

## **MBChB ANNUAL STUDENT AGREEMENT**

### **Example**

### **STUDENT UNDERTAKING TO OBSERVE THE CONDITIONS OF TRAINING OF LANCASTER MEDICAL SCHOOL**

As a medical student you will study for a university degree that (in the absence of Fitness to Practice concerns) automatically allows you to register with the General Medical Council (GMC) and work as a Foundation Year doctor. During your student years, your training will take place in a medical environment. It is therefore essential that you can fulfil the requirements based on Achieving good medical practice: guidance for medical students (GMC, 2016).

Lancaster Medical School (LMS) has a duty to ensure that no member of the public is harmed as a consequence of contact with Lancaster medical students undertaking their training. The vocational element of your training, which prepares you for clinical practice when you become a registered doctor, is such that you may not be directly observed or supervised during all encounters with patients, whether in the hospital, general practice or community settings. Lancaster Medical School must be able to identify medical students whose conduct or health may pose a risk to the public (for example, a student may have or develop a serious medical condition which could (i) be passed on to patients, and/or (ii) significantly affect judgement or performance). This is in order to enable LMS to provide the student with appropriate support and to ensure that a student who remains a risk to patients is not permitted to graduate with a medical degree. (GMC: Professional behaviour and fitness to practise, 2016 and GMC: Achieving good medical practice, 2016).

We therefore ask you, in the interests of the public, to agree at the start of each academic year to the following conditions of training that derive from the GMC requirements, to ensure that you can learn to become a competent practitioner.

LMS needs to be informed if you have difficulty in agreeing with any element of this document, in order to explore whether reasonable practicable adjustments can be made to your training and Foundation Year that will allow you to study Medicine at LMS. If you are unable to agree any of the statements, you must inform LMS and the Occupational Health Service at the University Hospitals of Morecambe Bay NHS Foundation Trust as soon as possible so that we can consider whether or not it is possible to make reasonable practicable adjustments to the course for you.

*Based on Achieving good medical practice: guidance for medical students, GMC, 2016*

## **PROFESSIONAL BEHAVIOUR**

### **Maintaining a high standard of professional behaviour**

Your studies will bring you into contact with patients and members of the public, who can be physically and emotionally vulnerable. Because of this, and the fact that you'll be joining a trusted profession, we expect you to understand that there is a difference in the standard of behaviour expected of students on courses that bring them into contact with patients and the public.

Specifically, your behaviour at all times, both in the clinical environment and outside of your studies, must justify the trust that patients and the public place in you as a future member of the medical profession.

### **DOMAIN ONE: KNOWLEDGE, SKILLS AND PERFORMANCE**

#### **Develop and maintain your professional performance**

As a medical student, you'll learn the basic skills and knowledge you need to treat patients, but you are also developing your ability to learn and acquire future skills. As you move through medical school and into postgraduate education and training, you'll continue to build on what you have learnt. For you, this aspect of good medical practice is about participating fully in this learning process.

You must:

- engage fully with your medical course by attending educational activities, including lectures, seminars and placements, and by completing coursework
- listen to the advice of your lecturers and trainers
- comply fully with the regulations and other systems or structures provided by your medical school or university in relation to your studies
- respond constructively to verbal and written feedback from patients, lecturers, clinicians and members of the multidisciplinary team by critically reflecting on the feedback and making an action plan to improve where necessary
- reflect on what you have learnt and look at ways to improve your own performance.

As a medical student, you'll learn about relevant laws and professional guidance, and it's important that you apply that learning when you are on a clinical placement. On a clinical placement, it is your responsibility to know, and proactively find out, about these policies and procedures and apply them in your work. This includes following the relevant laws and guidance when you are on an overseas placement or elective.

## **Apply knowledge and experience to practice**

Registered doctors must recognise and work within the limits of their competence. As a medical student, this applies to you in relation to the time you'll spend with patients on a clinical placement. It also means you should only treat patients or give medical advice when you are under the supervision of a registered healthcare practitioner. You must not carry out procedures on friends or your family.

You must:

- recognise the limits of your competence and ask for help when necessary
- make sure you clearly explain your level of competence to anyone who supervises you on a placement, so you are not asked to do anything you are not trained to do
- make sure patients, carers and colleagues are aware that you are a medical student and not a registered doctor
- take action if you think you're not being effectively supervised on a clinical placement
- engage in a timely fashion with routine evaluation systems provided by LMS.

## **Record your work clearly, accurately and legibly**

As a medical student you must make sure that the notes you write are clear, accurate and legible, even when made as part of the learning process as this will help you develop the skills you'll need as a doctor.

You should make sure all the documentation you submit to LMS is written in a professional way. This includes the findings of activities, such as audit or research, which you carry out as part of your studies.

