



**Regulations relating to the examination for Membership  
of the  
College of Emergency Medicine (MCEM)  
Applicable to the Spring 2011 diet and subsequent diets**

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**Main changes to regulations for Spring 2011**

These regulations contain significant changes to:

- The signatures required on application forms. Photograph no longer required.
- Reference to new curriculum.
- Intention to sit and deposit.

## Introduction

The Membership Examination of the College of Emergency Medicine (MCEM) assesses knowledge, skills and behaviours necessary for the clinical practice of Emergency Medicine. As the specialty changes so will the examination. These regulations are effective from and including the **Spring diet of 2011** and aim to acquaint examiners and candidates with the way that the examination will be conducted and the specific focus of each of its components. They should also allow candidates to prepare appropriately and give an indication of the standard required. Candidates and their trainers should be familiar with the curriculum approved by PMETB in June 2010 for ACCS training and the CT3 Emergency Medicine year (PEM and additional adult content):

<http://www.collemergencymed.ac.uk/CEM/Training%20and%20Examinations/Curriculum/Curriculum%20from%20August%202010/default.asp>

Candidates should note that Part A will test the basic science element of the main curriculum as well as the basic science curriculum appendix 7.

**The examiners' task is to assess whether the candidate can demonstrate the knowledge, skills, and behaviours necessary for:**

*either*

**the clinical practice of Emergency Medicine at a level suitable for entry into higher specialist training in Emergency Medicine**

*or*

**the practice of Emergency Medicine at an intermediate level including the supervision of foundation and core trainees.**

The College recognises that the examination is a critical event in the candidate's career and examiners are aware that candidates' anxiety may affect their performance. Examiners will therefore display courtesy, consistency and objectivity as well as endeavouring to create a relaxed and welcoming atmosphere. Unfortunately, there may be instances when a candidate's performance is judged to be below the acceptable standard.

## Overview – Content

The examination consists of three sections, Part A, B and C. Please see Section 2 of these regulations for the format of the examination.

## 1. Guide to the scope of the examination

- 1.1 The examination assesses knowledge, skills and behaviours necessary for the successful and safe practice of Emergency Medicine in the UK and Ireland.
- 1.2 The areas assessed will include basic sciences that underpin modern medical practice, common competencies and the evaluation and initial management of common clinical conditions seen in patients who present, as emergencies, to Emergency Departments in the UK and Ireland. The examination reflects the content of the College curriculum which can be found on the curriculum section of the website <http://www.collemergencymed.ac.uk/CEM/Training%20and%20Examinations/Curriculum/Curriculum%20from%20August%202010/default.asp> or by clicking [here](#).

Competence in paediatrics is expected at a level delivered in a general Emergency Department and focuses mainly on the seriously ill and injured child, or the management of common childhood emergencies.

The MCEM examination is set at a standard commensurate with the level of expertise necessary for entry into higher specialist training in Emergency Medicine as well as that for practice at an intermediate level for those who supervise foundation and core trainees.

The MCEM examination will be run in overseas countries; in those countries, up to 15% of the overall content of the MCEM examination will reflect the local case mix.

## 2. Format of the Examination

The examination consists of three parts, Part A, B and C.

### 2.1 Part A

This consists of a knowledge test in multiple choice format with 50 questions, each with four stems requiring true or false answers. It is not negatively marked. The examination addresses basic sciences as applied to Emergency Medicine including evidence based medicine and haematology. The basic science is found on the College website:

<http://www.collemergencymed.ac.uk/CEM/Training%20and%20Examinations/Curriculum/Curriculum%20from%20August%202010/default.asp>

Candidates are advised to consult the main curriculum for basic science applied to Emergency Medicine.

Candidates are therefore advised to visit the website on a regular basis for further information and advice.

Duration: 2 hours

### 2.2 Part B

This paper examines data interpretation and problem solving skills and consists of 16 questions. The questions present a clinical scenario and may have clinical data including radiographs, CT scans, ECGs, blood test results and clinical photographs.

