

IOCA Runsheet for Independent Assessors

For in-person IOCAs



Time	Action
Prior to IOCA starting	<ul style="list-style-type: none"> Review the IOCA information on the InTrain form, check that IOCA date and time is as agreed. <ul style="list-style-type: none"> <i>If incorrect: Notify the Principal Supervisor. Scroll to the bottom of the IOCA InTrain form and 'decline' the form, this will send it back to the principal supervisor to amend the date/time, then re-select you as the assessor. You will need to re-accept the IOCA.</i> Review patient details available on IOCA InTrain form. Verify that the patient matches the one that is physically present for the IOCA. <ul style="list-style-type: none"> <i>If not: Contact Principal Supervisor to verify and edit patient details on InTrain accordingly.</i> Verbally check with patient that they have read and signed the consent form. If not, to provide them a copy (can be found on the RANZCP IOCA webpage) for them to read and sign before the IOCA begins. Arrive at the location of IOCA assessment.
T + 0 mins	<ul style="list-style-type: none"> Observe candidate conduct the clinical interview with the patient.
T + 50 mins	<ul style="list-style-type: none"> Indicate to candidate that the clinical interview time is over. Candidate is given 30 minutes of "thinking time". They can access any resources during this time. Obtain feedback from the patient regarding their experience of the clinical interview (if the patient is willing). Otherwise, the patient can leave. <ul style="list-style-type: none"> This can be conducted in the same room, request the candidate to leave the room. Feedback can be recorded directly into the IOCA form on InTrain. Click "Save" at the bottom of the IOCA InTrain form to save any updates prior to final submission. Feedback from the patient does not impact the assessment of candidate's performance, it is only for training and feedback purposes.
T + 80 mins	<ul style="list-style-type: none"> Candidate is to provide a presentation of patient assessment, followed by a viva of clarification questions from you.
T + 100 mins	<ul style="list-style-type: none"> Candidate is to provide their proposed comprehensive management plan, followed by a viva of clarification questions from you.
T + 120 mins	<ul style="list-style-type: none"> <i>If needed, you can take a break of up to 15 minutes to formulate your thoughts.</i> Provide verbal feedback to the candidate based on the performance you have observed highlighting areas of strengths and for improvement.
After the IOCA	<ul style="list-style-type: none"> Enter scores for the candidate in the IOCA form using the 5-point rating scale, and record feedback for each domain. Please refrain from using the name of the candidate in your feedback. To save your input and come back to it at a later time, scroll to the bottom of the InTrain form and click 'Save'. You can then access all their IOCA's under the 'My Tasks' tab which is on the InTrain homepage. Submit IOCA form via InTrain up to 5 business days after the IOCA is conducted. Paper forms will not be accepted.

If you encounter any issues or require any assistance, contact the Clinicals Team, RANZCP on: (03) 9640 0646 or clinical@ranzcp.org