



## **Procedural principles for conducting knowledge examinations in accordance with Section 3 (3) sentence 3 of the Federal Medical Practitioners' Code (BÄO) in the state of Berlin**

### **I. Fundamentals**

The Berlin State Office for Health and Social Affairs (LAGeSo) is the competent authority in the state of Berlin for decisions on the granting of a licence to practise medicine in accordance with Section 3 BÄO and the granting or extension of a professional licence (permission to temporarily practise the medical profession) in accordance with Section 10 BÄO.

The granting of a licence to practise is subject to the equivalence of the level of training for applicants who have a certificate of training as a doctor issued in a third country. The LAGeSo is responsible for checking the equivalence of the level of training in the state of Berlin. If the equivalence of the level of training is not given or can only be determined with an unreasonable amount of time or effort, proof of the required knowledge and skills must be provided by passing an examination that relates to the content of the state final examination (knowledge examination).

The LAGeSo may also make the granting or extension of a professional licence dependent on proof of the required knowledge and skills through a knowledge test. These procedural principles apply accordingly to this examination.

### **II Examination board**

The knowledge test is taken in the form of a state examination before a state examination board appointed by the LAGeSo. The examination board has the task of evaluating the patient presentation and the performance in the subjects and cross-sectional areas mentioned under point III. in an overall assessment. The examination board consists of the chairperson and two other members. Deputies must be appointed for the chairperson and the other members. Professors or other teaching staff of the subjects that are the subject of the examination are appointed as chairpersons, other members and deputies. Specialist doctors who are not members of the teaching staff of a university may also be appointed as members of the examination board.

The chairperson of the examination board leads the examination and must conduct the examination themselves. He or she must ensure that the candidates are questioned in an appropriate manner. He or she is responsible for maintaining order. § Section 15 (3), (5) sentence 1 and (6) of the Medical Licensing Regulations (ÄApprO 2002) apply accordingly.

The regulations on the exclusion or concern of bias of persons in Sections 20 and 21 of the Administrative Procedure Act (VwVfG) are to be applied accordingly to the examiners.

## III Knowledge test

### 1. Exam date

The examinations usually take place from April to June and October to December. The chairperson of the examination board determines the place and time of the examination and informs the other board members and the LAGeSo. The candidate will be sent a summons at least 5 days before the examination date.

In the invitation, the LAGeSo informs the candidate about the examination procedure including the examination requirements in accordance with Section III and the consequences of missing the examination (Sections 18 and 19 ÄApprO 2002).

### 2. Examination procedure

The knowledge examination is an oral-practical examination with patient presentation, which takes place as an individual examination or as a group examination with a maximum of four candidates on one day in German. The practical part of the examination with patient presentation takes place first, followed by the oral part of the examination. The examination lasts a minimum of 60 minutes and a maximum of 90 minutes for each applicant.

The members of the examination board must be present for the entire duration of the examination (Section 15 (3) sentence 1 ÄApprO 2002). They are obliged to maintain confidentiality. The chairperson may authorise the examination to be conducted temporarily only by him or her and one other member of the examination board, as long as the candidate has to work directly on the patient and the patient refuses to allow this to take place in front of the entire examination board, or it appears sensible for reasons of the patient's best interests for this to take place only in front of the chairperson and the other examiner. In such a case, the other candidates will not take part in the examination.

The examination is not public. LAGeSo may send observers to the oral/practical examination.

### 3. Examination requirements

The content of the examination is based on the content of the state final examination in accordance with the Medical Licensing Regulations (ÄApprO 2002).

The oral-practical examination initially relates to patient-related questions from **internal medicine** and **surgery**. The questions should also cover the following aspects: **Emergency medicine, clinical pharmacology/pharmacotherapy, imaging procedures, radiation protection, legal issues relating to the practice of medicine.**

In addition, the LAGeSo may specify a subject or a cross-sectional area as relevant to the examination in which significant differences have been identified and which is not covered by the examination topics listed above. The examination will then also cover this subject or cross-sectional area.

**Prior to** the examination date, the examination board must assign the candidate one or more patients related to the above-mentioned subjects and cross-sectional areas as well as care-relevant diseases for anamnesis and examination under the supervision of a member of the examination board. The candidate must prepare a report on the patient containing the patient's medical history, diagnosis, prognosis, treatment plan and an epicrisis of the case. The report must be countersigned by a member of the examination board immediately after completion and presented at the examination date. It is the subject of the examination and must be included in the assessment. The questions in the examination must initially relate to the patient presentation. The candidate must then be given further interdisciplinary practical tasks focussing on the most important clinical pictures and health disorders for the medical profession.

In the examination, the candidate must demonstrate on a case-by-case basis that he or she has the knowledge and skills, including those in medical dialogue, required to practise the profession of doctor.

#### 4. Assessment

The examination board evaluates the patient presentation in an overall assessment on the basis of the report prepared by the candidate and the performance in the subjects and cross-sectional areas mentioned in Section III 3. The examination is passed if the performance still fulfils the requirements despite its deficiencies.

The examination board makes its decision by majority vote. In the event of a tie, the chairperson has the casting vote. The chairperson informs the candidate of the result of the oral-practical examination and, if requested by the candidate, provides reasons.

#### 5. Documentation of the test

The examination board must prepare a record of the examination of each candidate, signed by all members of the examination board, in accordance with the model in Annex 19 of the ÄApprO 2002, from which the subject of the examination, the passing or failing of the examination and the reasons for this as well as any serious irregularities are evident. It must be sent to the LAGeSo after the examination.

#### 6. Withdrawal, default and cancellation

If the candidate withdraws from the examination after being admitted, he/she must inform the LAGeSo immediately of the reasons for his/her withdrawal. If the LAGeSo authorises the withdrawal, the examination is deemed not to have been taken. Authorisation will only be granted if there is good cause. In the event of illness, LAGeSo may also require the submission of a medical certificate from a doctor nominated by it. If authorisation for withdrawal is not granted or if the candidate fails to notify the reasons for withdrawal without delay, the examination is deemed to have been failed.

If the candidate misses an examination date or interrupts the examination, they have also **failed** the examination. If there is an important reason for the candidate's behaviour, the examination is deemed not to have been taken. The LAGeSo will decide whether there is good cause.

#### 7. Repeating the exam

The knowledge test can be repeated twice. Failed knowledge examinations in other federal states are counted towards the number of retakes. A further retake is not permitted. If the candidate has definitively failed the knowledge test, the licence to practise/professional licence cannot be issued. The application for a licence to practise/professional permit will be rejected.

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