**REGISTRATION EXAMINATION will be held on**

**Saturday 8th June 2024**

#### Venue

The venue for this examination is Hawkes Bay Hospital, Operating theatres, Omahu Road, Hastings, Hawkes Bay, 4120

The contact person to arrange a familiarization to the surroundings on Friday 7th June is Amy Bailie

*she can be contacted by email amy.bailie@hbdhb.govt.nz*

This familiarisation service will **not** be accommodated on the day of the exam.

#### Please remember that incomplete applications (with the exception of the Criminal Conviction History) can no longer be accepted and will be returned to the sender at their expense.

#### Anaesthetic Machine

The Anaesthetic Machine for this exam will be the ***GE Aisys***

**Theatre Scrubs**

Theatre Scrubs for all candidates will be provided by

**Please put the size of the scrubs you require on the Application Form** so we can pre-order them for you and not deplete the hospital stock required for the Monday after the exam.

#### Criminal Conviction History

This is a requirement (requested by MSC) that must be included with your exam application.

#### Upon successful completion of the examination process you will be required to produce this certificate to fast track your registration with the MSC. The MSC requirement states it is not to be more than three months old.

The application form can be found on the website below, it can take up to 20 working days to process this.

<http://www.justice.govt.nz/services/criminal-records/forms/request-by-individual.pdf>

#### Emergency Management Standard

Candidates will need to be in the possession of a NZRC Core Immediate certificate/equivalent or higher.

This certificate should not be more than **twelve months old** on the day of the exam.

#### Schedule of Examinations

Please arrive at the examination venue at the allocated time and wait in the foyer until you are collected.

The programme for the day will be outlined on arrival.

#### Examination Team

The Examiners may be a combination of Senior Anaesthetic Technicians and Anaesthetists.

#### Facilitator

The Facilitator will be identified to candidates prior to the examinations commencing. The Facilitator will co-ordinate the examinations to ensure that established guidelines are adhered to. The Facilitator is a member of the NZATS Executive team. Only the Facilitator may enter the Examination Room while an examination is in progress.

There may be an examiner in training present at the examination. This person will be either an anaesthetist or a senior anaesthetic technician.

A maximum of one observer may be present in any Examination Room at a given time. Observers who are examiners-in-training will attend the court of examiners’ meeting. However, the examiner-in-training will have no voting rights on decisions made by the court of examiners.

All the examining team, including the examiners-in-training, facilitator and the NZATS Executive representative are required to maintain the confidentiality requirements of the NZATS Examination Committee.

#### Examination Programme

The Facilitator will outline the day’s programme. Examiners and observers will be introduced where possible to candidates at the commencement of the examination programme.

Further housekeeping details will be provided on the examination day.

**OSCES**

These will be outlined on the day of Examination but there will be a combination of written stations and verbal stations. All written stations will have a clock available for candidates to refer to.

There will be a total of 17 stations with a compilation of verbal and written stations.

A total of 14 out of the 17 OSCEs must be passed.

**Results**

Successful candidates will also have their candidate number published on the NZATS website, under exams as soon as possible after the marking is complete on Sunday afternoon. Candidates’ results will also be posted in the mail along with the certificate of success. Please ensure your postal details are correct.

**Professionalism**

Candidates must not enter into any discussion about the examination or the examination process with any examiner, examiner-in-training either during or following the examinations.

**Feedback**

Candidates will have the opportunity to provide feedback on process, venue, format and documentation.

**Complaints Process**

There is a complaint process available to candidates. This process is restricted to complaints about the examination process and venue, as opposed to appeals/ complaints about examination results which are no longer acceptable.

The complaint must then be sent in writing and post marked within 7 days of the date of the exam, to the Exam Facilitator at:

NZATS

Examinations’ Secretary

PO Box 10691  
The Terrace  
Wellington 6143  
New Zealand