Duration: 2 hours

### 2.3 Part C

This consists of 18 Objective Structured Clinical Examination (OSCE) stations that assess knowledge, psycho-motor ability, interpersonal skills (including communication and conflict resolution), professional behaviour and clinical decision-making skills. There will normally be two rest stations.

Duration: Approximately 2.5 hours

2.4 All parts of the examination will be conducted in English.

2.5 Each Part stands alone, candidates being awarded either a “pass” or a “fail” in each part.

2.6 UK candidates must apply for Parts B and C together.

### 3. Timing

3.1 There will be two full sittings of each part of the examination per year in the UK as arranged by the Education and Examination Committee of the College of Emergency Medicine.

3.2 Additional sittings for part B or part C may be provided where necessary.

3.3 Candidates working overseas may sit the examination in approved overseas locations. Candidates would normally be expected to take the exam in the country where they are training or a specified overseas location (see **appendix 1**). Candidates working in the UK and Ireland are not permitted to apply for overseas examinations but will be expected to sit the examination in the UK or Ireland.

3.4 Candidates should consult the website of the College of Emergency Medicine for details of dates and venues for examinations.

3.5 Occasionally it may be necessary to amend the dates and venues of an examination without prior notice to candidates. Candidates who have already been accepted to sit the examination will be informed of such changes as soon as possible.

3.6 Normally, the Part B will be held approximately 6 weeks before the Part C. The timetable for Parts B and C may vary for overseas examination diets.

### 4. Criteria for Eligibility

4.1 The candidate must hold a primary medical qualification that is acceptable to the United Kingdom General Medical Council for Full Registration or to the Irish Medical Council for Full or Temporary Registration.

4.2 The candidate must also hold full current registration with the required authority. For the UK and Ireland, this will be the General Medical Council or the Irish Medical Council.

#### 4.2 Part A

Part A may be taken in the first year after gaining full registration with the Medical Council (i.e. after at least 12 months of medical practice). In the UK this will be the second Foundation year or equivalent.

#### 4.3 Parts B and C

- i) **Candidates must have passed the MCEM Part A** before entry to MCEM Part B.
- ii) **Acceptable alternatives are:**
- the Primary examination of the Australasian College of Emergency Medicine.
  - the Primary examination of the Hong Kong College of Emergency Medicine.
  - the Primary examination of South African College of Emergency Medicine.

Candidates who sat the Part B prior to Autumn 2009 retain exemption from Part A.

In the UK and Ireland, candidates must pass the Part B before progressing to Part C.

**N.B. Candidates who are in approved Emergency Medicine SpR Training posts in the UK or Ireland and who are within 2 years of CCT are not permitted to enter for the MCEM examination. Non-trainees will not be permitted to take the FCEM examination within 2 years of sitting the MCEM examination (whether or not successful).**

#### 4.4 Candidates must have the relevant experience

By the time of the examination the candidate must be able to demonstrate competence and confidence in the whole breadth of ACCS and CT3 curriculum. The College requires candidates to have completed the following time in posts:

- 12 months of Foundation year one or equivalent training in any specialty (ie the pre-registration year)
- 12 months of Foundation year two or equivalent training in any specialty
- 12 months of additional training – ideally in an ACCS training programme or equivalent.
- Within the 24 months of post-registration experience, the candidate must have completed 6 months of Emergency Medicine, ideally within the latter 12 months and specifically not within the 12 months pre-registration training.

Normally, the candidate will have gained this experience within a training programme.

Posts that are not formally approved for training will be accepted providing confirmation is received that the candidate received supervision and training during the post (see below).

Each post will normally consist of continuous uninterrupted service for four months or more.

This experience must be gained by the time of sitting the examination (not application).

Total time in part-time posts must be equivalent to full time training.

It is the candidate's responsibility to determine whether they feel that they are eligible to apply for the examinations. The decision (in writing) from the College will not be given until the fully completed application form and the appropriate fee received has been submitted and checked by the Examination Administrator. **No advice on eligibility will be given over the telephone.**

#### 4.5 **Confirmation of experience and time in service**

The candidate must complete the application form correctly. Candidates do not need to gain the signatures sequentially on the same page, but may send a copy of the relevant section of the form to each individual trainer to be signed and returned. Ordinarily Foundation year sign off certificates and evidence of satisfactory outcome from CT1 ARCP (satisfactorily completed posts) will be sufficient. For non-trainees **each post** must be signed by the Educational Supervisor for that post.