## **DOMAIN TWO: SAFETY AND QUALITY**

### **Contribute to and comply with systems to protect patients**

As a medical student, you'll learn about quality improvement and quality assurance, and will have the opportunity to take part in audits and reviews. You'll also be in clinical settings during your studies and you must tell your supervisor when things go wrong and when these problems affect, or could affect, patient care.

During your medical training, you may witness or be involved in something going wrong with a patient's care, and you may be asked to contribute to an internal inquiry. Although LMS will normally be told about significant events, you should contact senior staff (for example, your year director or personal tutor) at an early stage, so they can arrange support for you. This will protect patients and allow the clinical team you are working with to respond appropriately.

You must contribute honestly and openly to the process. Openness and honesty are key to being a good medical student and a safe and trustworthy doctor. You may hear this referred to as your professional duty of candour.

### **Respond to risks to safety**

Patient safety is the responsibility of everyone working in a healthcare setting – including medical students on clinical placements. Patient safety does not just relate to the clinical treatment patients get – it also includes raising concerns when a patient's dignity or comfort is compromised.

You must:

- raise any concerns you have about patient safety, dignity or comfort promptly
- follow LMS policy on raising concerns, wherever possible.

### **Protect patients and colleagues from any risks posed by your health**

You will have significant contact with patients while on clinical placements. Any health issues you have may affect them, as well as your fellow students and teachers. If you know or suspect that you have a condition that could be passed on to colleagues or patients, you must follow LMS guidance about this.

As a medical student you're likely to experience situations that will have an emotional impact on you. At times, you may experience stress and anxiety. This is completely normal and LMS will support you.

You should be aware that some conditions that are usually minor – such as the common cold – may have a disproportionate impact on some patients, for example those with compromised immune systems. You need to bear this in mind when you decide whether to go to a placement if you are unwell.

You must comply with LMS occupational health policies and procedures.

You must engage with the occupational health referral process if your health has deteriorated, or if there are concerns that your health may have an impact on your ability to study.

If you know or suspect you have a blood-borne infection you must inform LMS, you may not be able to perform EPPs and may have restrictions on your clinical placements. You must also complete the recommended health screening before carrying out any EPPs and must limit your medical practice when you graduate.

### **Getting independent medical advice**

As a medical student, you should not treat yourself or providing medical care to friends and family. You need to seek independent and objective advice from a GP or other appropriately qualified healthcare professional.

It is important that you have access to independent advice and you should register with a local GP.

### **Informing your medical school**

You must inform LMS about any serious health problems, or any aspect of your health or personal circumstances that could affect your training (especially your placements) or your relationship with colleagues. This is so that LMS can support you, and we can only do this if we know that you have a problem. Telling LMS shows you have insight into the impact your condition may have on patients, your fellow students and yourself. This is a crucial factor that medical schools consider in relation to health and fitness to practise.

## **DOMAIN THREE: COMMUNICATION, PARTNERSHIP AND TEAMWORK**

### **Communicate effectively**

As a medical student, you'll learn how to communicate effectively in a variety of clinical, simulated and non-clinical settings and it is important that you apply your learning in your interactions with patients.

When communicating with patients you must:

- be honest when you don't know something. As a student, you're not expected to know the answers to all questions a patient may have, but you are expected to listen to them and respect their views. You should do your best to find out the answers to the patient's questions yourself, or pass the query on to someone who will be able to help
- take into account the patient's language and communication needs and other potential barriers to effective communication (for example, pain or anxiety) and ask for support to help you communicate effectively if necessary
- be polite and considerate to anyone close to the patient, such as relatives, carers and friends at all times – not just during a consultation.

### **Work collaboratively with colleagues to maintain or improve patient care**

When on clinical placements, you must be aware of and contribute fully to the work of the healthcare team. You must contribute effectively to any team you are part of in your non-clinical training.

You must treat your colleagues with respect. This includes your fellow students, clinical and non-clinical teachers, and those responsible for the administration of your course. You'll also learn with students from other health professions, which is important to help you develop a better understanding of the roles that different professions play in a multidisciplinary healthcare team.

You must:

- work collaboratively with your teachers, trainers, administrative or support staff and fellow students, including those from other healthcare professions
- treat all peers and colleagues fairly and with respect
- understand that your own behaviour can influence how well a team works and be prepared to adapt your behaviour to achieve the goals of the team.

### **Teaching, training, supporting and assessing**

As a medical student, you may be expected to mentor other students or be asked to give feedback about your peers. If you are asked to do this, you must do so in an honest, constructive, open and fair way.

You will be asked to give feedback on the quality of your placements and teaching. You must give this feedback when asked, as it will help LMS to improve the overall quality of the education it provides. You must be fair, constructive and professional in your feedback and make comments based on your own experience. You should try to highlight areas of good practice as well as identifying areas where improvements could be made.

