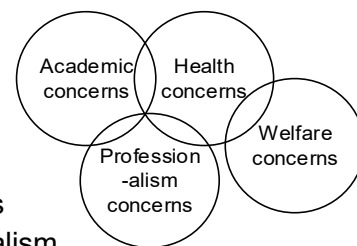


MEDICAL STUDENT HEALTH, WELFARE AND PROFESSIONALISM POLICY

1. The study of Medicine, as a professional discipline, places specific requirements on medical students and medical schools in that the GMC requires that the School measures student achievement, conduct, health, knowledge, skills and attitudes¹.



2. In many cases health, welfare, professionalism and academic progress are linked or overlap. This policy deals with Health, Welfare and Professionalism. Regulations and guidance on academic progress and academic concerns are dealt with in other policies but they are included in the models for completeness.

3. This document describes how the School:
- Promotes and encourages professionalism and positive behaviour.
 - Provides support to students who require it.
 - Sets and communicates standards.
 - Addresses concerns as they arise.

PROMOTING PROFESSIONALISM AND GOOD MEDICAL PRACTICE

4. The GMC mandates that the School promotes Professionalism and the University sets a policy on Good Academic Practice. Both are cascaded to medical students. Additionally, the School promotes positive health and welfare practices.

SUPPORTIVE MEASURES

5. The School supports students who have health, welfare and academic needs with a range of 1st line support structures; Personal Tutors, Module Controllers, Year leads, Generalist Clinical Mentors (GCMS), the Disability Officer, ScotGEM Student Support Leads, the Pro Dean² and other staff with a Health, Welfare and Professionalism role. Additional support may be obtained from Occupational Health (via the Pro Dean), Peer Assisted learning Scheme (PALS) (BSc only), CAPOD, Student Services, and School organised remediation solutions.

STANDARDS

6. The School sets out the desired standards of health, professionalism and academic practice via the BSc (Hons)Medicine Professionalism Agreement/ MB ChB ScotGEM Student Contract. This document draws attention to the GMC's direction on good professionalism and focuses students on the minimum expected standards of behaviour. There are a number of means of indicating that a student's behaviour has become a low level concern; attendance and the Yellow Card system being the most common.

¹ As described in the GMC publication; 'Achieving good medical practice; guidance for medical students'

² Pro Dean's role is to listen, advise, support and ensure appropriate onward referral to Occupational Health or Student Services. The Pro Deans work closely with Student Services but they do not offer medical advice or opinion to students. They provide advice and guidance to personal tutors.

LOW LEVEL CONCERNS

7. Students identified as having a low-level health, welfare, professionalism or academic concern will receive advice, additional support and / or these concerns may be addressed by one of these three groups:
8. **Academic Misconduct Officer (AMO).** The School AMO will ensure that the University policy is applied when students have breached the code of Good Academic Practice. The AMO will also consider students who fail to participate in the Good Academic Practice system. The AMO may refer a case to the School Board of Adjudication or the University Board of Adjudication.
9. **Academic Progress Committee.** The committee is chaired by the Director of Teaching, the committee members are the relevant module controllers. The committee is advised by the Pro Deans as required. This committee is responsible for:
 - a. Students displaying significant poor academic performance.
 - b. Applications to S-Code an assessment.
 - c. Deferred assessments.
 - d. Attendance / absence.
 - e. Conditional and automatic entry to Honours.
10. **Professionalism and Welfare Committee.** This committee considers professionalism, welfare and health concerns related to; conduct, non-academic professionalism, criminal activity or University level discipline, and health or welfare matters. The Committee Chair will normally be a clinical academic appointed by the Head of School. Committee members are normally co-opted members of school staff and/or a co-opted staff member from another school with a background in student affairs. The School's Disability Officer, Registry Student Support Officer, and the Medicine Pro Dean may be called upon to advise as required.
 - a. This committee will normally review students if they:
 - i. Fail to comply with the required standards of professionalism.
 - ii. Have health or welfare issues that require School-level intervention.
 - iii. Have been reported for breaches of the law or professionalism more generally.
 - iv. Behave in a way that causes concern on placements.
 - v. Request non-routine or extended leave of absence for health or welfare reasons.
 - b. In relation to Yellow Cards the PWC will; conduct an annual review of the yellow card system, oversee staff training, compliance and consistency with the system and take an oversight for ensuring student education.

SIGNIFICANT CONCERNS

11. The University employs a range of FtP, Academic misconduct and Academic Progress processes and sanctions for students demonstrating significant concerns.

