



# ScotGEM

Scottish Graduate Entry Medicine

## Year 4 (Final Year) Guide 2021 - 22

## Welcome to Year 4 (Final Year) of ScotGEM

This guide is intended to provide an overview of Year 4 and signpost you to other resources and documents that you might find useful.

Final Year is managed by the Preparation in Practice (PiP) team. You should contact them at [pip@dundee.ac.uk](mailto:pip@dundee.ac.uk) if you have any queries about your placements and rotations.

If you have a ScotGEM specific query, continue to use the ScotGEM e-mail at [ScotGEM@dundee.ac.uk](mailto:ScotGEM@dundee.ac.uk)

This guide should be read alongside the Medblogs website which contains much more information and will be updated throughout the year as needed. This can be accessed [here](#) and will require you to use your @dundee.ac.uk login details.

## Overview of Year 4 (Final Year)

Final Year (Preparation in Practice) is concerned with your development in relation to the GMC Outcomes for Graduates within the context of clinical practice. In your previous clinical year, this development focused on the framework of core clinical problems. In Final Year, you will maintain and further develop your achievements in relation to the curriculum outcomes and the core clinical problems. This will now take place within a framework of Foundation Assistantship blocks, Acute Care, Student Selected Components (SSCs) and your elective period: the former will provide an opportunity for integration of theory and practice in preparation for your Foundation posts, and the latter for in-depth study in selected areas. You will also develop your understanding of how the curriculum outcomes relate to the GMC's Principles of Good Medical Practice.

This change in Final Year to an emphasis on the experience provided by a particular specialty reflects the framework in which the delivery of health care is organised. However, it is vital to take forward your understanding from previous years, of the way in which patients with similar core clinical problems may present in a wide range of contexts, and that similar core clinical problems may have very different underlying causes.

You will be working closely with Dundee Year 5 medical students who will be on the same placements, completing similar course work and receiving the same end of block assessments.

For this reason, most of the information that is relevant for your Final Year can be found on the Final Year Medblogs pages and in the relevant guides, specifically:

1. The Final Year Student Handbook
2. The Foundation Assistantship Guide
3. The S4 D5 SSC Handbook

Additional information for ScotGEM students on their Portfolio requirements and Agents of Change will follow.

Your final year will follow a block rotation with your residential base being either Tayside or Highland, Dumfries and Galloway, or Fife.

All ScotGEM students will attend the same 4-week blocks but in a different order, as decided by regionally resident placements or the allocation process. For example:

Block 6	Block 7	Block 8	Block 9	Block 10	Block 11	Block 12	Block 13
Foundation Assistantship	Foundation Assistantship	Student Selected Component (SSC)	Student Selected Component (SSC)	Student Selected Component (Health Improvement)	(Elective) Global Health Module	(Elective) Catch up / self-directed study	Acute Care Block

Students who are on a regionally resident placement will have to return to Dundee for their Acute Care Block and one clinical SSC.

**Further information on the individual blocks can be found in:**

1. The Final Year Student Handbook
2. The Foundation Assistantship Guide
3. The S4 D5 SSC Handbook

### **The Generalist Clinical Mentor (GCM)**

Year 4 GCMs will meet their regional small groups 8 times during the academic year and facilitate prescribed and supported small group sessions either in-person or virtually, which will have a focus on professional development and preparedness for the foundation programme.

Your GCM will provide continuity through ongoing contact via regular small group half-day sessions. These sessions will be largely student-led, with a focus on:

- a. Generalist practice - at a time when much of your focus will be on specialty practice
- b. Career guidance - with a focus on the generalist and remote and rural provision
- c. Facilitating peer support
- d. Role-modelling and mentorship
- e. Professionalism (with a focus on resilience), and aligned with portfolio items

## Attendance and Absences

Please see the relevant pages on Medblogs relating to attendance and absences.

Students are reminded that attendance during clinical attachments is compulsory, in accordance with the medical course degree regulations. A student who, on an undue number of occasions, and without adequate explanation, is absent or has unsatisfactory attendance, or who has otherwise failed to perform required work with reasonable diligence may be the subject of a report to the Head of Undergraduate Medicine/Dean.

