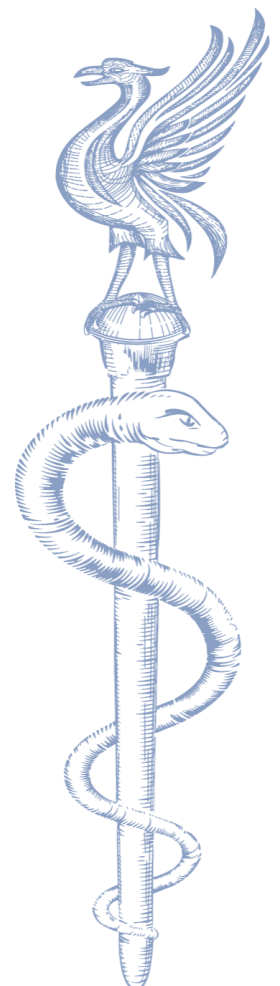# Transfer of Information

Guidance on Transferring Information to Enhance Wellbeing Support during studies and placement

Welfare and Support of Studies Team   2022/2023

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1.Introduction

The School of Medicine Wellbeing Team wants all students to feel they are 'Welcomed and Valued' (GMC 2019), we aim to do this by providing support in various ways while you are studying with us. We recognise that a large proportion of your time is spent on Clinical placement and we want to make sure that, where possible, the same level of support is available while you are there. Support is maintained by giving you access to the Wellbeing Team resources online, by email, phone and Zoom. As we know placement usually involves long hours we offer early morning and evening appointments and drop ins to ensure that you always have access to the services that you need. For more details of support on offer please see 'Guide to Student Wellbeing Services' available through the School of Medicine intranet.

In some circumstances, providing support in placement is enhanced by the School of Medicine transferring some information about students to key staff in each placement site. This enables staff in placement to be better prepared and ready to offer individualised help and adjustments where necessary. We also transfer this information to key contacts within the School of Medicine (e.g. Year leads, clinical skills, HARC) to ensure a consistent approach to our support. The transfer of information about students with health conditions and/or a student support plan is as a protection not only to patients but also to student themselves. This transfer is also outlined in the 'Student agreement' and is part of an information sharing process to promote safety.

The aim of this short document is to explain which students will be offered an information transfer, what information will be shared and how students can be involved in the process.

2. Student Groups

Students who would benefit from providing information to placement fall into two groups.

Group 1	Group 2
Students will be invited to share information if they have: • Received Support for wellbeing Issues • Made the School of Medicine aware that they have specific support needs in placement.	Students will automatically have information transferred if they: • Have a Student Support Plan (From Central Disability Team) • Have significant health/support Issues impacting study and placement • Have had significant professionalism issues during the preceding year. • Have significant attendance concerns • Are repeating the year • Are returning from a period of suspension • Received a Covid Risk score after completion of the Covid Risk survey indicating that they are at increased risk of Covid infection (Process managed by Risk Team)

When invited to participate in the transfer process students will be informed which group they are allocated to.

3. Information Transferred

What Information will be shared?	- There are three levels of information sharing, students in group one can consent to any of these or opt out of any transfer - Students in group two will have minimum information shared automatically and can consent to other levels of transfer.
Who will be able to access my information?	- The information will be available to a small group of senior placement staff at each site and within the School of Medicine. - The information will be available to all placement sites although senior staff should only access the students they are hosting.
What if I don't agree with my group allocation?	Please contact wellbeing.mbchb@liverpool.ac.uk to discuss

Summary of Information

Information Transferred		
Level	**What is involved?**	**Group Involved**
Opt Out of any transfer	No information transferred	Group 1 only
Minimum	A code will be shared via Pebblepad D- Disability (With brief description eg. Physical health, learning difference) H- Health (With brief description eg. Physical health, mental health) S- Wellbeing Support P- Professionalism A- Attendance R- Repeating/Returning to Year C- Increased Covid risk	Group 1 with consent and Group 2 automatically
Intermediate	Students invited to write a sentence summarising their support needs. This will be shared via Pebble pad E.g.' I am a carer for my elderly relative' or 'My	Group 1 + 2 with consent

	health condition may require Hospital appts.' We strongly encourage all students to select this level. On Request, Students can be invited to discuss their needs at an individual Wellbeing meeting.	
Advanced	On rare occasions and for complex cases we may need to transfer more comprehensive information to placement ahead of your attendance. We will let you know if you are in this category.	Group 1 + 2 with consent

4. Student Responsibility

Any transfer of information made from the School to placement is just the starting point of a discussion between you and your Placement supervision team. You will be expected to contact your placement team and arrange a conversation about your support needs. You may also choose to share your student support plan with them and any other relevant information that helps them to provide the correct environment for you to be successful. Please be pro-active in sharing this information, do not wait for the placement team to ask you.

Placement sites will also be alerted if you have a score on the Covid Risk survey indicating that you have an increased Covid risk. You should have been invited to attend an Occupational Health review to obtain further advice. You should share this Occupational Health report with your placement provider. For all enquiries on Covid Risk please contact risk.mbchb@liverpool.ac.uk

Key contacts within the School include Year leads, Clinical Skills, Assessment team and HARC. It can be difficult to ensure that any individual tutor is aware of your support information so if it appears they are not, please share the details with them or contact the Wellbeing Team.

If you don't respond to the survey, group 1 students will not have any information shared. Group 2 students will have minimum code information shared automatically.

5. Risk assessment

There are different risk assessment processes which may be relevant to our student cohort

Risk Assessment	Students	Managed by
Covid Risk Assessment	All students attending placement. Years 2-5	Risk Team For queries contact Risk.mbchb@liverpool.ac.uk
Campus Risk assessment	All students with significant physical health issues.	Wellbeing Team and Health and Safety Lead For queries contact Alison Threlfall wellbeing.mbchb@liverpool.ac.uk
On Site Placement Risk Assessment	As determined by Placement providers	Placement Staff

6. Contacts

If you are unsure of any aspect of this policy please contact: Alison Threlfall or Lynne Cain wellbeing.mbchb@liverpool.ac.uk   0151 794 8756.

If you are unsure about the legal aspects of sharing your data please contact: Daniel Howarth, Data Protection Officer, Legal and Governance Team   daniel.howarth@liverpool.ac.uk

If you have questions about Covid risk please contact: risk.mbchb@liverpool.ac.uk

Contact your Year Lead if you find any digital content difficult or impossible to use, either directly or with an assistive technology such as a screen reader.

Contact details for all teams and individual staff can be found on the School website. [www.liverpool.ac.uk/medicine/contact-us/email/].