For non training posts, candidates must obtain confirmation that direct clinical supervision, and face to face appraisal and feedback occurred during each post by signed letters from the Educational Supervisor or equivalent.

In the event that candidates cannot contact previous consultants a full explanation is required and the Dean will consider alternative evidence presented such as signed end of placement assessment forms.

#### 4.6 **Locum post**

Time spent in **fulltime** continuous locum posts which are for four months or more in the same department, may be accepted provided evidence of education including appraisal, supervision and regular formal education is provided. This fulltime locum post will be counted as substantive and the candidate must obtain a signature from the Educational Supervisor confirming that they received appropriate training and supervision.

Locums of less than four months fulltime working in one department, including multiple short term locums will not be accepted as evidence of supervised experience. Locums at less than fulltime but in one department may be considered at the discretion of the Dean. Locums in multiple departments of cumulative four months or more will not be accepted.

#### 4.7 **Unemployment/Maternity leave**

The College believes that in order to be successful in this examination, candidates would normally be in active clinical practice. Therefore the College will not normally permit candidates to sit the examination who are not in full or part time employment.

##### **Specifically:**

Candidates who have been unemployed for less than four months at the time of the examination are eligible to sit the examination. They must have a valid GMC certificate with Full Registration (or equivalent) and have a signed letter from their last Educational Supervisor confirming that they are competent to sit the examination.

Candidates who have been unemployed for longer than four months for whatever reason are **NOT** permitted to sit the examination.

Arrangements for candidates who are not working because of temporary illness are covered in the section on special needs.

Candidates who have been on maternity leave for more than four months are not normally permitted to take the examination.

## 5. Application process

- 5.1 The College may require candidates to confirm their intention to sit at least nine months in advance of the closing date. This is to allow the College to plan adequate capacity for the relevant diet. In addition, the College may from time to time, require a non-returnable deposit to secure a place in the examination of an amount to be confirmed at the time of the announcement. Candidates who are unsure of their eligibility should contact the College **in advance of the date for submission of intention to sit** to confirm eligibility. No late submissions of the intention to sit will be accepted. Intention to sit forms and deposits will be acknowledged by email within two weeks of receipt.
- 5.2 Application for entry to any part of the examination must reach the Examination Administrator by the published closing date. Applications received after the closing date will be returned and not be considered for eligibility. **Candidates are strongly advised to submit the application using Registered Post. If you do not receive an acknowledgement letter from the College three weeks after sending your application, you are advised to contact the College to ensure that your form has been received. The College will not take any responsibility for application forms that are not received/acknowledged. Application forms are still required even if intention to sit form has been acknowledged.**
- 5.3 Candidates must apply for Parts B and C at the same diet.
- 5.4 Applicants must state clearly which parts they are applying for, using the correct application form (see website) and include the full appropriate fee(s).
- 5.5 Candidates who do not submit the correctly completed application form, including appropriate signatures, and fees for relevant parts will have their form returned.
- 5.6 The total number of places for Part C is restricted on each diet. Applicants are given a place in the order in which correctly completed application forms are received. Early application is therefore advisable. If an intention to sit form has been acknowledged the candidate will secure a place for the diet they intend to apply for but an application form and appropriate fees are still required **BEFORE** the examination closing date.
- 5.7 Candidates may only apply for the next available diet – no prospective applications **in addition** to the current application will be accepted. Intention to sit forms and deposits are accepted in advance of the examination.
- 5.8 Application to any part of the examination must be accompanied by **all the required documentation:**
- Form stamped by hospital on appropriate page of application form
  - Signed by Educational Supervisor for posts or evidence of experience
  - Fees as appropriate – **undated cheque(s)** made payable in Pounds Sterling to The College of Emergency Medicine. **(A separate, undated cheque must be submitted for each part applied for).**
  - Completed equal opportunities monitoring form
  - **A copy of current valid medical registration**
  - **[Primary medical qualification (Overseas only)]**
- Applications will only be considered once all documentation is received, with the relevant fees; incomplete applications will be returned without consideration of eligibility.**
- 5.9 Applicants must be eligible for the relevant part at the time of the examination sitting (not the time of application). This allows candidates to prospectively apply pending completion of the recommended experience. Candidates are however reminded that failure to acquire the relevant experience and thus competences will jeopardise their chance of success in the examination. Candidates should review the requirements for experience detailed in paragraph 4 above.

