

# PT OSCE TA Requirements – 1-2 Positions (Total of 80 hours)

December 1, 2017 – May 31, 2018

**Note:** *The work in spreadsheets can be done at a distance, but the work in assisting to run the OSCEs must be done on-site, and includes set-up on the day before each OSCE, and helping all day to run each OSCE.*

The incumbent should have excellent organizational skills and experience in organizing information in Microsoft Excel.

## **1. Assistance with planning Objective Structured Clinical Examinations (OSCEs):**

With training and guidance from the PT Program Chair or delegate, the TA will be responsible for collaborating with the faculty coordinator of each of the three annual PT Objective Structured Clinical Examinations (OSCEs). The TA will be responsible for confirming the individual schedules and maps for each OSCE, assisting with recruitment of standardized patients and conducting information transfer (e-mail, telephone, etc) amongst all people involved in each OSCE.

### **Essential Skills**

- Strong computer skills, **especially** strong skills in manipulating information in spreadsheets (*at least one of the two people for this position must have greater than average skills*).
- Strong attention to detail and strong ability to detect errors in spreadsheets and documents;
- Strong communication skills in e-mail and telephone conversations;
- Willingness to learn the student internet/web platforms (e.g. 'OnQ'); and
- Ability and willingness to work as part of a team.

## **2. Assistance with conducting Objective Structured Clinical Examinations (OSCEs):**

The TA will be involved in ensuring that PT Objective Structured Clinical Examinations (OSCEs) run smoothly on the dates they occur. ***These dates are set in advance and are not negotiable once set. The Dates are Dec. 7, 2017; Feb. 21, 2018 and May 24, 2018.***

### **Essential Skills**

- Ability and willingness to maintain strict controls for confidentiality and fairness during a student examination;
- Ability to remain calm in a stressful environment;
- Ability, if needed, to take on the role of a standardized patient or assisting in orienting and/or marshalling the students.