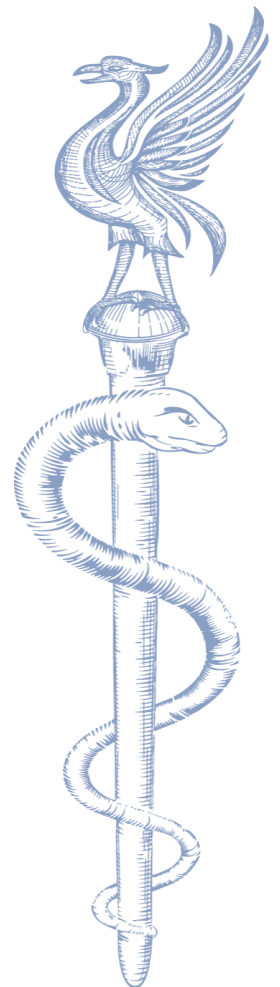




School of Medicine

MBCChB Programme Handbook

2020/21





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## 1. General Information

### 1.1 Letter from the Dean

Dear Student Doctor,

I am delighted to welcome you to your studies in 2020-21, at the University of Liverpool, School of Medicine.

Your development, as a skilled, confident and caring doctor for the future is important to us. The team at the University and the many expert clinicians across the region work closely together to support our medical student community and we are sure that you will benefit from the breadth and enthusiasm of the specialist knowledge available to you.

The MBChB Programme Handbook provides you with a summary of the general School information to guide you during your student years at the University of Liverpool. You should use it to complement the information available on the School of Medicine student intranet and your year group's areas on VITAL ('Virtual Interactive Teaching at Liverpool', the University Learning Management System), which provide more specific guidance on year-related aspects of the MBChB programme, such as learning outcomes and assessment details. You should also use the Programme Handbook in conjunction with the University's policies and procedures that are available via <https://www.liverpool.ac.uk/student-administration/policies-procedures/>.

All School-related handbooks, policies, and procedures are available electronically via the student intranet or VITAL. They will be regularly updated so that you can be made aware of any changes during your time in the School of Medicine.

Our School staff are also available to help you. Please do not hesitate to approach the Year Leads and Administrative staff if there is any further information that you need, which is not in the Handbooks.

I wish you the very best of luck in your studies.



**Professor Hazel Scott, Dean of the School of Medicine**



## 1.2 School of Medicine Staff

The School of Medicine has c. 250 staff, including senior clinicians from a variety of medical specialties, academic teaching staff and administrators. [Visit the student intranet to find relevant staff contact details.](#)

## 1.3 Term dates – academic year 2020/21

[Visit the student intranet for an overview of 2020/21 term dates for all years of the MBChB programme \(A100 and A101\).](#) More detailed timetable information can be found on the welcome page of your year group's VITAL area.

## 1.4 Contacting the School of Medicine

The School of Medicine is happy to help with your queries. We appreciate that it can be difficult to find the right person to answer a specific question in a School as large as ours. We have therefore put together this [contact directory](#) to help you.

The School enquiry office is located in room G08, on the ground floor of Cedar House. [Visit the student intranet for up to date details of office opening hours.](#)

## 1.5 Communication channels

### Email

You will be given a University e-mail account once you have registered. All University communications will be sent to this account; therefore, it is important that you check it at least daily. It is your responsibility to ensure that your account is working.

All e-mail enquiries to the School should be sent from your University e-mail account and you should quote your student ID number, your degree programme (A100 or A101) and year of study. We ask that your emails are professional and polite, that you use an appropriate greeting and sign-off in an appropriate way.

Academic and Professional Services staff will not normally reply to e-mails outside of normal office hours. Staff aim to respond to email queries within three working days. However, at particularly busy times, it may take longer than this to respond. Please do not send multiple e-mails or e-mail more than one team within this time period. If you have an urgent query, you may consider telephoning the School Office on 0151 795 4362.

### VITAL

You should check VITAL daily during term time for course and assessment information.