## **6. Validated proof of eligibility**

- 6.1 The application form must be signed in the appropriate places by educational supervisors or relevant consultants confirming experience documented in support of application.
- 6.2 Candidates are required to bring photographic proof of identity to the examination for all parts of the examination. Suitable proof includes passport or photo driving licence. **Candidates will not be permitted to sit the examination if they do not bring produce photographic identification for registration at the examination.**

## **7. Confirmation of eligibility**

- 7.1 Candidates will receive confirmation of eligibility within two weeks of receipt of the application(s) wherever possible.
- 7.2 Candidates whose application is incomplete will have the forms returned without consideration of eligibility. Similarly if the correct fee is not enclosed, the application will not be considered until the correct fee is received. Such candidates will not have a place in the examination reserved until full documentation and fees are received.
- 7.3 All correspondence from the College will be by email with a Royal Mail letter to follow. Candidates **must** provide a working email address and are responsible for updating the College if this changes. Failure to provide notice of change of address or email will not be considered as mitigating circumstances.

## **8. Withdrawal from examination**

- 8.1 Candidates withdrawing from the Examination must do so in writing to the Examination Administrators. Candidates may be asked to provide evidence for their reason for withdrawal.
- 8.2 **Withdrawal prior to closing date of the relevant examination**  
The deposit will not be refunded unless exceptional circumstances.  
The candidate may choose to have the balance of the entrance fee returned or transferred to a future examination when written notice is received prior to the closing date for receipt of applications.
- 8.3 **Withdrawal after closing date but more than 21 working days prior to the date of the relevant examination:**  
The deposit will not be refunded unless exceptional circumstances.  
The candidate may choose to have half the balance of entrance fee returned or transferred to a future examination when written notice is received more than 21 working days before the commencement of the examination.
- 8.4 **Withdrawal after closing date but less than 21 working days prior to the date of the examination**  
When written notice is received less than 21 working days before the commencement of the examination, no refund will be made to a candidate who withdraws or failed to attend.
- 8.5 Candidates should note that if the fee for the examination is increased between sittings, candidates who have withdrawn will be required to pay the revised fee for the next examination.
- 8.6 Withdrawal will guarantee a place in the next diet if the deposit is paid. Candidates must re-apply to the examination.

## **9. Over subscription**

- 9.1 Only those who submitted an intention to sit form and deposit will get a place.
- 9.2 Candidates on the reserve list who are not accommodated on the diet will be charged the full revised fee for the consequent diet if the examination fee is raised between sittings.
- 9.3 The College reserves the right to offer places to candidates, who are enrolled on College training programmes and whose progress is dependent upon success in the examination.

## **10. Results**

- 10.1 The passmark is set for each examination diet before the diet commences.
- 10.2 Examiners are invited to confirm the pass mark after marking the examination and further adjustment may be made in the light of the cohort performance on marker questions or stations.
- 10.3 The examination results are posted on the College website showing candidate number and pass/fail. This is normally within 3 weeks of the examination.

