

**Northwestern University Feinberg School of Medicine
Clinical Education Center**

**Virtual OSCE
SP INSTRUCTIONS**

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1. Before OSCE Checklist:

- Make sure you have downloaded Zoom from Northwestern: <https://XXXX.northwestern.edu>
- Test Zoom connection with your trainer by joining a Zoom Testing Meeting
- The prior to the OSCE, receive the OSCE schedule with SPs, Students, and Monitor assignments
- Receive the SP Virtual Checklist for your case from your trainer
- Save one checklist per student you will be seeing
- Add _SP LAST NAME_STUDENT LAST NAME to the end of each document when saving
- Ensure a quiet location. Inform others in area to not disrupt you, turn off noise making devices in room, isolate animals outside of area.
- Ensure internet connection. Log off or unplug other devices using internet.
- Create a neutral background, free of clutter, lights, or windows.
- Have your cell phone(on silent), pen, and paper nearby before OSCE starts

2. Orientation:

- At your call time, click on Zoom link for OSCE to join:
<https://northwestern.zoom.us/j/XXXXXXXXXX>, or use the Meeting Code: **XXX XXX XXX**
- **Change your name** in Zoom to: "Case Name (SP First Name)"
For example: "Susan Lee (Rebecca)"
 - **Option 1:**
 1. Click on "Participants" at the bottom of the screen to bring up the participant list along the right-hand margin
 2. Hover over your name and click on "More" then "Rename" to change

- **Option 2:**
 1. Hover over your own image
 2. Click on the three blue dots
 3. Select Rename
- Once into the meeting, you will be in the Waiting Room before the OSCE host moves you to the Main Session
- All Monitors, SPs and CEC Staff meet together in “Main Session”
- SP Trainer checks-in SPs
- Monitors introduced and confirm which SPs they are working with
- OSCE Host will send SPs and Monitors to assigned Breakout Room.
 - Click “Join” to move to breakout room.
- Wait in Breakout Room with your Monitor for Student Orientation to be completed.

3. Breakout Room Orientation:

- Once the student has joined the breakout room, Monitors turn off their video to show just their name
- SPs should remain neutral once the student has entered the room
- Monitors will confirm that the student and SP can hear and see all 3 participants’ screens.
- Monitors will instruct the student to “pin” the video of the SP, so that the student will see the SP on their main screen throughout the encounter.
- The Monitor will ask the student and SP if they have any questions
- Monitors will start the recording by clicking on “Record” in the bottom menu

Monitors will share their screen and do the following:

- Confirm the student will follow FSM Student Code of Conduct for this OSCE
- Share the Student Instructions (Door Chart) info with student.
 1. Monitors will time the students for three minutes
- Once the three minutes are done, the Monitor will inform the student that their time is up.
- SPs should shift into character as the student is reviewing the Student Instructions
- Monitors will stop sharing their screen after the three minutes of chart review.

4. Encounter:

- Monitors will tell the student *“You may now begin the encounter”*
- SPs and Students begin the encounter
- Monitors will handling the timing of the encounter and giving announcements.
- Monitors will remain in the encounter with both video and audio muted.
- If something should go wrong during an encounter, pause where you are in the encounter, follow these steps:
 1. Open the Chat feature in Zoom
 2. Click the arrow next to the “To” field and select your monitors name
 3. Type you message to the monitor and they will work on resolving the issue.
- If the issue cannot be resolved by your monitor, text your trainer
- If the encounter runs to time the Monitor will say:
 - *“Your time has expired for this encounter.”*

- At the end of the encounter, the Monitor will say:
 - *“SP, you may leave the Zoom meeting now. Please remember to choose ‘Leave Meeting’ instead of ‘Return to Main Session’ when you leave.”*
- **NOTE** : Please follow these instructions on how to leave the encounter
 - Click **Leave** Breakout Room in red (at lower right side of your Zoom screen)
 - Choose **Leave Meeting**
 - **DO NOT CLICK** Return to Main Session

5. Post Encounter:

- After you have left the meeting, open the SP Virtual Checklist sent to you by your trainer
- Follow the instructions about how to make your selections (Bold, Underlined, Highlighted) and complete the SP Virtual Checklist
- If you have trainer questions, text the trainer number provided on the SP Virtual Checklist letting them know who is texting and that you have a question
- Your trainer will call you to answer your question
- Once completed, save the SP Virtual Checklist to include **_YOURLASTNAME_STUDENTLASTNAME** at the end
- Email your checklist to the trainer email listed at the bottom of the SP Virtual Checklist
- If you need more time to complete your checklist, please text your trainer
- All SP Virtual Checklists need to be emailed to your trainer **by the end of the event**

6. Second Encounter:

- Once you have completed the checklist for that student, rejoin the Zoom meeting by following this link : <https://northwestern.zoom.us/j/XXXXXXXXXX>
or use the Meeting Code: **XXX XXX XXX**
- You will stay in the Waiting Room before being added to the Main Session and sent to your next Breakout Room
- Repeat the Encounter and Post Encounter steps above