If you are absent from your any of your placements (whether due to illness or to personal circumstances) you must complete the '[Notification of Absence' form](#) (available on Medblogs) and this must be sent to the Medical School Undergraduate Office. You should also contact your local supervisor and inform him/her that you will not be able to attend.

We recognise that there may be times where you have other fixed commitments (e.g. family weddings, participation in sports competitions, presentation at scientific meetings). We are therefore willing to accept that there may be a small number of days each year (certainly no more than 5) that you may wish to apply for “additional” leave. If so, you should first approach your local supervisor to work out how you can compensate for the time that you will miss. Once you have done that, you should complete the “[request for leave” form](#) (available from Medblogs) as early as possible prior to the period of leave. It may well be that you have to spend additional time to make up for what you will miss. Arrangements for travel should not be made until approval of leave is confirmed by the Medical School Undergraduate Office.

Please note that such requests, even if made for valid reasons, may be refused if they are not submitted well ahead of time, apart from in unforeseen circumstances.

### Unauthorised and/or prolonged absences

Any unauthorised absence will require the student to meet with the year lead in the first instance and/or student support as appropriate.

Where a student is absent for more than 5 consecutive, or 10 non-consecutive, days (outside of the allocated 5 weeks of permitted leave) they will also be required to meet with the year lead and/or student support as appropriate.

If the Head of Undergraduate Medicine / Dean receives a report of the kind described in the preceding paragraph, or has other reasons to believe that a student has not performed the work required with reasonable diligence, they may, after examination of the relevant facts of the case, arrange for the student to be debarred from all or part of the appropriate examinations.

## Agents of Change

In Final Year you will build upon the learning you have undertaken in Years 1 - 3 and complete a variety of summatively assessed pieces of coursework which will form part of your portfolio.

More information is available in the Agents of Change Guide.

## Final Year Portfolio

In addition to these assessments, you will be required to undertake various formative assessments whilst on placement and complete specific pieces of work for your final year portfolio. You will also be expected to engage in the skills passport.

There is more detail in the Portfolio Guide.

## Accessing Learning Resources

Whilst on placement you will have access to the online learning facilities of both the Universities of St Andrews and Dundee.



**Library  
Website**

<https://www.st-andrews.ac.uk/library/>

<https://www.dundee.ac.uk/library/>

**IT Support** Email: [medhelpdesk@st-andrews.ac.uk](mailto:medhelpdesk@st-andrews.ac.uk)

<https://www.dundee.ac.uk/help4u/>

**Your login** username@st-andrews.ac.uk

username@dundee.ac.uk

**If you are having difficulties with Solas in Year 4 please email [ScotGEM@dundee.ac.uk](mailto:ScotGEM@dundee.ac.uk)**

**If you are having difficulties with Medblogs please email [TILT@dundee.ac.uk](mailto:TILT@dundee.ac.uk)**

## Student Support

The move to final year represents another significant change in the way that your programme is delivered. You are moving from a year of relative continuity in a single practice with a single GP Tutor and a GCM that you had contact with most weeks, to a year of block rotations with different supervisors, different student colleagues, and for some, changes of location several times in the year.

This will create lots of opportunities for most of you but will create challenges for some of you. If you are finding things are becoming particularly difficult, we expect you to be pro-active in seeking help and advice.

### **Dundee Medical School specialist student support – Academic Mentors**

Dundee has a team of four Academic Mentors whose role is to help students with any barriers to their studies or progression – be this an academic issue, a health or disability issue or one linked to finance, social or other personal situation. The Academic Mentors are all experienced teachers and clinicians. The lead for this team, and the contact for ScotGEM students is Dr Rob Jarvis [r.i.jarvis@dundee.ac.uk](mailto:r.i.jarvis@dundee.ac.uk).

The team can also be reached through [academicmentor@dundee.ac.uk](mailto:academicmentor@dundee.ac.uk)

Academic Mentors offer a confidential service (within professional limitations) and will not discuss issues with other staff in the medical school or university without the consent of the student concerned.

### **Year leads**

Gordon McLeay ([g.mcleay@dundee.ac.uk](mailto:g.mcleay@dundee.ac.uk)) as lead for years 3 and 4 may be the most appropriate help for issues relating to the programme and policy.

