the attention of the Examiner in question, or, confidentially, to NBE.

COMMUNICATION WITH NATIONAL BOARD OF EXAMINATIONS

i. Before the Examination

The center Coordinator is requested to inform NBE about the receipt of assessment parcels, communication regarding other Examiners and any other parcel sent by NBE related to conduct of Practical Examination.

ii. During the Examination

Communication with NBE during the conduct of Examination may be limited to unanticipated problems/situations.

iii. After the Examination

It will be highly appreciated if the center Coordinator would inform NBE about the completion of Assessment at the center and dispatch all the items mentioned in the check list on **Page 17** to NBE to the following address:

BN Khatri
Deputy Director
National Board of Examinations
Medical Enclave, Ansari Nagar
Ring Road
New Delhi-110029

NBE can be communicated through the following channels:

1. CPD Section

Phone Number: 011-45593000 (Ext: 1502)

Please feel free to contact NBE for any clarification.

ATTENDANCE SHEET

Work Place Based Clinical Assessment for Formative Assessment

Date : _____

Specialty : _____

Centre Name : _____

(Please note that separate attendance sheet shall be maintained for each day)

S. No.	CANDIDATE NAME	HOSPITAL NAME	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			

Total Candidates : _____

Present : _____

Absent : _____

Signature of Examiners:

1. _____

2. _____

3. _____

4. _____

Signature of Exam Coordinator: _____

Signature of Centre-DNB Coordinator: _____

NBE INFORMATION SHEET

Work Place Based Clinical Assessment for Formative Assessment

Date : _____ Specialty : _____ Centre Name : _____

(Please note that separate Information sheet shall be maintained for each day)

S.No.	Candidate Name	Result			Assessment of Log Book	Assessment of Thesis Work	Overall Result
		Clinical Examination	Viva Voice	Ward Round/ Clinical Investigations/ Spots			
1							
2							
3							
4							
5							
6							
7							
8							
9							

Signature of Examiners:

1. _____ 2. _____ 3. _____ 4. _____

Signature of Exam Coordinator: _____

Signature of Centre-DNB Coordinator: _____

**NATIONAL BOARD OF EXAMINATIONS
NEW DELHI-110029**

**Bill For Claiming Remuneration for Conducting Work Place Based Assessment for
Formative Assessment 2015**

1. Name of the Examiner/ Co-Coordinator (IN BLOCK LETTER) : _____
2. Role in the Examination (kindly tick appropriate): Examiner/ Exam Coordinator
3. Postal Address (Residence) : _____

4. Phone No. : _____
5. Email-id : _____
6. Date of Conducting exam : _____
7. Name/Venue of the Examination Centre : _____
8. Subject : _____
9. PAN No. : _____
10. Bank A/c No. : _____
11. Bank Name & Address : _____
12. IFSC Code : _____
13. Office letter reference number : _____

.....
Signature

FOR OFFICE USE ONLY

1. Certified that Dr. _____ was one of the Examiner/Co-coordinator and He/She has examined the Candidates from _____ to _____ (_____ days).
2. Certified that the Total Amount of Remuneration payable to the Claimant for the Formative Assessment- Work Place Based Clinical Assessment is _____

MSA/RESEARCH ASSOCIATE

CONTROLLING OFFICER

ACCOUNTS SECTION

Passed for payment for _____ and pay _____) by Cheque No. _____ dated _____ and balance amount _____ adjusted against advance vide J.V. No. _____ payment recorded at Page No. _____

PROCESS ASSOCIATE

Sr. ACCOUNTANT

S.O./Asst. Director

DDO

ATTENDANCE SHEET STAFF

Date of Exam:

Centre:

Total Number of Candidates:

S.No	Name	Designation	Amount Paid	Signature

Signature of Exam Coordinator

Name:
Designation:
Hospital:

Signature & Stamp of Head of Institution

The attendance of the Staff engaged for conduct of Work Place Based Assessment shall be taken in the above format and sent to NBE.

Note: The remuneration of the staff engaged in the examination shall be made by the hospital/ coordinator only as per norms and the same may be claimed from NBE.

SUMMARY OF EXPENSES

This is to certify that I have incurred the following expenses for conduct of Work place Based Assessment for Formative Assessment 2015:

Date:

Centre:

Subject:

S.No.	Expense Head	Amount
1.	Remuneration to Staff engaged (enclose copy of staff attendance)	
2.	Tea/Coffee/ Snacks/Lunch for Candidates (enclose bills)	
3.	Any other expense (Specify nature of expense and enclose bill)	
	TOTAL	

The above mentioned amount may kindly be deposited in the following account:

Account Name	
Account Number	
Bank Name & Address	
IFSC Code	

Signature of Exam Coordinator

Name:
Designation:
Hospital:

Signature & Stamp of Head of Institution

CHECKLIST FOR DISPATCH OF MATERIAL TO NBE

1. Candidate Attendance Sheet
2. NBE Information Sheet
3. Duly filled and signed remuneration form of all examiners
4. Sumamry of Expenses
5. Attendance Sheet of Staff
6. Original Bills of expenses incurred

Kindly note: Candidate Assessment Sheet maybe handed over to the candidate after conduct of work place based assessment and need not be sent to NBE.

The above mentioned items may kindly be sent to the following address:

BN Khatri
Deputy Director
National Board of Examinations
Medical Enclave, Ansari Nagar
Ring Road
New Delhi-110029