12. **Faculty FtP Committee.** This committee comprises the Dean of Medicine, the Pro Dean of Medicine, the Chair of the P&WC and the School's Executive Administrator. Their remit is to:

- a. Engage in UK FtP network and adopt best practice.
- b. Publish school policies.
- c. Prepare panel members and investigators.
- d. Consider cases referred by P&WC or any other avenue and then:
 - i. Instruct an investigation, and / or;
 - ii. Act of advice from the P&WC on patient safety matters;
 - iii. Review the investigation report and:
 - (a) Dismiss the case.
 - (b) Produce a written warning.
 - (c) Commission a FtP Panel including Principal's Office representation when appropriate.

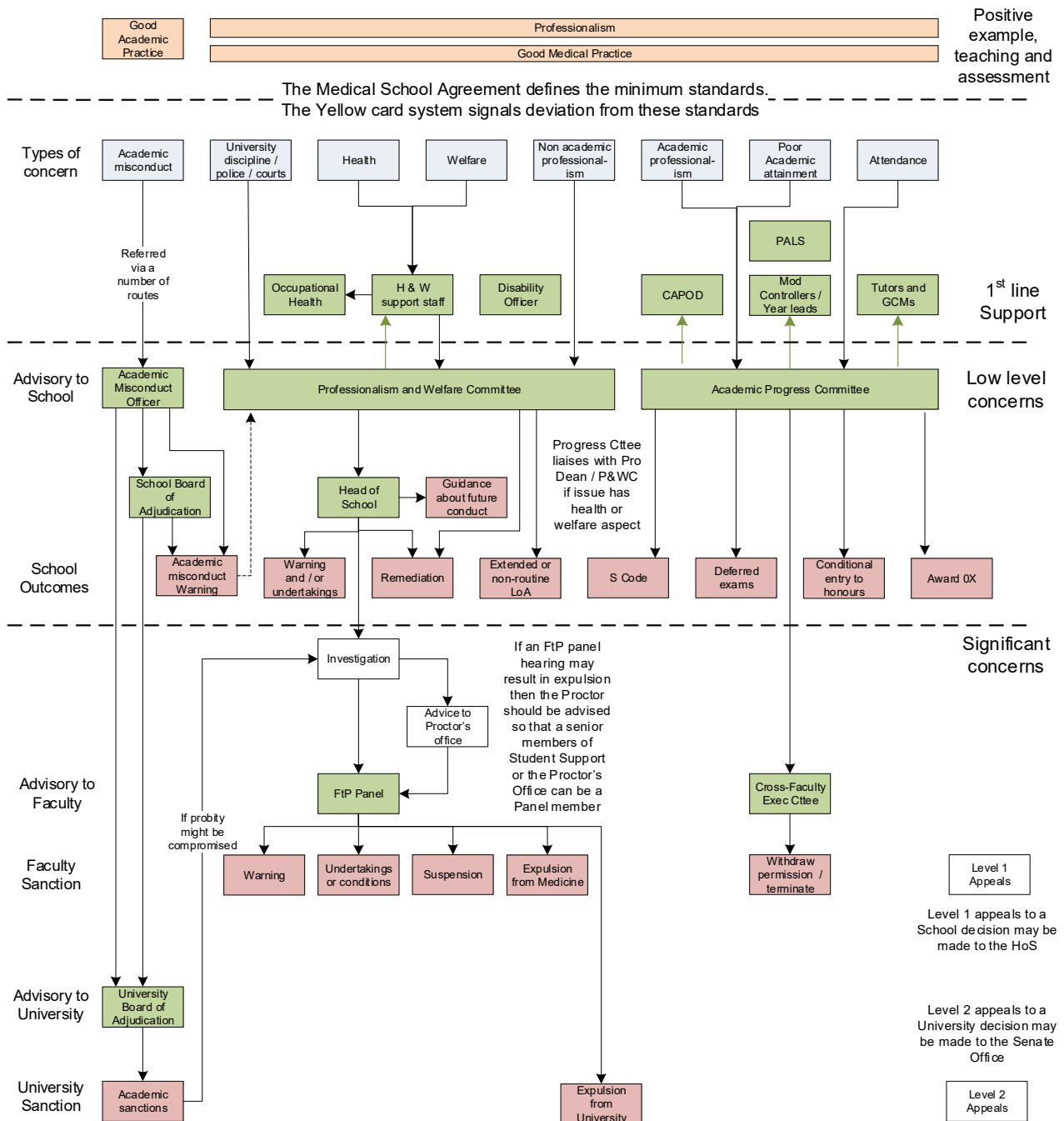
13. **Cross-Faculty Executive Committee.** Deals with Academic Progress appeals and sanctions out-with normal progression. See separate Ts of R.

