

SCHOOL OF MEDICINE

PROFESSIONALISM AGREEMENT - 2017 /18 VERSION

RELATING TO PROFESSIONAL BEHAVIOUR AND FITNESS TO PRACTISE IN THE SCHOOL AND ON PLACEMENTS

This agreement is based on these 4 domains of professionalism outlined in the GMC / Medical Schools Council publication; [‘Achieving good medical practice: guidance for medical students.’](#)

In many ways it is helpful to think that you are now a doctor in training. Since your medical 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 member of the profession with regards to confidentiality, attendance, and behaviour towards patients and colleagues. These professional standards are described in [‘Outcomes for Graduates’](#).

The School Of Medicine 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. Medical students must demonstrate an adequate knowledge base and also fulfil the professionalism requirements detailed in the General Medical Council publications, Good Medical Practice and Duties of a Doctor. The assessment of your clinical /professional activities will be made available to your future clinical school. 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. If the Progress Committee identifies concerns regarding a student’s fitness to practise, it will refer these to the Dean for further consideration. If a student’s behaviour or health raises serious or persistent concerns about their ability to continue on a medical course, they will also be referred for consideration of their fitness to practise.

As a guide, we have drawn up a series of statements that form this 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 doctor’s responsibilities and therefore any failure to comply with this agreement will result in referral to the School Progress Committee which could result your further progress within medicine being stopped or referred for consideration of your ‘Fitness to Practise.’

By signing I agree to abide with all the statements in this agreement:

Student Name:	Tutor Name:
Student Signature:	Tutor Signature:
Date:	Date:
After signing the student and tutor should initial the bottom of each page.	

Domain 1 - Knowledge Skills and Performance

1. 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 tutorials, workshops, practicals, and clinical attachments. I acknowledge that it is my responsibility to make sure I am registered as present at compulsory activities.

Classes and clinical attachments may be timetabled between 8 am and 6pm, Monday to Friday and regular attendance is expected of all students. Appropriate engagement and conduct in any activity either within or outside the School is expected and will be monitored.

2. 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. I will comply with the School guide on social networking and will consider carefully the appropriateness of any comments I propose to post on public websites before doing so.

These are important aspects of professionalism and appropriate conduct laid down in GMC guidelines.

3. I will participate in practising clinical examination on other students of any gender, and will be willing to allow other students and medical staff tutors of any gender to examine me for the purpose of learning clinical examination skills. The exception to this will be in examination of sensitive personal parts of the body.

Early in the course, students are expected to learn how to perform clinical examination by practising on other students, and allowing others to practise on them. Where students are expected to remove their clothing to practise clinical examination, they will always be given the option of working in single gender groups.

4. I confirm that I am willing to physically examine patients (which includes touching) in order to establish a clinical diagnosis irrespective of the gender, colour, culture, beliefs, disability, or disease of the patient.

In order for a medical practitioner to be able to make a diagnosis it is essential that the practitioner is able to examine every patient fully. Measures should be undertaken to avoid transfer of infection from or to the patient where appropriate and by recognised measures, such as hand washing, wearing gloves or masks. A student or practitioner cannot refuse to examine a patient or certain anatomical parts because of the patient's gender, colour, culture, beliefs, disability, or disease.

Domain 2 - Safety and Quality

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

6. I confirm that I will conform to the [School of Medicine Dress code](#) by dressing in an appropriate and professional way and being aware that patients 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 doctor or medical practitioner should not be such as to potentially affect a patient's trust in that person's medical judgement or standing.

7. I accept the obligation that I have a responsibility to make my concerns known to appropriate staff about anybody who has contact with patients in a professional or training capacity and who falls short of the standards expected on them as outlined by their regulatory body in terms of meeting the expectations detailed in the GMC's 'Medical students: professional values.' I will report any concerns about [patient safety](#) promptly and through the appropriate channels.
8. I confirm that I will expose my face fully to patients, teachers and colleagues at all times and that I will wear an identification badge in a clinical setting.
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.
9. I confirm that I am willing for my performances in clinical and communication skills to be recorded and stored for teaching and assessment purposes. I will read the [data information for students](#) and comply with the requirements that are set out. *Capturing, storing and analysis of clinical skills scenarios is standard practice for assessing medical practitioners in interactions with patients. This procedure is also valuable in providing feedback to student doctors.*
10. I confirm that I understand, accept and agree to be bound by the principle of confidentiality of patient records and patient data. *I will 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 medical student, will be kept confidential.*
11. I agree that I will not use any private video or audio recording equipment in a clinical setting; either real or simulated¹.
12. I will read and abide by the [Dissecting Room code of practice](#).

Domain 3 - Communication, Partnership and Teamwork

13. I will make sure that I can be contacted, always respond to messages and attend meetings with staff when requested. To do this I will monitor my university provided email account at [least once every 48 hours](#) and respond to messages within 3 working days. I will provide a current local address and 'phone number to Galen and iSaint. *The School needs to be able to communicate with you in case of short-notice changes to the teaching or placement programme or to discuss your progress.*
14. I will familiarise myself and comply with the regulations of the Medical School and the University of St Andrews as detailed in the [School Handbook](#) and [University Student Handbook](#). *Comprehension of School and University policies is achieved in partnership; the School will publish and advertise regulations, the student should find the regulations that apply to them and seek advice if unsure.*

¹ Personal audio capture of lectures is permitted

15. 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.

16. I will treat classmates and staff with respect. In all situations 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.

17. I will not reproduce or distribute any images of myself, other students, patients, simulated patients or staff that were created by me or by any other person during teaching or clinical practice. I will adhere to the [social media Guide](#).

Domain 4 - Maintaining Trust

18. 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.

19. I will adhere to the School Absence Policy. I will complete any sign in sheets or absence self-certificate truthfully and accurately and I accept that lying in such submissions will be viewed as dishonest and fraudulent. If I miss a compulsory activity I will make arrangements to take these missed activities on an alternative date.

Absences from any compulsory classes will be investigated.

20. 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 [School Handbook](#) and [University Catalogue](#).*

21. I will tell the School if I am charged with or convicted of a criminal offence, issued with a fixed penalty, warned or cautioned by the police in any country or been subject to any University or Student Association disciplinary procedure during my time as a student at St Andrews or in the period between applying and matriculating. I acknowledge that my name will be added to the Medical Schools Council's Excluded Student Database should I be excluded from this course.

Although student doctors are required to join the 'Protecting Vulnerable Groups' scheme the student should report new convictions or cautions promptly, especially if there is a possibility that this will affect fitness to practise.

22. 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.