### Text messaging service

The School uses a text message system to contact you with in an emergency, to communicate urgent information and last-minute changes (such as a changed of room



or postponed session). It is essential that you keep your mobile number up to date [Liverpool Life](#).

### **External post**

Occasionally, the School may need to send you a letter. It is important, therefore, that you keep your term-time and vacation addresses up-to-date via [Liverpool Life](#).

## **1.6 Registration/Return to study**

Every year, you must confirm that you have arrived/returned to study on the MBChB programme, within the first two weeks of the start of the autumn term. For 2020/21 you will do this by following the instructions in an email you will receive from the University's Student Administration and Support, inviting you to "confirm your engagement" on [Liverpool Life](#).

If there is a reason that you will not be able to return to the course on time at the start of a new academic year, please [contact your Year administrator](#) at the earliest opportunity and explain the reasons. This is particularly important in the case of students who have visa problems and those who have been granted authorised leave in accordance with the [MBChB Student Attendance Policy](#). Please note that the information you provide may need to be shared with the University's Student Administration and Support.

## **1.7 Disclosure and Barring Service Checks**

When you begin the MBChB programme, you will be required to undergo a full, enhanced background check through the Disclosure and Barring Service (DBS) before undertaking clinical practice. Attendance at clinical placement will be delayed until the report is received. This means that failure to organise a DBS check will affect your progression on the course. A copy of the information held by the DBS will be sent to your home address. You must be able to produce a copy of your DBS report upon request and should keep it in your e-portfolio. If your DBS report includes a history of criminal activity, you may have your studies suspended while this is investigated, and may ultimately have your studies terminated.

It is your responsibility to disclose to the Director of Studies any caution, conviction or fixed penalty notice as soon as possible after its occurrence. Failure to do so may result in the termination of your studies. You are also required to declare any investigation, charge, formal caution or criminal record to the Director of Student Administration and Support, by completing the Criminal Offences Declaration Form, which is available at: <https://www.liverpool.ac.uk/student-administration/policies-procedures/conduct-discipline/>.

Please note that you may be required by the Director of Studies or the Dean of the School to apply for a further DBS check at any time during your studies.

### **Annual Student Agreement (Conditions of Training)**

At the start of every year of study, you are required to accept the terms of a Student Agreement (Conditions of Training) on the e-portfolio. This includes confirmation that



you agree to abide by the General Medical Council (GMC) Fitness to Practise guidelines, and also that you have not committed any criminal offences or received any cautions in the last 12 months.

## 1.8 General Data Protection Regulation (GDPR)

The School complies with the Data Protection Principles which are set out in the General Data Protection Regulation EU2016/679 (GDPR). The GDPR introduces strengthened rights for individuals, greater sanctions for breaches and an accountability requirement for data controllers to demonstrate compliance and robust governance. The School uses students' personal and sensitive personal information in connection with the provision of fulfilling our contractual obligations to students. The School's Privacy Notice which sets out the legal basis on which we use students' personal information is available via the [student intranet](#).

You can find the [University's Data Protection Policy](#) here, updated in January 2020 to reflect the implementation of GDPR. Students are also referred to the relevant section on data protection in the Student Agreement.

## 1.9 Health and Safety

Please see the [University Coronavirus advice and guidance](#) and the [School of Medicine health and safety information on the student intranet](#) for up to date health and safety information, including details of what we are doing to keep you safe in relation to COVID-19 and information on needle sticks and post-exposure procedures.

Please also refer to <https://www.liverpool.ac.uk/safety/universitysafetypolicy/> for general information about Health and Safety at the University of Liverpool.

## 1.10 Absence

It is very important that you familiarise yourself with the MBChB student Attendance Policy available via the [Attendance and Absence](#) area of the student intranet. This includes information on how to inform the School and placement sites of absence, and how to request authorised leave of absence. All the required forms are also available via the intranet.

