PERSONAL TUTORS – UNDERGRADUATE PROGRAMME

1.   **Remit and Role**.   To provide a supportive pastoral role. Tutors have 6 main roles:

   a.   To facilitate students to become independent learners.

   b.   To meet with students at the start of each academic year to discuss the School of Medicine agreement.

   c.   To monitor information on attendance, academic alerts, professionalism notices and provide early supportive intervention.

   d.   To provide guidance after mid and end of semester/year assessments using the generic feedback provided by assessment team.

   e.   To refer any health, welfare or behavioural concerns to MedSupport, Student Services or the Professional and Welfare Committee.

   f.   To signpost students to information on the course, the School and how it operates via the Medical School handbook.

Communication

2.   Personal tutors should answer all emails from personal tutees within 2 of their working days and use the 'out of office' function when away. The personal tutor should ensure that all tutees know when they work with the school and who to contact in their absence. Out of office messages can refer students to medsupport@st-andrews.ac.uk and theasc@st-andrews.ac.uk as points of alternative contact for support. MedSupport have a standard template available for student facing emails if you wish to use this. If you are on annual leave and are referring students to MedSupport, please advise @School of Medicine Student.

3.   Personal tutors should be proactive in meeting all their students at the start of each academic year. The tutor should have an introductory session with new and returning students. Topics to be covered include:

   a.   The role of the Personal Tutor.

   b.   School of Medicine agreement.

   c.   Other support services available at The University of St Andrews.

   d.   Tutees should be advised that confidentially is not guaranteed. If a tutors feel it is important to share information due to concerns of student welfare or patient safety, they should seek advice from the Pro Dean (Student Support). Ideally, students should be informed that the tutor plans to share information.

4.   **Record Keeping**. Personal tutors are required to document all meetings with personal tutees on either Galen or Solas. This should take this form of:

   a.   An entry confirming the date of the meeting and whether in person or remote.

b.   An e-mail to the student following the meeting to confirm any action points (this can be kept for the Tutors records).

c.   It should be noted that all notes are subject to freedom of information requests and these may be called for presentation at hearings and appeals.

d.   Tutors should not keep their own notes. Personal tutor notes can be accessed by the personal tutor, tutee and MedSupport team. Information from the notes may be used by students or the school as evidence of engagement or informing the school of information.

Allocation

5.   All academic staff in the School of Medicine are expected to be Personal Tutors. Allocation is dependent on FTE; ranging from 18 tutees for 1 FTE to 2 tutees for 0.2 FTE. Personal tutors will have a mixture of MBChB Phase 1 (including the BSc (Hons) Medicine programme) and MBChB (ScotGEM) tutees regardless as to which programme they primarily teach on. In addition to assisting the students, this role will allow individuals to further develop their role within the School.

6.   Tutees are allocated by the start of the academic year and any additional allocations in available slots will be communicated at times throughout the year by the Pro Dean and MedSupport Group Lead.

7.   **Allocation / re-allocation**:

a.   All academic staff have Tutees except the Dean.

b.   Medical demonstrators are not allocated Tutees.

c.   Staff who are absent for a significant period may have their tutees re-allocated.

Student Support System

8.   If Tutors have concerns about their tutees and think they require further support, this can be accessed in the following ways:

a.   MedSupport team including the Pro Dean can be contacted at medsupport@st-andrews.ac.uk

b.   Student services can be contacted at theasc@st-andrews.ac.uk or by telephone on 01334 46 2020

c.   For urgent matters The Security and Response team are available 24 hours a day, 7 days a week on 01334 46 8999

d.   Academic skills support can be accessed via IELLI (ielli@st-andrews.ac.uk). Students can also contact PALS (peer assisted learning) palsmed@st-andrews.ac.uk or palsosce@st-andrews.ac.uk

Progress Committee

9.   Personal tutors may be asked for feedback on their personal tutees by the School Progress Committee and / or may need to inform the Director of Teaching if there are issues that should be brought to the attention of the School or the School Progress Committee.

Personal Tutor Training

10.   Personal tutor training will be scheduled ahead of the start of each academic year and then again at the start of semester two. Slides from these sessions will be shared with new personal tutors who join the school during the academic year. Other training opportunities for personal tutors will be shared when available.

Author:	Teaching Ops Manager	Approval Committee:	
Consultees:			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
20/07/2017	Published version	