

Swedish specialist examination in family medicine /general practice (FM/GP)¹.

Read the instructions for the candidates!

You will find most of the information about the tasks for the examiner there.

Read this instruction for the examiner, and the appendices!

You will find detailed instructions for assessment of consultations and other parts of the exam there.

Keep the deadlines!

If you should have to extend deadlines, contact the exam office at examen@sfam.se and/or a contact person for the relevant part of the exam.

Attend the final part of the exam at the SFAM national congress, next time in Stockholm, May 15-17, 2013!

Examiner's duties:

- Exchange letters of introduction with the candidate.
- Assess the candidate's portfolio.
- Give feedback to the candidate about the written test. If the candidate did not pass the test, you will be the one to inform the candidate, after discussing with the co-examiner and the contact persons for the test.
- Visit the candidate's clinic and assess the various parts of the practice day, and write a report.
- Assess the candidate's scientific project and write a report on it.
- Notify the candidate of the total result of the exam.
- Meet the candidate for a final feedback talk at the SFAM national congress.

¹ Note: this is a voluntary examination, arranged by the Swedish Association of General Practice, SFAM, and it is not required for formal registration of the specialty by the National Board of Health and Welfare.

Plan to spend at least one day for reading documents and seeing the video consultations, one day for the practice visit, one day for writing the reports. Also, plan to attend the exam activities at the SFAM national congress.

Examiner's duties:

- Short letter of introduction to the candidate.
- Assess all parts of exam independently, apart from practice day.
- Cooperate with examiner in all decisions about passing grade.

Grades

Grades given are “**passed**” or “**not yet passed**”. No other levels are used. The examiner must cooperate with the coexaminer about all grading. If you cannot give a passing grade, you must contact the president of the exam committee for discussion.

A candidate who does not get a pass grade on a part of the exam may retake that part the following year without paying a new exam fee.

Deadlines:

Keep deadlines! If the candidate or the examiner has reasons to postpone a deadline, discuss with contact person for that part of the exam.

Note that the candidate may deliberately choose to delay some parts until the following year.

You will be given the name of your candidate about September 20, 2012.

It is up to the candidate to contact you, in order to make plans for exchanging introductory letters and to set a date for the practice day. However, if you do not hear from the candidate in reasonable time, you should take the initiative. If there is a problem, contact the exam office to find out if there is a misunderstanding or mistake, such as faulty e-mail address

The portfolio should be sent to you by October 1, 2012.

Your task is to assess if the documents in the portfolio indicate a reasonable basis for competence in FM/GP.

If in doubt, or if you and your co-examiner find the portfolio not acceptable, discuss with the contact persons for the portfolio.

Contact persons, portfolio.

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Written test takes place Monday October 20, 2012. Results will be ready by the end of November

The exam office will notify the candidates and will send you a copy of the answers given by your candidate. You will also receive notes on what should be included in a good answer. Those notes are provided by the group of examiners who assess the test answers. These notes will also be published on the SFAM home page.

It is your task to give the candidate feedback about the answers. You may do so during the practice day and/or by e-mail. You should also include an assessment of the written test in your exam report after the practice day.

If a candidate is at risk of not passing the written test, the contact persons for the written test will go through the items, which have been assessed independently by a group of examiners. They will also discuss with the president of the exam committee. In case the candidate does not pass, they will inform you about their reasons. Usually it will then be your task to inform the candidate.

Contact persons Written test

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Practice visit – no later than February 1, 2013. Examiner's report – within three weeks from practice visit.

Format of examiner's report – see below.

The report should be written within three weeks from the practice visit, and no later than February 22, 2013. You must consult your coexaminer before you send the report to the candidate.

If the practice day is held long before the other parts of the exam are done, you should mention in your report that such is the case. For example, the practice visit often comes quite a long time before the scientific project paper is submitted. If so, you must write a separate report about the scientific project later on, and send notification that the candidate has passed the exam in total when all the four parts are completed.

If in doubt, or if you and your co-examiner find that the candidate did not pass the practice day, discuss with the contact persons for the practice day and with the president of the exam committee.

The report should be sent to the candidate, the coexaminer, and the exam office at examen@sfam.se and also, for feedback to you about the report, to nisse.arman@ltkronoberg.se.

Scientific project – paper submitted by February 1, 2013.

Format of report on the scientific project – see below.

The report should be written within three weeks from reception of the paper, and no later than February 22, 2013. You must consult your coexaminer before you send the report to the candidate.