## **11. Post examination feedback**

- 11.1 The College is committed to providing appropriate feedback to unsuccessful candidates in a way that can be used by candidates and their trainers to prepare the candidate for the next attempt. Successful candidates will not receive detailed feedback.
- 11.2 Feedback will be limited to a list of the areas in which the candidate performed poorly and will normally be available within 4 weeks of the end of the examination diet.
- 11.3 For the Part A this will describe the performance of the candidate in specific areas of basic sciences.
- 11.4 For Part B the candidate will be given information on their overall performance relative to the pass mark and to the rest of the cohort.
- 11.5 For Part C the candidate will be informed which stations he/she failed but will not receive detailed information on what aspects of performance were not satisfactory.
- 11.6 After the release of this structured feedback, the College will **not** provide any more detailed information on performance to either the candidate or their trainer. No marksheet or documentation regarding the examination will be released to the candidate or their trainer and no appeal for further information will be accepted.

## **12. Grounds for appeal against the examination results.**

- 12.1 Candidates who wish to make an appeal about the conduct of the examination must address it to the College within 30 days of the examination. This should set out in full the details of the case indicating the precise nature of the complaint, the time, the place, and if possible the name(s) of the examiner(s) concerned. A cheque (for an amount determined by the College) must accompany any appeal to cover the administrative expenses and, in the event it is deemed necessary, to convene a panel to consider the appeal.
- 12.2 Appeals will be considered if they allege misadministration, bias or impropriety whether in the conduct or in the determination of the result of the examination.

- 12.3 Appeals disputing the academic judgment of the examiners **will not** be considered.
- 12.4 Further details of the appeals process and the appeal expenses charge are available from the College office.
- 12.5 Candidates should note that appeals that request the results of the examination to be released or further information to be disclosed on a candidate's performance will not be considered under any circumstances.

### **13. Resit candidates**

- 13.1 In the UK and Ireland candidates must pass Part B before progressing to Part C.
- 13.2 Candidates must complete the resit application form including evidence of further training since the last attempt and these by the closing date for the diet.
- 13.3 Incorrect or incomplete forms will not be accepted.
- 13.4 Failure of the candidate to obtain the signature of their trainer will preclude them re-sitting the examination.
- 13.5 Candidates who are not successful in Part B, must submit a resit application form for Part B on the next sitting detailing their additional experience gained.
- 13.6 The original cheque submitted for Part C will be returned to the candidate.
- 13.7 After 3 attempts at Part B the candidate must agree a detailed programme of training and preparation that addresses deficiencies and submit this with their resit application form. This must be countersigned as practical and in progress by their trainer.
- 13.8 Candidates may sit Part C three times after passing Part B. Failure at the third attempt will result in the candidate having to resit Part B before being able to attempt Part C again.
- 13.9 The College reserves the right to refuse entry to the examination after further failure following the described additional training. The College does not think it appropriate that candidates submit themselves for the examination repeatedly.
- 13.10 The trainer must ensure that the candidates are familiar with the curriculum and competency standard required.

### **14. Overseas applications and examination**

- 14.1 Candidates will normally sit the examination in the country where they reside/work or in that country where there is an arrangement with a College or academic institution to provide this opportunity. There may be specific regulations for overseas examinations which are available from the College office.
- 14.2 Resit candidates must sit the examination in the country where they originally sat the examination.
- 14.3 It is not possible for the College to judge the content or experience gained in posts overseas. The trainer must ensure that the candidates are familiar with the curriculum and standard required.

## **15. Improper conduct by examination candidates**

15.1 In the case of improper conduct of an examination candidate as defined below, the College may refuse a candidate entry to the current or future examinations.

Improper conduct is defined as <sup>1</sup>:

1. Dishonestly obtaining or attempting to obtain entry to the examination by making false claims about eligibility for the examination or falsifying any aspects of the entry documentation.
2. Obtaining or seeking to obtain unfair advantage during an examination, or inciting other candidates to do the same. Examples of unfair advantage are:
  - having on the person any material that would give advantage in an examination once the examination has commenced (this includes electronic communication devices),
  - communicating or attempting to communicate with another candidate once the examination has commenced, including passing information about the contents of the Part C to candidates on subsequent days of the same diet,
  - refusing to follow the instructions given by examiners or examinations staff concerning the conduct of and procedure for the examination. For example, any candidate continuing to write after the bell at the end of a written examination will be immediately disqualified.
3. Removing or attempting to remove from the examination any confidential material relating to the conduct of the examination.
4. Obtaining or attempting to obtain confidential information concerning the examination from an examiner or examination official.
5. Passing confidential information on the content of the examination to a third party.

