



CANADIAN COLLEGE OF MICROBIOLOGISTS

FELLOW IN CLINICAL MICROBIOLOGY (FCCM) PART II ORAL EXAM

Examination Guidelines (G01-2010-10-FCCM)

General:

1. The examination will consist of three questions, each to be addressed by the candidate from the perspective of 6 different content areas:
 - i) Diagnostic systems and interpretation of laboratory data
 - ii) Laboratory quality control and Q.C.
 - iii) Hospital Infection Control
 - iv) Laboratory management and regulation
 - v) Laboratory biosafety
 - vi) Public Health and Epidemiology
2. In order to pass the examination, a candidate must pass each of the six content areas on at least two of the three questions.
3. The examination committee shall be comprised of: three examiners and a Chair/Recorder.
4. Prior to the examination, the examination committee will meet to review the examination process, and determine which of the three questions will be lead by which committee member.
5. Each of the questions will be presented and questions led by one of the three members of the examination committee. Subsequent or additional questions can be asked by the other two committee members.
6. Guidelines for Oral examination conduct will be circulated to members prior to the exam date and will be briefly reviewed at the pre-meeting. All candidates should be treated with the same objectivity. Ensure that your mannerisms, facial expressions and comments do not give candidates an indication of how they are performing.
7. After the examination, none of the examination committee should discuss with the candidate how he/she performed or what the pass/fail status was.



EXAMINATION INFORMATION:

1. The Chair/Recorder should bring the candidate into the room, indicate where the candidate is to sit and introduce the candidate to the examination committee.
2. The Chair/Recorder should explain the examination format to the candidate.
 - i) The exam consists of three questions, each to be addressed from the perspective of the 6 different content areas. A copy of the 6 content areas should be given on a written sheet to the candidate.
 - ii) A maximum of 45 minutes will be allotted to each question.
 - iii) Each of the three examiners will lead discussion of one question each.
 - iv) The role of the Recorder is to document the examination process. This will be facilitated by use of an unobtrusive tape recording device. The functioning of this will be tested before the exam commences. Additionally, the Recorder will record in writing the candidates responses to the questions.
 - v) Explain the scoring of the examination. All six content areas must be correctly addressed on at least two questions in order to pass.
 - vi) Indicate to the candidate that it would be helpful if they indicate which of the six content areas they are addressing.
 - vii) Ask the candidate if he/she has any questions. If no questions are raised, ask the candidate if he/she is ready to begin.

Once the examination commences, the candidate is not permitted to leave the examination room.

3. The Chair/Recorder should read six content areas out loud and ask the candidate if they understand these content areas. The first case is read aloud by the first examiner. The candidate is then asked if they understand the question. A few minutes for the candidate to review the question is allowed, and the candidate is requested to indicate when they are ready to commence.



4. The examiner leading each question should ensure that the candidate is given an opportunity to address each of the six content areas. The Recorder should keep track on a written record that all six content areas have been addressed. Prior to moving on to the next question, the examiner should ascertain that the candidate is finished with that particular question.
5. Upon completion of the examination, the Chair/Recorder should thank the candidate for the time and effort expended. The candidates should be asked how they want to be notified. They have the option of having a preliminary decision (in writing in a sealed envelope, marked confidential) dropped off at their hotel. Or they can wait for the official notification from the Registrar's office. Official notice in writing from the Registrar's office will be provided within 3 weeks of the oral exam.

Inform the candidate that if they have any questions, or comments about the oral examination process that they should address these in writing to the Registrar's office.

6. After the candidate has been excused, the Chair/Recorder will lead the discussion of the candidate's performance. By majority vote of the three examiners, a Pass or Fail is assigned to each of the six content areas for each of the three questions. These are recorded on the Exam Record Sheet. If there is disagreement, the Recorder should review the candidate's response, by replaying that part of the recording, or written documentation (whichever was used for that exam session). Each Pass is equivalent to 5 marks, for a total of 90 marks available on the oral exam.
7. An overall mark is assigned on the Exam Record Sheet.
8. The Exam Record Sheet is then signed by all members of the examination committee and the Chair/Recorder.



Exam Record Sheet – Examiner:

Content Area	Marks for the Three Cases		
	Case 1	Case 2	Case 3
1. Diagnostic Systems			
2. Laboratory Quality Control			
3. Hospital Infection Control			
4. Laboratory Management & Regulation			
5. Laboratory Biosafety			
6. Public Health & Epidemiology			

Date: _____

Signature: _____