## 1.11 Key Skills Development and Study Skills Support

To help you develop into a doctor, and prepare you for a career of continuous learning and personal development, you will need to develop a 'toolkit' of transferable skills. These skills include:

- numeracy skills in clinical, scientific and research contexts
- literacy and critical analysis skills
- written and oral communication skills
- proficiency in the use of information technology
- problem solving and decision-making skills
- the ability to manage your time, set goals and monitor your own performance



- reflective practice skills
- teaching skills
- the ability to work within uncertain and changing environments.

The University provides a wide range of resources to help you develop and assess your skills, including support with online learning, research skills, writing skills, assistance with referencing, digital literacy, group work and critical thinking. You can access these at: <https://libguides.liverpool.ac.uk/KnowHow>.

You should already have developed a basic level of information technology (IT) skills. This is essential to access the Virtual Learning Environment (VLE) and use word-processing, spreadsheets and databases for coursework. If you have any doubts about your skills you should contact your Year Director as soon as possible via the year email address.

## 1.12 Library Resources for Medical Students

Visit the [Library and Resources](#) area of the student intranet for information on library resources specifically relevant to medical students. This area includes links to the main University library website and to a section dedicated to student doctors as well as the contact details for the School's dedicated Liaison Librarian.

Recommended resources will be distributed to you via the software platform, Reading Lists@Liverpool. You can access these lists via VITAL.

## 1.13 Student Policies and Procedures

University student policies and procedures, including processes for appeal and complaint, can be found on the [University's Student Administration webpages](#).

School of Medicine policies and procedures for students can be accessed via the [Policies and Procedures](#) area on the student intranet.

# 2. Programme Information

## 2.1 Overview of the MBChB Programme

### Five Year Programme (A100)

The majority of undergraduates are registered to qualify with MBChB after five years of study.

### Graduate Entry Four Year Programme (A101)

A smaller number of students are recruited from graduates of approved institutions in biomedical science or health and social care professions to pursue an accelerated programme of study. They will qualify with MBChB at the end of four years of study.

### Other Routes of Entry to the MBChB

A small number of students will enter the A100 programme in year 3; these include students from the International Medical University (IMU) in Malaysia and those who





have completed an Oral and Maxillofacial Surgery (OMFS) programme. These students will qualify with MBChB at the end of three years of study.

### Aims and Objectives of the Programmes: A100 and A101

Visit <https://www.liverpool.ac.uk/study/undergraduate/courses/medicine-and-surgery-mbchb/overview/> to read about the educational aims that underpin the MBChB programme.

## 2.2 Curriculum Themes and Outcomes

The MBChB curriculum is based around five suprathermes and several themes within these that are embedded in every year of the programme.

Science and Scholarship	The Good Doctor	Core Skills	Patient in Primary Care	Patient in Secondary Care
Science of Medicine	Psychology and Sociology of Medicine	Clinical and Procedural Skills	Patient Care Pathways	Acutely Ill Patient
Research and Scholarship	The Clinical Team	Communication in Clinical Practice	Disability and Community Care	Preparation for Practice
Design and Technology in Healthcare	Professionalism and Legal Context	Therapeutics and Prescribing	General Practice	
Personalised Medicine	Public, Preventative and Global Health			

*Table: MBChB Curriculum Themes*

To find out about each of the themes, visit the dedicated theme areas on VITAL.

## 2.3 Teaching and Learning Methods

The MBChB programme is delivered through:

- Lectures – all online for 2020/21
- Large group team-based learning and cluster case-based learning – mainly face to face for 2020/21
- Practical sessions including- clinical skills sessions, simulation, anatomy, communication skills – mainly face to face for 2020/21
- Small group work including discussion groups, peer assisted learning, case based learning, critical analysis sessions, workshops – all online for 2020/21
- One day theme conferences – to be confirmed for 2020/21
- Self-directed learning



- Clinical rotations and electives
- Research tasks and projects
- Technology enhanced learning such as e-learning courses, the e-portfolio, webinars and apps

For more details on the various types of teaching sessions, please visit the “Approaches to Learning’ area on your year group’s VITAL Welcome page.

