SCHOOL OF MEDICINE AGREEMENT

MSc Health Psychology

RELATING TO PROFESSIONAL BEHAVIOUR AND
FITNESS TO PRACTISE

Your studies will include work in professional environments and involves interaction with members of the public and patients, it is essential that you are aware of, and begin to develop appropriate professional attitudes and standards of behaviour. Your professional behaviour must at all times be the same as a fully qualified/chartered member of the profession with regards to confidentiality, attendance, and behaviour towards patients and colleagues.

The Medical School considers the development of an individual’s professional behaviour and ultimately fitness to practise, as a learning process. The School will not only monitor behaviour and attitudes but will also provide information, advice and support relating to these issues. It is no longer sufficient to successfully demonstrate an adequate knowledge base and students must fulfil the requirements detailed in the British Psychological Society (BPS) Generic Professional Practice Guidelines http://www.bps.org.uk/the-society/code-of-conduct/code-of-conduct_home.cfm. The Progress Committee of the Medical School will deal with any concern expressed about an individual student relating to their academic performance, attendance or conduct.

As a guide, we have drawn up a series of statements that form the Medical School Agreement. You are required to read this document carefully and understand its implications. We have added explanatory text in italics to some of the statements, but if you have a problem with any element of this agreement, we will work with you to see how best to resolve it. You are asked to confirm, in writing, that you accept these statements and you will be asked to reconfirm this declaration annually.

Professional behaviour is at the core of a health psychologist’s responsibilities and therefore any failure to comply with this agreement will result in referral to the Postgraduate Convenor which could result in referral to the ‘Fitness to Practise’ Committee of the Faculty of Medicine.
GENERAL STATEMENTS

1. I confirm that I have been truthful in my application to the medical school, and that I did not omit important information relevant to my application.
   If the School discovers that an applicant has been untruthful in his or her application, it may withdraw the offer or terminate the course of study.

2. I will attend classes as required by the regulations of the course, and I will work diligently to complete my degree. This includes compulsory attendance and active participation in lectures, tutorials, workshops, practicals, and clinical attachments. I acknowledge that it is my responsibility to make sure I am registered as present at compulsory activities. I will adhere to the School’s Absence Policy. If I miss a compulsory activity I will make arrangements to take these missed activities on an alternative date.
   Classes and clinical attachments may be timetabled between 8 a.m. and 6 p.m. Monday to Friday and regular attendance is expected of all students. Occasionally evening clinics are arranged and the student should indicate early on arrival on the course if attendance at these opportunities are likely to be a difficulty. Appropriate engagement and conduct in any activity either within or outside the School is expected and will be monitored. Absences from any compulsory classes will be investigated.

3. I will be honest in submitting course work for assessment, and will never plagiarise material from other sources and submit it as my own work.
   The definition of - and penalties for - plagiarism/Academic Misconduct are outlined in more detail in the University Catalogue.

4. I will take responsibility for my own learning and reflect on feedback about my performance and achievements. I will respect the knowledge and skills of those involved in my education. These are important aspects of professionalism and appropriate conduct laid down in BPS Generic Professional Practice Guidelines.
   I will tell the School if I am charged with or convicted of a criminal offence during my time as a student at St Andrews.

5. Although student health psychologists are required to have a Criminal Record check at the time of entering the school we also need to know if they have a subsequent conviction especially if there is a possibility that this will affect fitness to be a student visiting clinical areas or engaging in clinical related activity as a health psychologist in training.

6. I will make sure that I can be contacted and always respond to messages.
   This requires an up-to-date address and phone numbers. You must monitor your university email account regularly and reply to School messages promptly. You must attend meetings when summoned or arrange for an alternative appointment.

7. I will comply with the regulations of the Medical School and the University of St Andrews as detailed in the School and University Postgraduate Student Handbooks.

