

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE – COMMITTEE TERMS OF REFERENCE
PROFESSIONALISM AND WELFARE COMMITTEE

1. **Membership.** Membership is:
 - a. The **Chair**; normally a clinical academic selected by the Head of School.
 - b. A group of co-opted **members** of school staff with an interest in student professionalism but not already involved in student discipline or academic progress case work as these decisions should be firewalled from professionalism and welfare case-work. These members should attend FtP study periods provided by the School, the Scottish Deans or the Medical Schools Council in order to fully understand the landscape.
 - c. A **co-opted staff member** from another school with a background in student affairs, typically a Pro Dean from another Faculty.
 - d. The School's Disability Officer, Registry Student Support Officer or School of Medicine Pro Dean may advise as required.
 - e. Support will be provided by a member of the Teaching and Student Support team.
2. **Purpose.** To consider professionalism, welfare and health concerns related to; conduct, non-academic professionalism, criminal activity or University level discipline, and health or welfare matters. This committee will normally review students 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 reported for breaches of the law or professionalism more generally.
 - d. Behave in a way that causes concern on placements.
 - e. Request non-routine or extended leave of absence for health or welfare reasons.
3. In relation to Yellow Cards the PWC will; conduct an annual review of the yellow card system, oversee staff training, compliance and consistency with the system and take an oversight for ensuring student education.
4. **Referral.** Students will be referred to the committee by the Head of School, the Student Support team, the FtP Committee or by any other concerned individual. The committee chair will allocate at least 2 members of the committee to consider cases.
5. **Reporting and actions.** Further actions will usually be a report letter to the Head of School or file note if no further action is required. It is important that student health or low-level professionalism matters are firewalled from academic progress matters.

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Author:		School Manager			Approval Committee:		Ops Gp	
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