## 2.4 Clinical Skills and the Learning Zone

The Clinical Skills Teaching and Learning Centre (CSTLC) is based within the Waterhouse Building (Block E) – building 355 on the [University Campus Map](#).

For information on Clinical Skills teaching, please visit the dedicated Clinical Examination & Procedural Skills area within VITAL.

### Learning Zone

The Learning Zone is an independent student learning space that houses all clinical skills resources for years 1- 5. With the aid of technology-enhanced learning resources, students can revisit skills and continue to build on their skill progression, confidence and competency. The Learning Zone is based in the Clinical Skills Teaching and Learning Centre. For up to date opening times, please visit the dedicated Clinical Examination & Procedural Skills area within VITAL.

## 2.5 Human Anatomy Resource Centre (HARC)

HARC is situated on the third floor of the Department of Human Anatomy and Cell Biology within the Sherrington Building – building 301 on the [University Campus Map](#). It provides the practical resources to support learning in anatomy and histology. These include specimens of human material, anatomical models, histological material, radiographs and other images, videos and technology enhanced learning programs.

For information on HARC teaching sessions, please visit the dedicated “Anatomy: HARC” area within VITAL.

### Human Tissue Act

HARC is a restricted area under the terms of the Human Tissue Act 2004, which places responsibilities onto students in terms of their attitudes and behaviour. The School of Medicine expects students to preserve the dignity and generosity of donors who have bequeathed their bodies and behave with respect.

Access to HARC is restricted, so you must carry your student ID card with you at all times when accessing HARC. At your first scheduled HARC session, you will be required to sign an agreement to adhere to the terms and conditions of the facility.

### HARC Rules and Regulations

Bags, rucksacks, mobile phones, other personal property and food and drink are not permitted within the HARC area – this includes the foyer and lockers areas. Bags and



other personal possessions should be stored in the lockers provided. A dress code applies in HARC in order to demonstrate respect for donors and you will be required to wear a white coat at all times.

## 2.6 Placements

On the MBChB programme, you will undertake clinical placements throughout years 2 – 5 in a range of settings, e.g. hospitals, General Practice, and various third sector organisations.

For information on clinical placements, please visit the Clinical Placements area of VITAL (years 2-5).

### Professionalism and dress on placement

All patients that you meet while on placement will have given their consent for the meeting. This is a privilege which patients grant and it is important that this is recognised and that every patient is treated with dignity. You must comply with the dress policy of hospitals and trusts in which you are placed and where relevant, abide by uniform rules (e.g. by wearing scrubs). You should always appear professional in your dress and demeanour. Patients and staff will expect you to be clean and tidy, and dressed in a conservative and professional manner. Your face must always be exposed fully to patients.

Failure to comply with the dress policy when on placement may result in you being asked to leave the clinical area. Failure to adhere to the standards of the profession can lead to disciplinary action being taken by the University.

### Self-Study Time on Clinical Placements

Whilst on placement, it is expected that each site will provide students with library facilities. It is hoped that you will make full use of online and local study resources to underpin and extend your clinical learning about patients. Nevertheless, you are encouraged to maximise opportunities for patient contact while on placement. It is therefore expected that you will use library facilities during occasional gaps in placement days, to read around the clinical experiences you have had, or to write up notes and portfolio, rather than for several hours of non patient facing study.

## 2.7 Intercalation

Intercalation provides students with an opportunity to pursue further studies related to medicine in greater depth through research. Students intercalating suspend their MBChB studies for a period of twelve months in order to undertake studies for a BSc, MSc, MRes or MPhil degree. Students return to the MBChB programme at the point at which they suspended. To read the most up to date information about intercalation opportunities, please visit the [Intercalation](#) area of the student intranet.

## 2.8 Electives

An elective is a 4 week period at the end of Year 4 (or Year 3 for those on A101) where you study on an approved topic chosen and arranged by you. You can arrange your elective to be within or outside of the UK.



To find out about the aims of the elective and for the most up to date information, please visit the [Electives](#) area of the student intranet.