<sup>1</sup>This list is not exhaustive.

In accordance with its Standing Orders, in cases of serious misconduct not relating to the examination, the College may decide that a candidate should not be allowed to proceed further with the examination or, having passed the examination, may not be admitted to Membership.

In the event of suspected improper conduct, the Dean of the College must, in conjunction with the Senior Examinations Administrator instigate an enquiry. The results of this enquiry must be made available within 30 days of the examination and be reported to the E & E Committee. In the case of serious misconduct, the College may decide to refer the case to the GMC.

## **16. Preparation for the examination**

- 16.1 Candidates are strongly advised to prepare adequately for the examination by following the curriculum as published and by consulting current Emergency Medicine textbooks.
- 16.2 Candidates are reminded that the Emergency Medicine encompasses many specialties and that national guidance and evidence based medicine protocols may be utilised in the examination.
- 16.3 Candidates are strongly advised to seek support from an Emergency Medicine consultant in preparing for the examination, in particular to seek feedback on witnessed clinical performance from clinical supervisors.

- 16.4 Past papers are not available at present. Limited examples of past questions are found on the College website.
- 16.5 Candidates are strongly advised to request feed back on their clinical performance within departments and to undertake appropriate work place based formative assessments to allow them to focus their preparation for the examination.
- 16.6 Trainers have a responsibility to ensure that they are familiar with the standards and competences required to aid candidate's preparation.

## **17. Conduct of the examination**

- 17.1 A senior member of the Administration staff at the College office will normally be present throughout the entire period of the examination. Candidates are strongly advised to contact either the Dean or the Administration staff present if they have problems of any kind.
- 17.2 Each paper or section of the examination will be drafted using a blueprint showing its link with the curriculum (**[Appendix 2]**).
- 17.3 Each question/station will be reviewed by the College Clinical examinations subgroup and an appropriate pass mark set before the examination is held.
- 17.4 Any subsequent adjustment to the examination pass mark after the candidates have sat the examination will be made only at the discretion of the Dean and as a result of the evidence of the performance of new questions or stations used in that examination.
- 17.5 Marking of the examinations will utilise both electronic scanning technology and manual checking. Any candidate who fails any section of the examination will have the marksheets double checked by hand before release of the results.

## **18. Equal opportunities**

- 18.1 The College of Emergency Medicine aims to make every effort to provide an environment for candidates that is free from discrimination. It is the policy of the College that no candidate receives less favourable treatment than another on the grounds of age, gender, sexual orientation, marital or parental status, race or ethnic origin, colour, creed or religion, disability, political belief or social class or other irrelevant distinction. The College aims to assess candidates on the basis of merit, competency and potential.
- 18.2 To achieve this, the College has implemented the following strategies:
- formal mechanisms for training examiners
  - improved equal opportunities awareness for departmental staff with regard to examinations practice and service
  - monitoring admissions and examination results in relation to changes in the candidate population profile
  - monitoring of:
    - modes of assessment
    - examiner behaviour
    - examiner population profile
  - a review of results and appeals procedure
  - review of policies and practices for fairness and relevance
  - special arrangements policy for candidates with disabilities and/or other specific requirements
  - policy for consideration of candidates' exceptional circumstances
- 18.3 The College is committed to inclusivity and promoting a diverse workforce within the specialty. Candidates are therefore required to complete an equal opportunities monitoring form. Personal details of candidates will be kept

confidential in line with the data protection act. The College monitors success of different groups as part of the examinations process Quality Assurance.

18.4 The College will not accept behaviour from staff, members, examiners or candidates, which constitutes sexual or racial harassment or that which results in unlawful discrimination on any grounds. The College adheres to the provision for the protection of the rights of the individual within the following legislation:

- *The Sex Discrimination Act – 1976/1986*
- *The Disability Discrimination Act – 1995*
- *Special Educational Needs and Disabilities Act 2001*
- *The Race Relations (Amendment) Act – 2000*
- *Data Protection Acts 1984 and 1998*

The College maintains the right to discriminate lawfully in the interests of the medical/dental profession and this policy encompasses any regulations applied by relevant statutory or regulatory bodies such as the General Medical Council and General Dental Council.

