

TRUSY POLICY FOR THE MANAGEMENT OF MEDICAL STUDENT CLINICAL PLACEMENTS

Reference Number	Version: 4		Status Final	Author: Elaine Wright Job Title: Undergraduate Ops Manager
Version / Amendment History	Version	Date	Author	Reason
	1	Mar 2012	Elaine Wright	New Policy
	4	Feb 2024	Elaine Wright	Review - Minor amendments
Intended Recipients: Medical students / All staff				
Training and Dissemination: Via the Trust Intranet				
To be read in conjunction with: <ul style="list-style-type: none"> • Trust Policy on Dress • Trust Policy and Guidelines for PPE • Trust Policy on Needle Stick Injury 				
In consultation with and Date: Medical Education Manager (February 2024) Medical Director, Undergraduate Medical Education (February 2024) Medical Education Staff (March 2024) Undergraduate Medical Education Group (March 2024)				
EIRA stage One		Completed Yes		
stage Two		Completed No		
Approving Body and Date Approved			Trust Delivery Group	
Date of Issue			March 2024	

Review Date and Frequency	March 2027 – every 3 years
Contact for Review	Undergraduate Operations Manager
Executive Lead Signature	 Dr Gis Robinson, Chief Medical Officer

TRUSY POLICY FOR THE MANAGEMENT OF MEDICAL STUDENT CLINICAL
PLACEMENTS

Contents

Paragraph Number	Subject	Page Number
1	Background	5
2	Principles of professional behaviour for medical students	5 - 6
3	Maintaining good medical practice	6 - 7
4	Contact with Patients	7
5	Absence	7
6	Dress Code	8
7	Guidance for staff supervising medical students	8
8	Electives	8
9	Health	8
10	Support	9
11	Dissemination	9
12	Monitor and review	9

TRUST POLICY FOR THE MANAGEMENT OF MEDICAL STUDENT CLINICAL PLACEMENTS

1. **Background**

This Policy is based on GMC core guidance set out in Outcomes for Graduates, 2018 including Achieving Good Medical Practice – Guidance for Medical Students, Professional Behaviour and Fitness to Practice and Practical Skills and Procedures. All these documents are available separately from the GMC and can be downloaded from the website, <http://www.gmc-uk.org>.

This Policy follows the headings of the GMC document, 'Outcomes for Graduates 2018' to demonstrate that medical students as well as doctors have responsibilities in maintaining the standards of competence, care and behaviour.

Outcome 1 - Professional values and behaviours

- Professional and ethical responsibilities
- Legal responsibilities
- Patient safety and quality improvement
- Dealing with complexity and uncertainty
- Safeguarding vulnerable patients
- Leadership and team working

Outcome 2 – Professional skills

- Communication and interpersonal skills
- Diagnosis and medical management
- Prescribing medications safely
- Using information effectively and safely

Outcome 3 – Professional knowledge

- The health service and healthcare systems in the four countries
- Applying biomedical scientific principles
- Applying psychological principles
- Applying social science principles
- Health promotion and illness prevention
- Clinical research and scholarship

This Policy is intended to complement all other Trust Policies and Procedures. The Trust will manage all medical student placements in line with the requirements of the Learning Development Agreement (LDA) and the Education Partnership Agreements with Universities of Leicester (UoL) and University of Nottingham (UoN) Medical Schools.

2. **The Principles of Professional behaviour for Medical Students**

The principles of professional behaviour for medical students are as follows:-

- Work within the limits of their competence and ask for help where necessary
- Adhere to legal restrictions on the clinical work they can do, as patients may consider medical students to have the same duties and responsibilities as a doctor
- Cannot prescribe a drug or treatment
- Cannot administer a drug unless directly supervised by the member of staff responsible for the administration of that prescription or treatment

- Whilst carrying out clinical Procedures within the Trust, medical students will be expected to familiarise themselves with, and adhere to, Trust Policies for those Procedures where appropriate
- If any member of staff observes medical student behaviour, they consider to be either unprofessional or unsafe then they must act to intervene to maintain trust and ensure patient safety
- Ensure they are properly supervised for any clinical task they perform
- Accurately represent themselves and their position to patients and staff, i.e. not act as qualified doctors
- Be aware that treatment should be based on clinical need and that decisions should be arrived at through assessment and discussion with the patient
- Not unfairly discriminate against patients by allowing their personal views to adversely affect their professional relationship or the treatment they provide or arrange, (this includes views about patient's age, colour, culture, disability, ethnic or national origin, gender, lifestyle, sexual orientation, marital or parental status, race, religion or beliefs, sex and social or economic status)
- Behave with courtesy
- Medical student behaviour must at all times justify the trust that is placed in the medical profession by the public. This includes behaviour outside of clinical areas, including communal and public areas, hospital accommodation and the surrounding community. Behaviour that is considered to be unprofessional will be reported to the Medical School via the relevant professionalism reporting systems
- Demonstrate that they can work professionally in the workplace prior to full GMC registration. Any member of staff witnessing unacceptable behaviour has a duty to intervene and / or report it as it may affect the medical student's fitness to practice
- It is expected that medical students report any concerns they have about patient safety to the appropriate person using Trust reporting systems. Medical students have a duty to protect patients from harm. The medical student may also approach the nurse in charge, their supervising consultant or the clinical fellow regarding non urgent issues or concerns. They may also raise concerns through the Undergraduate Co-ordinator, who will pass this information on to the relevant party.

