



Paramedic NQEMT Administrative Roles	
Recognised Institution (RI)	PHECC
Pre-Examination	
<ul style="list-style-type: none"> • Submit completed Course Notification Form “on line” to PHECC Examinations Officer once training course has been scheduled • Submit approved candidate exam application forms stamped and signed by RI with candidate’s signature and photo prior to exam. • NOTE: Incomplete forms will be returned to RI and may result in candidates not securing an examination place • Inform candidates to refer to PHECC website for any updates on sitting an NQEMT Examination • Inform candidates of DEMO online exam facility • Ensure students have read the exam hand book and understand the terms and conditions associated with sitting the exam • Ensure candidates are familiar with the MCQ guide on the PHECC website. <p>OSCE</p> <ul style="list-style-type: none"> • When leading the OSCE, RIs must Organise and schedule Examiners, Patients and Assisting Practitioners (as per PHECCs requirements) and notify PHECC of same. • Book OSCE facility (from approved PHECC list). • Prepare signage, OSCE, SWA, MCQ and General Signage (available on phecc.ie) • Each RI must inform their candidates – times, venues, candidate groups (as provided by PHECC prior to the OSCE examination). • Provide the lead RI with all equipment necessary for their own candidates 	<ul style="list-style-type: none"> • Accept course notification • Administration of completed candidate applications • Upload applications on to Prometric website. • Email candidates with Eligibility number and link to exam booking. • Provide RI with door signs template PHECC RI support documents to have available for future use. • Exam times and schedule for OSCE (to be agreed by PHECC). <p><i>Prepare & Provide</i></p> <ul style="list-style-type: none"> • Candidate Sign-ins • SWA Examination papers (Paramedic) • Arrange SWA exam corrections • OSCE assessments (EMT) • Examiner OSCE books • Arrange Quality Committee (QC) and QC admin books/IPADS • Notify RI of requirements for Patients, Examiners and Assisting practitioners • Prepare Scenarios and assessment sheets • Provide equipment list • Arrange logistics and timings for SWA/OSCE’s • Email OSCE logistics to RIs to include, groupings, exam numbers, and schedule. • Provide RI with OSCE station names on day before the exam

Day of SWA Examination (Paramedic)	
<ul style="list-style-type: none"> • Room set up- desks and chairs (classroom style) facing a clock. • Assembly of candidates • Removal of Mobile Phones or any form of electronic devices prior to registration • Ensure an RI representative is present at each section of the exam • Ensure candidates are aware of the terms and conditions governing the NQEMT examinations 	<ul style="list-style-type: none"> • Candidate registration • Room set up • Distribution of examination papers/materials • Instructions to candidates • Supervision of examination • Collection of examination papers • General 'on-the-day' troubleshooting
Day of OSCE Examination	
<ul style="list-style-type: none"> • Organisation and supply of OSCE equipment • OSCE Station set up (including equipment, door signage (number and name), patient placement) • OSCE station set-up check and troubleshoot • Provide moulage for patients (kit, application and appropriate dress) • PA system (hire, set up) • Replace defective equipment • Placement of assessment signs (when instructed to do so by the Examination Coordinator) • Registration of Examiners, Assisting Practitioners and Patients <p><i>RI Co-ordinator</i></p> <ul style="list-style-type: none"> • OSCE equipment troubleshooting • Assembly of candidates • Supervision of candidates (if quarantine is required) • Ensure an RI representative is present at each section of the exam • Removal of Mobile Phones or any form of electronic devices prior to registration • Ensure candidates are aware of the terms and conditions governing the NQEMT examinations <p>Arrange and provide catering for</p> <ul style="list-style-type: none"> • PHECC Staff • Examiners • Assisting Practitioners • Patients 	<p><i>PHECC Exam Co-ordinator</i></p> <ul style="list-style-type: none"> • OSCE Station set up (including equipment, door signage (number and name), examiner and patient placement) • Candidate registration • Instructions to candidates • Supply Examiners with OSCE books (scenarios, assessments, feedback) • Pre-exam briefing for Examiners • Support for Examiners, QC and candidates • Arrange and conduct re-sits • Quality feedback distribution • OSCE Circuit Supervision • Supervision of Candidates on Circuit • Coordinate and delegate Examiners, Patients and Assisting Practitioners • Support for Examiners, QC and candidates • Arrange and conduct re-sits • General 'on-the-day' troubleshooting <p><i>PHECC ICT</i></p> <ul style="list-style-type: none"> • Set up wireless network • Prepare and distribute IPADS • IT support for Examiners • Drawdown and monitor results • PA system troubleshoot <p><i>PHECC Quality Committee (OSCE Only)</i></p> <ul style="list-style-type: none"> • Clinical supervision • Oversee Examiners and ensure that the clinical element of the exam is being run to the PHECC standard • OSCE station equipment check

Post examination

- Payment for OSCE day and daily expenses to Examiners (€300), Patients (€85) and Assisting practitioners (€100), Standby Examiners €100
- Invoice PHECC for pre-agreed exam costs and expenses.(OSCE Room Hire (€900) per day (Examiners (€300), Patients (€85) and Assisting practitioners (€100)
- Standby Examiners €100

PHECC Exams Coordinator

- Collate results
- Prepare corrections
- Confirm examiners
- Administer and supervise corrections
- Collate results
- Issue results email
- Schedule, prepare and administer viewings
- Prepare post exam report
- Collate feedback reports (in-house)
- Prepare and issue feedback reports to RIs
- Email ICT reports to RIs
- Administer appeals (28 days turn-around time)
- Analysis of feedback
- Analysis of appeals
- Payment of invoice to RIs
- Payment to Quality Committee