## **19. Provision of services for candidates with special needs**

The following table indicates the special provisions available for candidates with special needs. Any candidate who wishes to have special provision made must indicate the requirements at the time of application. The responsibility for requesting special modifications rests with the candidate. Candidates must provide a report from a relevant professional outlining their specific needs or adjustments required. The candidate must confirm that their trainer and/or head of school of emergency medicine is aware of their special requirements and is supportive of their application for the examination.

Candidates should note that there is **no** provision for extra time in OSCEs.

In general, candidates who are **not working** at the time of the examination due to temporary ill-health are considered to be ineligible for the examination and will need to submit written medical evidence to the Dean that they are able to take the examination if they wish to sit.

Candidates who are on sick leave from their employment at the time of the examination will not ordinarily be permitted to sit the examination, as the College considers this to be an eligibility exclusion criterion.

### **Pregnancy with no financial penalty**

A deferral may be permitted to a candidate supplying an appropriate medical report which satisfies the Dean indicating that:

- a) the candidate has any pregnancy related problems or illness and/or
- b) the candidate's confinement is due shortly before or around the date of the examination;

In such circumstances a deferral will be permitted and no further fee will be required including the deposit for intention to sit.

Any candidate who does not inform the College of her pregnancy and is consequently unable to sit for that examination will not normally be allowed to defer this examination without submission of another fee. Details of the candidate's expected week of confinement should be notified to the College and where possible, at the time of the application. Deferral because of a spouse's confinement is not normally granted.

Each case will be assessed by the Examination's Administrator together with the Dean. Candidates will be informed in writing of the outcome of their application for special consideration and of the arrangements that will be made to meet their needs.

Category	Special Provision(s)		
	Separate Rooms	Extra Time	Other
Visual Impairment	Yes	Yes in written only	<ul style="list-style-type: none"> <li>All written material whether in written examinations, orals or clinics enlarged</li> <li>Possible use of a computer in written examinations</li> <li>Possible use of a scribe to transfer MCQ answers to optically marked sheet</li> <li>Additional lighting</li> <li>Any photographic material should be enlarged</li> <li>Inform relevant examiners in orals and clinics</li> </ul>
Hearing Impairment or deafness	Yes (for orals)	No	<ul style="list-style-type: none"> <li>Written instructions issued at the start of an examination or seated near front of examination hall</li> <li>Sign language interpreter</li> <li>Inform relevant examiners</li> </ul>
Speech Impairment	No	Possibly (in orals only)	<ul style="list-style-type: none"> <li>Inform the relevant examiners in orals</li> </ul>
Dyslexia	Yes	Written only	<ul style="list-style-type: none"> <li>All written material in 'dyslexic friendly' fonts</li> <li>All written material on appropriately coloured paper if required</li> <li>Use of computer in essay style examinations</li> <li>Additional lighting</li> <li>Specific formatting</li> <li>Double marking of scripts</li> </ul>
Mobility problems which may: <ul style="list-style-type: none"> <li>Restrict access to certain rooms or ability to carry out clinical examination of patients</li> <li>Reduced ability to sit for long periods e.g. back or neck problems or later stages of pregnancy</li> </ul>	Yes if access difficult  Yes	Not normally  Yes	<ul style="list-style-type: none"> <li>Ensure access is possible for all rooms and appropriate toilet facilities are available</li> <li>Adjustable desk</li> <li>In clinical examinations – patients in adjustable beds</li> <li>Extra time of 5 min per hour to allow candidate to move around</li> <li>Adjustable desk</li> </ul>
Difficulties with writing e.g. Arthritis or RSI	Yes	Yes written only	<ul style="list-style-type: none"> <li>Use of a Scribe appointed by the College</li> <li>Computer + voice recognition software</li> </ul>
Reduced stamina e.g. ME	Yes	No	<ul style="list-style-type: none"> <li>Timetable oral or clinical examination in morning</li> </ul>
Dietary problems e.g. Diabetes			<ul style="list-style-type: none"> <li>Allowed to bring food/drink into the examination hall</li> <li>Provide refreshments at orals &amp; clinical examinations</li> </ul>