14. **Summary of Outcomes.** The following outcomes are available to the School:

Support	Refer student to Personal Tutors, Module Controllers, GCMs, Year Leads, other teaching staff, CAPOD or PALS for support
	Refer student to Health, Welfare and Professionalism staff for support
	Refer student to Student Services or Occupational Health
Academic concerns	Permit or refuse a student to defer exams
	Permit or refuse a student to S Code a module
	Permit or refuse a student conditional entry to Honours modules
	Withdraw Permission to Proceed
	Sanctions to course work or award of a 0Z for poor attendance or engagement
Professionalism concerns	Informal advice to students.
	Issue 'formal guidance regarding future conduct'.
	Issue a formal warning.
	Establish remediation actions or set undertakings.
	Refer significant concerns to the School FtP committee.

MODEL

15. The model demonstrates the supporting measures and methods for dealing with low-level and significant concerns.



16. **Guidance regarding future conduct.** This may be issued by the HoS on advice from the P&W committee in two cases:

- a. In event of a single lapse of professionalism of a significant nature (beyond yellow card concerns) but in itself is not enough to trigger a referral to the FtP committee and:
 - i. There is a background of previous very good or excellent behaviour as evidenced by no / minimal yellow cards, good attendance and engagement with the portfolio.

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ii. The student shows insight into the concerns raised by the behaviour and has a plan of action to ameliorate any consequences of the behaviour and prevent the behaviour occurring again.

b. If the P& W committee consider ill health was a component leading to the professionalism concerns but this is now either resolved or health has been optimised and there is an expectation that the student can meet the standards of professionalism required. Points 'a' and 'b' outlined above should also be met.

17. Guidance regarding future conduct will be communicated by letter to the student and may be reinforced verbally. The student will be advised that they must record this on any and all Transfer of Information forms. The letter will be copied to the partner medical school. Students will be advised if the School intends to share this information with Student Services. It is best practice to be open and honest when completing GMC registration forms.

18. **Warnings.** Any formal warning is a 'FtP warning'. It will be issued either by the HoS, normally on advice from the P&W Committee, or by a FtP Panel. The student will be advised in writing that they must record this on ToI forms, that the letter will be copied to partner medical school, that Student Services will be informed and that **this must** be declared to the GMC. Students will also be advised that they can appeal this decision and given advice on the appeal process.

19. **Process, recording and reporting.** The administrative and record keeping duties fall to the Secretary to the Pro Deans (Professionalism and Welfare Committee) and Secretary to the Academic Progress Committee. In every case a record of a meeting or decision should be made and retained³. All outcomes should be communicated to the student in writing. Any resultant letter or email to the student which describes an outcome should be retained. Any outcome for which a student may appeal should contain advice about how an appeal should be made.

20. **Fairness.** The school demonstrates that there is no bias in the decision-making process by:

- a. Appointing committee members by role.
- b. Ensuring that committees are at least three strong.
- c. Providing an appeal process to a higher authority for any decision.
- d. Anonymising the student except when the student is present.

21. **Advocacy.** In all case the Personal Tutors may be involved to act as the students advocate. Other Advocates are also available.

22. **Supporters.** Students invited to the Professionalism and Welfare Committee may, if they wish, bring a supporter to that meeting. The student should expect the supporter will hear the full conversation, which may be of a personal nature. The supporter will not have a voice at the meeting other than support for the student. A supporter may be a member of staff or matriculated student at the University of St Andrews.

³ The minutes should list; who was present and in what capacity, the student's view (if applicable), the decision and the rationale for that decision.

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23. **Appeals against Academic Decisions.** Using the University appeal process. Appeals against termination of Studies or permission to proceed will be heard by an Appeal Committee which should contain at least one Pro Dean from another faculty and in the case of ScotGEM a representative from the University of Dundee.

24. **Links to other policies.** The School handbook lists the policies related to academic progress, FtP, academic misconduct and student health.

Author:	School Manager	Approval Committee:	
Consultees:			
Location/s (Med Handbook):	Advice for UG Students>Welfare>Student Support		
Location of source file:	http://medhandbook.st-andrews.ac.uk/wp-content/uploads/2014/05/students_welfare_H-W-and-P-policy.pdf		
Access Level: (Public/University/School Staff)	Public		
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
08/08/2018	Published version	
27/05/2019	Minor revision	