## **Continuity and coordination of care**

As a senior medical student, it is likely you will be expected to look after patients, under supervision. When you are transferring the care of a patient, you must make sure you transfer care to an appropriate person and that you share relevant information with them.

## **Establish and maintain partnerships with patients**

As a medical student, you'll learn how to develop a partnership with patients. Therefore you must:

- be polite and considerate at all times
- listen and respond to patients' views and concerns
- respect patients' dignity, confidentiality and privacy
- treat patients fairly and with respect, no matter what your own thoughts are about their life choices or beliefs
- be clear with patients about the role you'll take in their care.

## **Maintaining patient confidentiality**

You must never share confidential information about a patient with anyone who is not directly involved in their care without the patient's permission.

You must not share identifiable information about a patient where you can be overheard, such as in a public place or on social media, or include it in any work or logbooks you submit

You must be clear about what confidential information a patient has agreed can be shared with friends and family before you discuss their care.

You must also follow LMS or placement provider policies to make sure personal information is stored and disposed of securely.

## **Making a conscientious objection**

You have the right to hold a conscientious objection to some types of treatment and you should discuss this with LMS. However, you must meet the GMC's outcomes for graduates and can't be exempted from any of these outcomes.

## **DOMAIN FOUR: MAINTAINING TRUST**

### **Show respect for patients**

Your studies will bring you into contact with patients and members of the public, who can be physically and emotionally vulnerable. Because of this, and the fact that you'll be joining a trusted profession, you must not use your position to pursue a sexual or improper emotional relationship with them. This includes situations where a patient or someone close to them tries to initiate a relationship with you.

Treating patients with respect includes not expressing your personal beliefs to patients in ways that exploit their vulnerability or would cause them distress.

If you think any aspect of patient care that you are involved in has gone wrong, you should tell your supervisor and LMS as soon as possible.

## **Treat patients and colleagues fairly and without discrimination**

Medical students must treat their colleagues with respect. You must not unfairly discriminate against patients or colleagues on the basis of their lifestyle, culture, or social or economic status. This includes characteristics protected by legislation, which are:

- age
- disability
- gender reassignment
- race
- pregnancy and maternity
- religion or belief
- sex
- sexual orientation.

## **Act with honesty and integrity**

As a student aiming to join a trusted profession, you have to meet a higher standard of behaviour than other students, who are on courses that don't directly lead to joining a profession.

## **Openness and legal or disciplinary proceedings**

Medical students are not registered with the GMC, but you have similar responsibilities in relation to your medical school. Medical schools must not graduate any student with a primary medical qualification who they don't consider fit to practise. This means, even if you meet all the competencies and pass your exams, your medical school can only graduate you if it is satisfied you are fit to practise. You'll also need to declare any fitness to practise issues when you apply for provisional registration with the GMC.

You have a duty to cooperate with LMS fitness to practise procedures that involve you or your colleagues. You also have a responsibility to tell LMS immediately, and the GMC when you apply for provisional registration, if you:

- accept a caution for a criminal offence while you are at medical school
- have been charged with or found guilty of a criminal offence while at medical school
- have any serious concerns about your health.

You should tell LMS if you are the subject of any legal proceedings that could call into question your fitness to practise medicine. You shouldn't wait until legal proceedings have been concluded before you do this.

You must also tell LMS, and the GMC when you apply for registration, if there has ever been a determination by a UK or overseas regulatory body that your fitness to practise as a member of that regulated profession is impaired, for example, nursing, dentistry or law.

Additionally Lancaster Medical School specifically require students to:

1. Be prepared to physically examine patients of both sexes (which includes touching and intimate examinations) in order to establish a clinical diagnosis, irrespective of the gender, culture, beliefs, disability, or disease of the patient.
2. Fully attend as required and adhere to the LMS absence policy.
3. Undertake placements in any site used by LMS.

