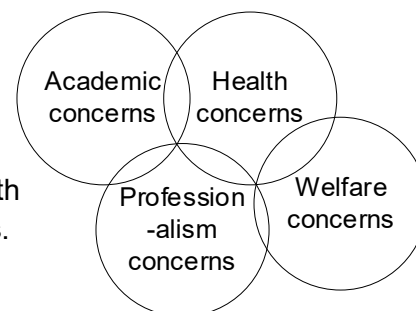


MEDICAL STUDENT HEALTH, WELFARE AND PROFESSIONALISM POLICY

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, conduct and academic progress are linked or overlap. This policy deals with Health, Welfare, Professionalism and conduct. 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:

- a. Promotes and encourages professionalism and positive behaviour.
- b. Provides support to students who require it.
- c. Sets and communicates standards.
- d. 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.

STANDARDS

5. The School sets out the desired standards of health, professionalism and academic practice via the School of Medicine Professionalism Agreement and the MBChB 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. The Professionalism Notice system indicates that a student's behaviour has become a low-level concern.

SUPPORTIVE MEASURES

6. 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, the Medical Student Welfare Officer, the Pro Dean². Additional support may be obtained from Student Services, Occupational Health (via the Pro Dean), Peer Assisted learning Scheme (PALS) and IELLI.

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 or emerging health, welfare, professionalism or academic concern will receive advice or additional support from one of the groups below. More substantial concerns will be escalated and addressed as a 'significant concern' as described later.

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. The AMO must report school and university level outcomes to the PWC and refer any such student to support services.

9. **School Progress Committee.** The committee is chaired by the Director of Teaching with members; Deputy DoT, Dep HoS and advised by Pro Dean. This committee is responsible for:

- a. Students displaying significant poor academic performance.
- b. Applications to S-Code an assessment or special circumstances.
- c. Applications for deferred assessments.
- d. Significant attendance issues.
- e. Conditional and automatic entry to Honours.

Professionalism and Welfare Committee

10. This committee considers professionalism, welfare and health concerns related to; criminal activity, University level discipline, conduct, non-academic professionalism or 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 with a background in professionalism. The School's MedSupport team or student services may advise as required.

11. Members of the committee will form a bespoke team to review a student if they:

- a. Fail to comply with the required standards of professionalism.
- b. Have health or welfare issues that require School-level intervention.
- c. Have been referred from other parts of the university.
- d. Have been reported for breaches of the law or professionalism more generally.
- e. Behave in any other way that causes concern.

12. **P&WC ways of working:**

- a. The chair of the PWC will select a minimum of 2 members to form a bespoke team to address each case referred.
- b. All decisions will be ratified by the chair or a deputy.
- c. Appeals against sanctions may be addressed to the Dean of Medicine. Given that warnings or advice is designed to be formative and advisory it is not possible to appeal a warning.
- d. In relation to Professionalism Notices the PWC will; conduct an annual review of the Professionalism Notice system, oversee staff training, compliance and consistency with the system and take an oversight for ensuring student education.

13. **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. Supporters must be a member of staff or matriculated student at the University of St Andrews.

NON-CONTACT AGREEMENTS / ARRANGEMENTS

14. Any student subject to a non-contact arrangement³ or non-contact order⁴ must inform the school via the self-declaration process. It is likely that the P&WC will meet students subject to such outcomes.

MULTI-FACETED CONCERNS

15. If a student presents with multi-faceted concerns overlapping health, welfare and / or conduct a multi-party meeting will be convened by the HoS and with representation, as required, from the MedSupport team, P&WC, student services and / or student conduct. Terms for the multi-party meeting are in the FtP supporting notes document.

SIGNIFICANT CONCERNS

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

17. **Faculty FtP Committee.** This committee comprises the Dean of Medicine, the Pro Dean of Medicine, the Chair of the P&WC, the School Manager and the Teaching Operations Manager. Their remit is to:

- a. Engage in UK and Scotland FtP networks and adopt best practice.

³ Non contact arrangements are stipulated by student conduct when there is no disciplinary finding or outcome

