

University of St Andrews - School of Medicine Handbook
BSc (Hons) Medicine Professionalism Agreement – Tutor Notes

1. **Purpose.** The purpose of the Professionalism Agreement is to lay down the professionalism and fitness to practise guidelines that students should adhere to while under training. The agreement refers directly to the NHS Scotland Dress Code and the School's Absence Policy. In order to ensure that students understand the guidelines, the seriousness with which they are viewed and the impact of non-compliance then tutors should discuss the agreement with their tutees every year.
2. **Structure of the agreement.** The agreement refers to a range of school policies, all of which can be found in the handbook. Tutors should make it clear that it is the student's responsibility to find and read these policies.
3. **Definitive version.** The definitive version of the agreement is the pdf which can be pulled from the handbook. As staff and students should always pull down a version as they require it rather than saving copies locally as these may become outdated.
4. **Revision of the Agreement.** The agreement will be formally revised every summer. Items for inclusion or alteration should be sent to the Teaching Administrator at any time throughout the year and will be ratified by the Teaching Committee in the summer.
5. **Applicants.** The Agreement should be publicised by the Admissions staff so that those who are set to disagree with the terms may consider their position during application.
6. **Process.**
 - a. In the week before Orientation Week the Teaching Support Office will print appropriately coloured copies, back to back for 1st years (white), 2nd year (pink) and 3rd year (green). These will be given to personal tutors with a note of the tutee names.
 - b. The Director of Teaching will brief 1st year students on the purpose of the agreement. All students should be invited to read and digest the agreement which they can read online in the handbook. At some point in the first 3 weeks all students should sign the agreement with their tutor¹, similar to the process of taking fully informed consent. The tutor countersigns and dates the document. The signed copy (on coloured paper) is returned to the post boxes by Clinical Skills and will be retained by the Teaching Administrator.
 - c. Students who have concerns or disagree with an element of the agreement should be referred to the Medical Support Team to explore the issue further.

¹ Such a full discussion with the personal tutor would assist in the student's understanding of the detail and importance of what (s)he was signing and possibly avoid difficulties should the student object to any facets (e.g. dress code, attendance) of the Agreement in the future. If the student felt unable to sign the Agreement after discussion with his/her personal tutor, further exploration and discussion of the difficulties faced should be with the appropriate senior members of School staff and the student.

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Consultees:			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
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<u>03/06/19</u>	<u>Amend 6c</u>	