4. Maintain a professional approach in any contribution made to publicly accessible media, eg. broadcast, written and electronic media.
5. Join a medical defence organisation to ensure indemnity against malpractice, eg. MPS and/or MDU.
6. Ensure that they are always contactable and respond quickly to messages and correspondence from LMS and the GMC.
7. Keep up to date with guidance from the GMC and other organisations.
8. Expose their face fully to patients, teachers and colleagues in all clinical and teaching settings
9. Be physically able to write legibly and confirm that they do not have a physical disability that is likely to prevent them from successfully completing training on how to attend to a patient who has collapsed to the floor, which requires them to turn the patient into a safe position.
10. Have sufficient vision to pass the driving test visual requirement. Read both hand written and typed text placed at an appropriate distance, without visual aids other than spectacles or contact lenses and understand the written word.
11. Notify LMS of any degree of learning difficulties that may impact on their learning and practice, eg. dyslexia and dyspraxia.
12. Confirm that they can hear, using a fitted hearing aid if required, sufficiently to understand a softly spoken child or elderly patient, and when using a conventional telephone.
13. Notify the Occupational Health Service of University Hospitals of Morecambe Bay Foundation Trust if they come in to contact with or contract a statutorily notifiable or other infectious disease.
14. Notify the Director of Student Support or the Director of Medical Studies if there is any significant change their health that might affect their fitness to be a clinical student or to practise as a doctor.
15. Notify the Director of Student Support of any significant alteration, either improvement or deterioration, in any previously declared health condition affecting fitness to train as a clinical student or which necessitates reasonable adjustments to training or assessment.
16. Agree to submit to a medical examination at any time and to any tests and/or X-rays and to accept any immunisations against infection when deemed necessary for the protection of patients, staff or other students.
17. Confirm that they have not undertaken activity that may put them at risk from an illness that could affect fitness to practise.
18. Be aware that LMS may be required to share some of the information you give us with the Postgraduate Dean prior to you commencing your Foundation Year. If this becomes necessary, there will be prior consultation with you.
19. Maintain appropriate standards of dress, appearance and personal hygiene so as not to cause offence to patients, teachers or colleagues and adhere to Trust Policy with respect to attire whilst on clinical placement.
20. Be honest in submitting course work for assessment, and never plagiarise material from other sources or collude with others to produce material and submit it as their own work.
21. Immediately report any concerns relating to the health or conduct of a fellow student (including drug and/or alcohol misuse) to a senior member of staff using the support form system.
22. Be honest and trustworthy in academic work including reports, logbooks, and completing and signing forms.



## **General Data Protection Regulations (GDPR)**

As part of your registration with Lancaster University you must confirm you have read the privacy notice: <http://www.lancaster.ac.uk/privacy/student-privacy/>

LMS will process any information obtained under this Agreement for the purposes of:

- assessing your suitability to undergo or continue medical training and clinical placements;
- modifying your medical training and clinical placement where relevant;
- assessing risks to your health and safety and the health and safety of other students, staff and patients.

The information collected may be disclosed to the Postgraduate Dean and/or the following Committees of Lancaster University whose role is to monitor the progress of students through the MBChB programme:

- the Fitness to Practise Committee, and any subcommittee set up by it
- Senior Management Team, MBChB
- Academic Appeals Committee, Lancaster Medical School
- and to contribute to irreversibly anonymous aggregated data for research purposes.

LMS will share some personal data with the General Medical Council, name, date of birth, photograph, telephone number, email address and fitness to practise, The information will be shared to facilitate your registration with the GMC, otherwise remain confidential.

LMS will share some personal data with NHS Bursary, name, date of birth, address, email address to facilitate your Year 5 bursary.

LMS will share some personal data with Health Education England, name and email address to facilitate your foundation year recruitment.

LMS will share personal information, with regard to course administration (e.g. email address, contact telephone number), with placements.



**Offer holders do not need to send this back. You will receive a new agreement to fill in online when you begin the course.**

## CONDITIONS OF TRAINING YEAR

Please sign to confirm you have read and understood the Conditions of Training and return this section to LMS, Undergraduate Office

## DECLARATION

I [name] \_\_\_\_\_  
(PRINT NAME IN CAPITALS)

a student registered at Lancaster University studying for the degree of MBChB have read, agreed, and undertake to observe the conditions of training set out in the MBChB Annual Student Agreement.

I confirm that I have been truthful in my application to Lancaster, that I did not omit important information relevant to my application and that I have kept Lancaster Medical School informed of changes to that information in accordance with my previous undertakings.

I have not been charged with or convicted of a criminal offence or received a caution, reprimand or Fixed Penalty Notice (other than a parking ticket) or a Penalty Notice for Disorder in the last twelve months. I will inform the Director of Medical Studies immediately if I am charged with or convicted of a criminal offence during my time as a student of the School.

I confirm that I have read and understood the GMC Publications ["Professional Behaviour and Fitness to Practise"](#) and ["Achieving good medical practice: guidance for medical students"](#)

I understand and accept that the duties of a doctor include acting quickly to protect patients from risk and agree to notify Director of Medical Studies if I have good reason to believe or suspect that I or a colleague may not be fit to practise.

I understand that if I breach the terms of this undertaking I may be subject to disciplinary action by Lancaster Medical School which could lead to my withdrawal from the degree programme.

I understand and agree to information about me being used as set out as described on page 9.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Confidentiality and use of social media

You are required to read the GMC guidance relating to professional values, confidentiality and the use of social media and sign the statement of understanding below.

### GMC Guidance

[Confidentiality \(2017\)](#)

[Doctors' use of social media](#)

I confirm I have read the documents relating to professional values, confidentiality and using social media.

Name (block capitals) \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number \_\_\_\_\_ Signed \_\_\_\_\_