### 3. Extenuating Circumstances

Please see the University's Code of Practice on Assessment (Appendix M) for the standard information on extenuating circumstances. This can be accessed at: <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/>

For the MBChB programme, extenuating circumstances are considered at three points during the academic year. For the summer summative assessments, the Extenuating Circumstances Committee will consider circumstances that have impacted students' studies throughout their year of study and those that have directly impacted performance during the examination period. A further meeting will be held following the resit period, in August of each year, to discuss any circumstances reported to directly affect the resit period only. Students will be notified of the dates by which extenuating circumstances should be submitted and will be contacted directly via e-mail with further guidance and information prior to any deadlines. Please note: a claim cannot be delayed, nor any evidence relating to it be delayed, on the grounds of sensitive personal family or cultural reasons.

Extenuating circumstances must be submitted as directed and within the timeframe specified in instructions circulated to students at the relevant points during the academic year. If you have any queries about applying for extenuating circumstances or are concerned about anything that might constitute an extenuating circumstance, you should contact the MBChB Student Welfare and Support for Studies Team in the first instance at [wellbeing.mbchb@liverpool.ac.uk](mailto:wellbeing.mbchb@liverpool.ac.uk).

## 4. Student Support and Development

### 4.1 Student Welfare and Support for Studies

The School of Medicine is committed to supporting students in developing and maintaining wellbeing strategies that will equip them to become happy, fulfilled, successful Student Doctors and subsequently excellent, well-balanced clinicians with long and fruitful careers.

Wellbeing support services for Student Doctors are provided by a combination of Academic and Professional Services staff from within the School of Medicine and Wellbeing Advisors from the University's Student Welfare Advice & Guidance team.

There is a wide range of experience across the team, with each member of staff having different skills and expertise in wellbeing support.



For more information on Wellbeing support in the School of Medicine, including details on how to contact the MBChB Student Welfare and Support for Studies Team, visit the [Wellbeing Support](#) area of the student intranet.

Information about the full range of student services offered by the University, can be found at: <https://www.liverpool.ac.uk/studentsupport/>

### **Out of hours support**

Campus Support can be contacted 24 hours a day, seven days a week on 0151 794 3252 or extension 2222 from any campus phone. All calls to this number may be monitored.

Contact details for a range of emergency services are listed in the [Emergencies](#) area of the University's Student Services webpages.

## **4.2 Academic Advisors (AAs)**

The Academic Advisor (AA) scheme creates opportunity for you to receive academic, pastoral and professional development support from staff associated with MBChB programme. AAs support your development as an independent and scholarly learner, helping you to develop skills and strategies for self-management and employment, as well as supporting your transition to University life.

You can find full details of the AA Scheme within the School, including year specific guidance and schedules for 2020/21 in the [Academic Advisor Scheme](#) area of the student intranet.

## **4.3 Psychological Support Services for Student Practitioners (PSSSP)**

Health professional students (medical, dentistry and health science students) will develop effective ways of coping and maintaining their well-being during their training. However, it is not uncommon for students to experience episodes of concern about their wellbeing. To enable students to address these concerns, it is important that they are able to access timely and appropriate help. The PSSSP provides professional and confidential support for student practitioners. Information about the service can be found at: [www.liverpool.ac.uk/psychological-support](http://www.liverpool.ac.uk/psychological-support)

Students can be referred to this service following contact with the [MBChB Student Welfare and Support for Studies Team](#).

## **4.4 Disability Support**

The University has a Disability Support Team which is available for support and advice. For more information about this service, please visit <https://www.liverpool.ac.uk/studentsupport/disability/>.



The School has a Disability and Dyslexia Contact (DDC) who acts as liaison between the student and the University Disability Support Team. To access the School DDC, please contact the MBChB Student Welfare and Support for Studies Team at [wellbeing.mbchb@liverpool.ac.uk](mailto:wellbeing.mbchb@liverpool.ac.uk)

## 4.5 Support at Clinical Placements / Transfer of Information

The School of Medicine has a Transfer of Information (ToI) Policy. The aim of the policy is to ensure that students are appropriately supported throughout their undergraduate career with the School. The ToI Policy enables the School to make known to relevant individuals within organisations, students who require support, so that they can be suitably supported from year to year. This avoids the need for students to repeat their circumstances at each placement and allows Trusts or GP placements the opportunity to put in place, where feasible, support arrangements for the student.