Mental Health Problems such as: <ul style="list-style-type: none"> <li>• Claustrophobia</li> <li>• Agoraphobia</li> <li>• Panic attacks</li> </ul>	Yes Yes Yes	No No No	Provision of a separate room in case the candidate suffers an attack and behaves in a manner that would disrupt the other candidates
Mitigating circumstances: <ul style="list-style-type: none"> <li>• Recent bereavement</li> <li>• Temporary conditions due to illness or injury on the day of the examination</li> <li>• Disruption during the examination</li> </ul>	No Possibly  No	No Possibly (Written only)  No	Possible effect on performance <ul style="list-style-type: none"> <li>• To be considered by the examiners at the adjudication stage</li> <li>• May need scribe or disabled access depending on nature of injury</li> </ul> Possible effect on performance <ul style="list-style-type: none"> <li>• To be considered by the examiners at the adjudication stage</li> </ul>

**Candidates should note that there is no extra time in OSCEs.**

#### **20. Data Protection**

All personal information held by the Examinations Office of the College will be held in accordance with the Data Protection Acts of 1984 and 1998. Identifiable data collected will not be released outside of the College without the candidates consent.

#### **21. Election to Membership**

Persons holding a medical qualification and who have been successful in the membership examination established by the College, may be elected to Membership of the College by examination by the College Council.

#### **22. Annual Subscription fees**

Every Member shall pay each year such annual subscriptions as may be determined by the Council of the College.

#### **23. Diploma Ceremonies**

New Members will be invited to a Ceremony for the presentation of a diploma.

#### **24. Alison Gourdie Medal**

Each year, the candidate with the best overall performance from all successful candidates in both sittings will receive the Alison Gourdie Medal, awarded at the annual College Scientific Meeting.

## Appendix 1:

Candidates resident overseas may currently sit the MCEM examination in the following locations:

Location	Candidates resident and working in:
India	India, Pakistan
Hong Kong and Singapore	Hong Kong, Singapore, Australia, New Zealand, Far and Middle East countries, Pakistan
Egypt (Part A only)	Egypt and all Africa, Middle East
Ireland	UK and Ireland
UK	UK and Ireland, America, Europe

## Appendix 2: Examination blueprint EXAMPLE

Each examination is planned using a blueprint. Each area of emergency medicine will be represented equally within the examination.

	SAQ	OSCE
Resuscitation		Arterial haemorrhage
Anaesthetics/ pain	Entonox use	
Wound management	Pre-tibial laceration	Suture
Major trauma	Facial fracture	flail chest ABC moulage
Musculoskeletal trauma	high pressure injection injury	apply POP for colles fracture
Urology		Male catheterisation
STD		Genitourinary history in a male
Eye problems	Painful red eye	
ENT problems		Demonstrate an auricular block
Dental emergencies	Dental abscess	
Gynaecology		Retrieve a lost condom
Obstetrics		
Cardiology	Aortic stenosis complications	diagnosis management and referral STEMI
Respiratory		examine respiratory system
Neurology	alcohol withdrawal seizures	Examine cranial nerves
Hepatology/gastroenterology		
Toxicology	cocaine chest pain	
Fluid and electrolytes		Discuss fluid administration with junior doctor
Acid base	salicylate OD	
Renal disease		
Diabetes and endocrine	HONK	
Haematology		Sickle chest history
Infectious diseases		
Dermatology	HSP and complications	
Rheumatology		arthritic hands
Neonatology	neonatal conjunctivitis	
Paediatrics	croup management	choking child arrest
Environmental	lightening injury	
Oncology	Febrile neutropenic	
Psychiatry		manic history
Major incidents		
Legal aspects		Complaining relative
Breaking Bad News		Break bad news to relative