⁴ A non-contact order stems from a disciplinary outcome for one or both parties

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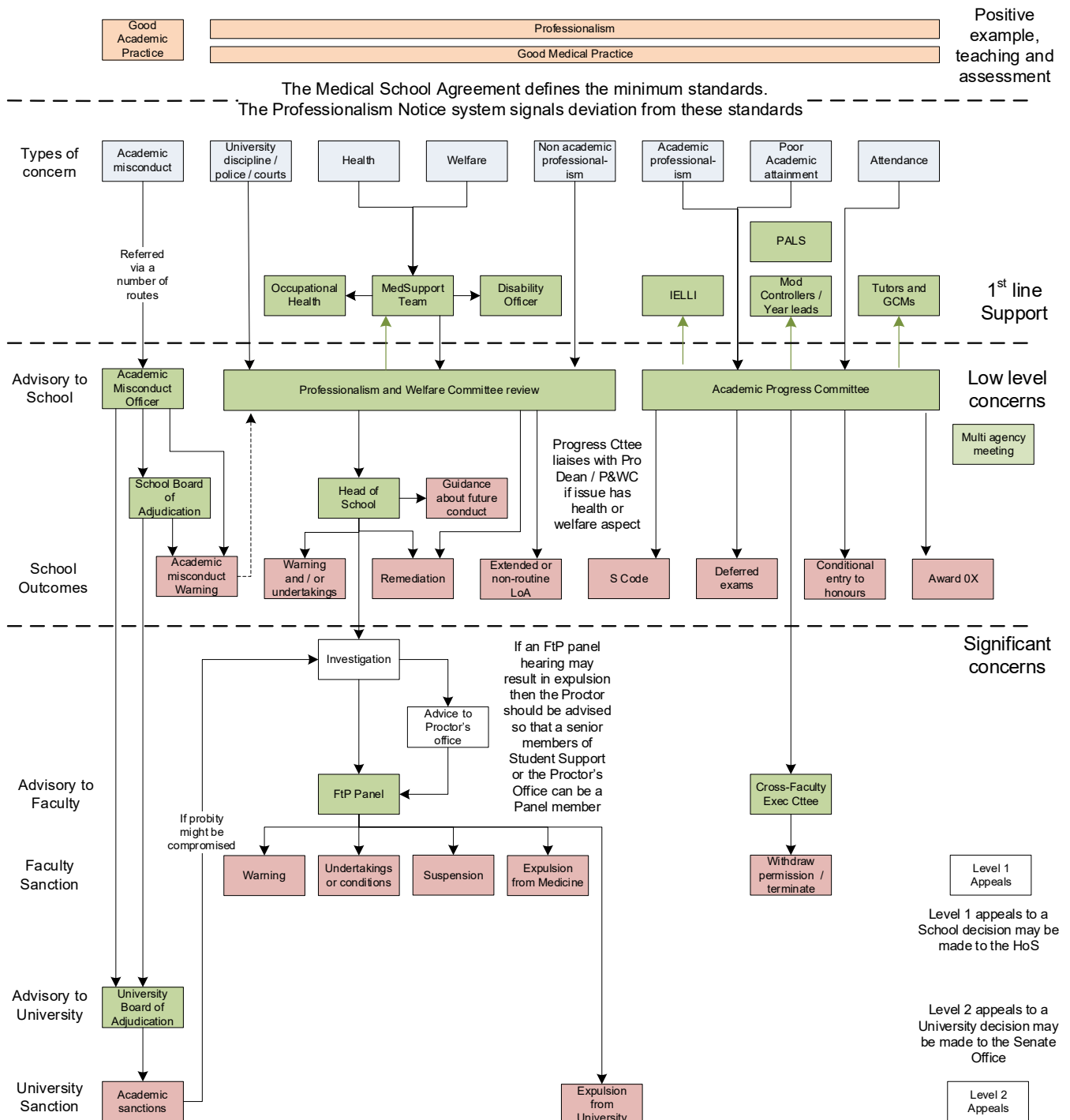
- b. Publish and review policies and guides.
- c. Prepare panel members and investigators.
- d. Consider cases referred by P&WC or any other avenue and then:
 - i. Instruct an investigation or explore concerns, and / or;
 - ii. Consider advice from the P&WC;
 - iii. Review any investigation or exploratory report and either:
 - (a) Dismiss the case.
 - (b) Produce a written, reportable FtP warning from the Dean of Medicine.
 - (c) Commission a FtP Panel.

18. **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, IELLI or PALS for support
	Refer student to Health, Welfare and Professionalism staff for support
	Refer student to Student Services and / 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 (from PWC)	Informal advice to students.
	PWC - Issue a PWC warning or advice.
	Establish remediation actions or set undertakings.
	Refer significant concerns to the Dean of Medicine.
	A referral to Med Support / Student Support
FtP matters	Dean of Medicine to issue a formal FtP warning.
	Refer significant concerns to the School FtP committee.

MODEL

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



20. **Guidance regarding future conduct.** This may be issued from the P&W committee and will be communicated by letter to the student and may be reinforced verbally. The student will be advised that they must record this on all Transfer of Information forms because 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. This guidance will be issued:

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

21. **Warnings.** Any formal warning is a 'FtP warning'. It will be issued either by the Dean of Medicine 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 Tol forms, that the letter will be copied to partner medical school, Pro Dean and Student Services will be informed. This **must** be declared to the GMC.

22. **Process, recording and reporting.** In every case a record of a meeting or decision should be made and retained⁵. 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.

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	
Aug 24	Yellow cards > Professionalism notice	

⁵ 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.