3. Maintaining Good Medical Practice

Maintaining good medical practice medical students will;

- Be expected to be familiar with and reflect regularly on standards of medical practice in accordance with the GMC publications
- Be required to attend all compulsory teaching sessions. If they are unable to attend any sessions it is their responsibility to inform the Undergraduate Co-ordinator
- Be given the opportunity whilst on placement to have exposure to all aspects of the curriculum for that attachment
- Complete any required assignments / course work on time

- Failure to complete any required assessment criteria may affect the medical students' ability to pass the attachment
- Be expected to be responsible for their own learning
- Engage appropriately with patients and gain experience in clinical settings
- Reflect on feedback regarding their performance and achievements and respond constructively. It is also expected that this feedback will be given in a constructive manner
- Respect the knowledge and skills of those involved in their education
- All members of clinical staff either contribute to or act to enable teaching in clinical practice if it is safe and practicable to do so
- Ensure that they can be contacted at all times and always respond to messages in relation to care of patients or their own education.

4. Contact with Patients

When in contact with patients' medical students must;

- Be supervised with all contact with patients either directly or indirectly
- Maintain a professional boundary between themselves and patients
- Respect patient confidentiality and upheld at all times
- Be aware that patients have a right to give or withhold informed consent to medical student involvement in their care at any time and must give consent for any activity
- Ensure that they are clearly identified as medical students.

5. Absence

Medical students must adhere to University guidance on sickness and absence and must ensure they are aware that;

- All unexpected sickness or absence must be communicated to the Undergraduate Co-Ordinator in a timely manner. It is expected that if special arrangements have been made for the day of absence then the student will inform the relevant party either directly or through the Undergraduate Co-ordinator
- Any planned absence should be by mutual agreement and must be cleared as appropriate by the university prior to leave being taken
- If temporary absence from teaching sessions is requested on religious grounds then this will be accommodated where ever possible if prior notice is given.

6. Dress Code

Whilst on placement, students should follow the Trust Policy on Dress Code AT ALL TIMES, regardless of the location of the clinical attachment or teaching taking place.

- The standard of appearance of all staff and medical students will enhance the image of the Trust and the University and inspire confidence in the public to expect a high level of care from the Trust
- The standards are intended to help all staff and medical students to understand precisely what is expected of them. They provide supervisors and managers with a Policy to monitor and manage staff and student appearance
- In some departments there are legal requirements under Health and Safety legislation in terms of personal protection equipment. These core standards may therefore be supplemented but not replaced by additional local Codes of Safe Practice
- All staff and medical students will adhere to stated Codes of Safe Practice where the wearing of protective apparel is indicated and adhere to Trust Policy and Guidelines for PPE. Consistent breaches of Policy could result in disciplinary action and student referral to the University.

7. Guidance for Staff Supervising Medical Students

The guidance for staff supervising medical students is as follows:-

- It is expected that all staff should be honest and objective when appraising or assessing the performance of medical students
- Medical students must reflect on feedback regarding their performance and achievements and respond constructively. It is also expected that this feedback will be given in a constructive manner
- All clinical contact or Procedures undertaken by the student must be under the direct or indirect supervision of a fully qualified member of staff taking responsibility for that contact or procedure
- Only members of staff themselves qualified to perform a procedure may supervise a student to do that procedure
- Only a fully qualified member of a professional body who is themselves qualified to perform a procedure may sign off a student as being competent in that procedure and only then after direct supervision of all aspects of that procedure.

8. Elective Placements

Consideration of Elective placements is dealt with outside of this Policy on a case-by-case basis by the Undergraduate Education Manager. Please contact the Medical Education Undergraduate Office for more details.

9. **Health**

Medical students must be aware that they;

- Must take responsibility for their own health whilst on placement and ensure that poor health does not put patients or colleagues at risk. This includes diseases that could be passed on to another or affect their judgment or performance
- Any contact with a transmissible disease or a test of a transmissible disease must be reported, and the student refrain from attending any placement as per Government, University or Trust Policy or Guidelines
- Must adhere to any relevant Trust guidelines and Policies regarding occupational health - e.g. Trust Policy on Needle Stick Injury
- Be registered with a GP
- Will have access to Trust Occupational Health department whilst on placement
- Are not required to perform exposure prone procedures.

10. **Support**

Medical students have a responsibility to;

- Seek help or advice as necessary before any issue becomes a fitness to practice concern
- Medical students will be directed to the necessary welfare support services as appropriate
- Be aware that the Trust will act to intervene if it is perceived that there are outstanding fitness to practice issues regarding a student's health or if there are associated issues with patient safety
- Expect academic and or professional support from their supervising consultant and / or attachment lead and/ or Clinical Teaching Fellow / Educator
- Be aware that wherever possible the Trust will make reasonable adjustments for medical students with disability.

11. **Dissemination**

This Policy will be made available on the Trust's Intranet and a hard copy shall be made available upon request.

All medical students will be made aware of this Policy on commencement of their placement.

All staff will be made aware of any new versions of this Policy as they are published.

12. **Monitor and Review**

Medical Director, Undergraduate Medical Education in conjunction with the Medical Education Manager, Undergraduate Operations Manager and the Executive Medical Director will monitor the effectiveness of this Policy. This Policy will be reviewed after 3 years or earlier if a compelling reason.