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## Onsite FLS Testing Requirements

For Covidien Fund sponsored visits *only*  
For your reference. Do not return to SAGES

### FLS Liaison

- Each institution must designate one FLS liaison. The FLS liaison should be an administrative staff member involved with the surgery department and/or medical school and is responsible for making sure all of the following requirements and guidelines are followed.
- Communicate with FLS staff regarding any questions and/or issues
- Provide FLS proctor with any useful arrival information (i.e. maps/parking instructions) for the facility
- Submit completed *FLS Onsite Testing Request Form* to reserve requested test date
- Submit completed *FLS Checklist and schedule* three (3) weeks prior to scheduled test date (checklist provided once test dates have been confirmed)
- Reserve private/quiet room(s) at institution for FLS testing
- Set up testing room(s) with all required equipment/supplies (see below for more detail)

### Computers

- At least 3 computers are required for use with FLS testing (for cognitive portion only)
- Must be connected to a secure internet connection (wired or wireless)
- Internet connection must be DSL speed or faster (i.e. no dial up)
- Computers required to run Internet Explorer 6 or later
- Computers required to be PC's running Windows 95 or later
- Please refer to "Computer Requirements" document for more detailed information

### Test Takers

- At least 6 upper-level general surgery residents (PGY-4 or PGY-5) must be signed up to take the FLS exam on the scheduled date.
- Up to 12 candidates can take the FLS exam on the scheduled date. Any laparoscopic faculty wishing to take the exam must first purchase a test voucher from SAGES
- Assign each test candidate a time to take the FLS exam (using provided test schedule), making sure the date/time works for each individual test taker

### Testing Room

- Each computer must be set up as a testing station (i.e. table and chair) with the appropriate amount of space between each station in the testing room
- FLS standardized trainer box (no substitutions) and monitor should be appropriately set up in testing room prior to first scheduled test
- All FLS standardized accessories must be present (i.e. peg transfer board, chip clip...etc)
- All necessary equipment/supplies, must be present as listed on the Required FLS Program Materials list
- FLS cognitive testing (computers) and FLS skills testing (trainer box/equipment) can be split up into 2 rooms (to minimize disruptions) *ONLY IF* FLS liaison can be present to monitor cognitive testing room at all times AND rooms are close together (next to, across from, adjoining)
- No other activities can be taking place in the testing room during FLS testing
- "Testing in Progress" signs should be placed on all doors to minimize disruptions
- Room should be kept reasonably quiet during testing as a courtesy to the test takers

### FLS Test day

- FLS proctor will arrive approximately ½ hour before the first scheduled test
- FLS liaison will meet the FLS proctor upon arrival at the main entrance to the facility and guide the proctor to the testing room
- FLS liaison will provide the FLS proctor with FLS Covidien Test vouchers for general surgery residents as well as any purchased FLS vouchers for any attendings scheduled to take the exam on the Test date
- FLS liaison to ensure that each test candidate arrives at his/her scheduled test time. Liaison will be available by phone/pager should the FLS proctor require any assistance
- FLS liaison will make sure that test-takers' turn off or silence cell phones/pagers during testing

### Testing Complete

- FLS proctor will gather all completed test vouchers and depart
- Test Results will be mailed to the address provided on the individual test voucher approximately 3-4 weeks after the test date.