If the project has already been assessed and passed by a research department, e.g., in connection with the obligatory course on scientific methods, it will automatically be acceptable for the exam, provided that it has relevance for FM/GP. If so, the candidate must submit a certificate to that end.

A report from the examiner is still required, with feedback to the candidate.

If in doubt, or if you and your co-examiner find the scientific report unacceptable, discuss with the contact persons for the scientific project and with the president of the exam committee.

The report should be sent to the candidate, the coexaminer, and the exam office at examen@sfam.se and also to polarull.svartholm@telia.com

Attend your candidate's presentation of the scientific paper at the SFAM national congress, if at all possible.

Notification of exam passed – by February 22, 2013.

All four parts of the exam must be passed – portfolio, written test, practice day, scientific project.

Notification is by e-mail, sent to the candidate, the coexaminer and the exam office examen@sfam.se

If in doubt, or if your candidate has not passed all the four parts of the exam, contact the president of the exam committee as early as possible.

Final exam activities at the SFAM national congress, next time in Stockholm, May 15-17 2013.

As examiner, you should take part in the meeting of examiners on the first day of the congress, attend the presentation of scientific projects on the second day and the diploma ceremony at the banquet held on the second evening of the congress. During the conference days, you should make time for a final talk with your candidate for mutual feedback.

Format of examiner's report:

Purposes of the report

- Feedback to the candidate.
- Explanation of reasons for the grade given.
- Basis for development of training | FM/GP | Sweden.

The main purpose of the report is to give feedback to the candidate. Thus, there is no need for a summary of the documents you have received. The main part of the report should be assessment and analyses of the performance of the candidate. Bear in mind that the candidate may want to use the report when applying for positions and jobs in the future.

The coexaminer must be given the opportunity to read and comment on your report before you send it to the candidate.

Use the following subtitles:

Description of training

Base the description of the portfolio and what you have concluded from conversations and observations during the practice day.

Medical competence

Base your assessment on videos and sit-ins and on the written test, and also take into account patient notes, certificates and letters of referral, as well as the self-evaluation and the tutor assessment in the portfolio.

Communicative competence

Base your assessment on the video and sit-ins and on the clinical documents, as well as the self-evaluation and the tutor assessment in the portfolio.

Leadership competence

Base your assessment on conversations with the candidate, the tutor and the practice manager, on other observations during the practice day and on the portfolio. You may comment on the candidate's ability to cooperate with colleagues and personnel and on the ability to organise their own clinical work.

Competence in science and quality improvement.

You may present your report on the scientific project here, or in a separate report. If competence in this area has been demonstrated in other ways, e.g., in the portfolio or during the practice day, you may comment on that.

Summary

Make a SWOT analysis of strengths and weaknesses, opportunities and threats concerning further development of competence in FM/GP.

Grade

Finally, list the grade given for each part of the exam, and note that the grade is given after consultation with the coexaminer. Grades given are "**passed**" or "**not yet passed**". No other levels are used. For parts of the exam not yet completed when you write your report, note that the part is yet to be completed, e.g., "scientific project not yet submitted".

The report should be sent to the candidate, the coexaminer, and the exam office at examen@sfam.se and also, for feedback to you about the report, to nisse.arman@ltkronoberg.se.

Format of report on the scientific project

The report may be a part of the main examiner report, or be presented separately.

Give reasons for your assessment and describe strengths and weaknesses in the paper.

How to assess the project is described in "Skrivande allmänläkare", to be found at the SFAM home page www.sfam.se (go to ST – Specialistexamen – Skrivande allmänläkare, page15f).

Main parts of your report should cover:

- Relevance for FM/GP
- Object of the project, and questions asked
- Choice of method, presentation of method
- Presentation of results
- Analysis, conclusions
- Language, typographical layout

The coexaminer must be given the opportunity to read and comment on your report before you send it to the candidate. The contact persons are happy to give advice, if asked.

The report should be sent to the candidate, the coexaminer, and the exam office and also, for feedback to you about the report, to polarull.svartholm@telia.com

Contact persons Scientific project:

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Meeting of examiners at the SFAM national congress

During the SFAM national congress the examiners meet to discuss any problems and to exchange experiences as a basis for development of the exam. The examiner should also have a final talk with your candidate during the congress and, if possible, attend the candidate's presentation of the scientific paper

Exam committee president and exam coordinator

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