### **Dundee Medical School administrative staff**

The staff in the medical school office in Ninewells are particularly helpful with administrative or organisational issues. Contact them at [PiP@dundee.ac.uk](mailto:PiP@dundee.ac.uk) for final year administrative queries and [ScotGEM@dundee.ac.uk](mailto:ScotGEM@dundee.ac.uk) for specific ScotGEM issues.

### **Personal Tutor**

You retain your personal tutor from years 1, 2 and 3. You may have formed a good relationship with this individual, and as such you may seek support from them or direct queries in their direction.

### **Dundee University Student Services**

The university have a wide range of services for all students including counselling, academic skills, disability services, and a limited health service: <https://www.dundee.ac.uk/student-services/>

## Portfolio Tutors

All students will meet with their portfolio tutor (or a pre-arranged deputy) at the start of Year 4. This will likely be done virtually as you will be on placement. As Year 4 students we hope you are now settled into the course and scheduled meetings with your portfolio tutor will be less frequent but please remember you can contact them at any time by phone or email.

As you will be much more dispersed in Year 4 it is increasingly important that you read, acknowledge and respond to support meetings logged in your record. Your GCM (or other staff) cannot read pre-existing meeting notes but may add to the record to document advice given.

## MedBlogs

There is further information regarding support available on MedBlogs: [Med School Support \(dundee.ac.uk\)](https://medschoolsupport.dundee.ac.uk), and specific advice regarding assessments: [Medical Exams \(dundee.ac.uk\)](https://medical-exams.dundee.ac.uk)

## Health and Wellbeing

This year will see you potentially moving to a new area and certainly encountering a much wider range of clinical situations than you have done so far. All of this can be challenging, and your health and wellbeing is of utmost importance. You have a great opportunity this year to learn and develop as a clinician, but please don't forget the important aspect of looking after yourself.

If you are moving to another area of Scotland, it is **imperative that you register with a local GP** as soon as possible.

If you encounter an acute and urgent occupational issue (e.g. needlestick injury) you should speak immediately with your local clinical supervisor. In the case of such acute and urgent health needs, you will be managed by the local occupational health department.

Should you develop any health issues which are less acute (e.g. depression/anxiety, flare up of a chronic health issue), you should seek appropriate support from your own GP, or other healthcare provider and if necessary discuss it with the medical school. If you are not sure who to approach a good option is [Rob Jarvis](#) or [the Academic Mentor team](#) who can discuss the issue in confidence.

You may also wish to discuss any issues such as this with your GCM or year lead, however there is no requirement to do so – this will depend entirely on how comfortable you feel doing this.

## Accommodation and travel in Year 4

Students are reminded that it is their responsibility to find accommodation prior to returning to Dundee for their 4<sup>th</sup> year. No financial assistance will be provided for accommodation in Dundee.

The travel and accommodation guide will continue to apply for students on regionally resident placements.

## Assessment

Assessment in the final year of ScotGEM is divided into two domains: Skills and Professionalism. Assessment is designed to sample the breadth and depth of learning in the programme but is not intended to test absolutely every element of learning. Assessment will always be aligned to learning outcomes.

There is one diet of summative assessment in Year 4 of ScotGEM which matches that for all Dundee students in final year.

Please refer to the academic calendar for information on the relevant timings. These will take place in Dundee.

All skills exams are standard-set each year. Questions are scrutinised by multiple internal assessors and our external examiners.

Portfolio assessment is moderated for consistency and fairness in marking.

The Skills assessments you will undertake are identical to those undertaken by your Year 5 colleagues on the undergraduate MBChB programme at the University of Dundee.

## Skills – OSCE

Your communication, procedural and clinical skills will be assessed via an objective structured clinical examination (OSCE) in the end of year exam diet.

## Professionalism – Portfolio

As in Years 1 - 3, you will have a set number of tasks to complete and upload to your portfolio. You will also be required to undertake various assessments whilst on clinical placement.

More details can be found in the portfolio guide.

## Overall Grade

Your overall grade for the year is calculated by weighting your grade for each element, i.e. Skills (80%) and Professionalism (20%).