8. I will inform the school if there is any significant change to my health that might affect my fitness to be a student visiting clinical areas or engaging in clinical related activity as a health psychologist in training.
RELATIONSHIPS WITH PATIENTS, COLLEAGUES AND TEACHERS

9. I confirm that I will listen to patients and respect their views, treat patients politely and considerately, respect patients’ privacy and dignity, and respect the right of patients to refuse to take part in teaching.

10. I confirm that I will not allow my views about a person’s lifestyle, culture, beliefs, race, colour, gender, sexuality, age, social status, or perceived economic worth to prejudice my interaction with fellow students, patients, teachers, or colleagues.

11. I confirm that I will be honest and not abuse a patient’s trust in me. For example, I will not establish improper personal relationships with patients or their close relatives.

12. I confirm that I will always make clear to patients that I am a student and not a qualified Health Psychologist, and I will not recommend treatment or suggest patients take any action that might be interpreted as health advice.

13. I confirm that I will conform to the NHS Scotland Dress Policy by dressing in an appropriate and professional way and being aware that patents will respond to my appearance, presentation and hygiene. I will conform to NHS Scotland standards for clinical care when in a clinical setting; both real and simulated. The appearance of a student as a health psychologist in training should not be such as to potentially affect a patient's trust in that person's judgement or standing.

14. I confirm that I will expose my face fully to patients, teachers and colleagues at all times. All students must wear an identification badge and show their face for the purposes of recognition by patients, teachers, and other staff. Patients and teachers must be able to identify students to verify that they are genuine. Showing one’s face also makes it easier for patients who are hard of hearing to hear you and/or lip-read, and an important part of communication is by using facial expression. Head dress routinely worn as part of religious observance must not cover the face.

15. I confirm that I understand, accept and agree to be bound by the principle of confidentiality of patient records and patient data, and also for information concerning teachers and colleagues. I will therefore take all reasonable precautions to ensure that any personal data concerning patients and colleagues, which I have learned by virtue of my position as a Health Psychology student, will be kept confidential. I confirm that I will not discuss patients with other students or professionals outside the clinical setting, except anonymously in such a manner that they cannot be identified from any information given. When recording data or discussing cases outside the clinical setting I will endeavour to ensure that patients cannot be identified by others. I will respect all hospital and patient records.

16. I will participate in practising clinical interaction with other students, and will be willing to allow other students and staff tutors to interact with me for the purpose of learning clinical communication skills. Early in the course, students are expected to learn how to perform clinical communication by practising with other students and simulated patients, and allowing others to practise with them.

17. I accept the expectation that I have a responsibility to make my concerns known to appropriate staff about a fellow student in terms of meeting the expectations detailed in the BPS Generic Professional Practice Guidelines.

Student Signature: Tutor Signature: Date:

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18. I confirm that I am willing for my performances in clinical and communication skills to be videotaped during teaching and assessment. The use of videotape has now become a standard tool for assisting in the development of complex behaviours in interactions with patients, carers and other associated individuals.

Director of Course and Postgraduate Convenor
The Medical School
University of St Andrews
SCHOOL OF MEDICINE DRESS CODE

The School of Medicine does not apply a dress code however standards of dress as they affect patient interaction and hygiene regulations are mandatory. These reflect the standards to be found in teaching hospitals and NHS establishments. Health Psychologists in training will be advised by supervising staff if special attention is required according to clinical setting.

- Clothing should not be worn which would be reasonably considered to be revealing, offensive or provocative.
- Footwear should be sensible and appropriate to the work setting.
- Nails should be short, clean and unvarnished (coloured or clear).
- Hair should be tied back off the collar.
- Tattoos and Body piercings should be covered where practicable.
- Students should wear short-sleeved shirts/blouses but not white coats.
- Name badges should be worn and visible.
- Arms should be bare below the elbow. Along with regular hand washing it is part of a central strategy to control or minimise infection transmission.
- Neck ties should not be worn, be removed or tucked in when providing patient care.
- Jewellery, if worn, should not be excessive and kept to a minimum, ie wedding band and stud ear-rings. Neck and wrist jewellery, including watches, should not be worn.
- Students should not carry pens or scissors in outside breast pockets.