The transferred information is minimal. The School will only indicate which area of support a student may need: attendance, professionalism, social or health related. Any further details about a student's situation have to be agreed between the student and a member of the School, generally within the Student Welfare and Support for Studies Team. However, the School does encourage students to approach the Educational Undergraduate Departments within Trusts, or in the case of GP placements to contact the GP placement administrator to discuss their individual requirements.

## 5. Celebrating Excellence

### 5.1 Prizes

A number of prizes are awarded throughout the programme to students who have excelled in their studies. The list of current prizes and the specific criteria for awarding of prizes can be found on the [Prizes](#) area of the student intranet. A Prize Evening is held each year in the School to celebrate the success of the prize winners.

### 5.2 Commendations

Commendations recognise student doctors and staff for activities where they have performed beyond expectations. Please visit the [Commendations](#) area of the student intranet to find out more, including details of how to make a nomination.

### 5.3 News stories

If a situation doesn't call for a formal commendation, the School still wants to celebrate it, whether a sporting event, award, creative endeavour or anything new and noteworthy. Students should contact [mednews@liverpool.ac.uk](mailto:mednews@liverpool.ac.uk) so that details can be included in the regular student newsletters and bulletins.



## 5.4 Attending Conferences

The School of Medicine normally encourages students to make the most of opportunities to attend and present at academic conferences both in the UK, and internationally. However, unfortunately, due to the COVID-19 situation, in person attendance at conferences in the UK and abroad will not be permitted for the remainder of 2020. This will be reviewed later in the academic year in line with University and Government guidance.

## 5.5 Higher Education Achievement Report (HEAR)

All undergraduate and postgraduate taught degree students will receive a HEAR at the end of their studies. This report is a comprehensive record of all your University achievements, including some of the co- and extra-curricular activities in which you have taken part during your academic studies at Liverpool.

The HEAR is a digitally signed document that replaces the traditional academic transcript and Diploma Supplement. It will contain detailed information about your learning and achievements and, along with your degree certificate, support applications for employment and further study.

You will receive a PDF version of your HEAR via email approximately one week after your graduation ceremony. Should you need to share this with a third party organisation, the University can forward this directly on your behalf. Full details of how to request this service can be found at <https://www.liverpool.ac.uk/graduation/official-documentation/sharing-your-hear/>.

If you publish or present at a conference during your time on the MBChB programme, you should submit the details to the School Office to ensure that suitable submissions are recognised appropriately via the HEAR. For more information, please visit <https://www.liverpool.ac.uk/intranet/medicine-student/policies/attendance-absences/>.

## 6. Professionalism and Ethical Conduct

### 6.1 Hippocratic Oath / Declaration of Geneva

The World Medical Association was formed in 1947, on the initiative of the British Medical Association, in an attempt to unite the profession throughout the world in a single community.

One of the first acts of the World Medical Association was to produce a modern restatement of the Hippocratic Oath, known as the Declaration of Geneva, and to base upon it an International Code of Medical Ethics.

In the Faculty of Health and Life Sciences, the Declaration of Geneva has been slightly modified so that it is appropriate for all health care professions. During the Faculty's graduation ceremony, the new graduates in all these professions each affirm the amended version (World Medical Association 1994 and Liverpool 1995) of the Declaration:



*At the time of being admitted as a Member of my Profession,  
I solemnly pledge myself to consecrate my life to the service  
of humanity: I will give to my teachers the respect and  
gratitude which is their due;  
I will practise my profession with conscience and dignity;  
The health of those in my care will be my first consideration;  
I will respect the secrets that are confided in me, even after a patient has died;  
I will maintain by all the means in my power the honour and the noble traditions  
of my profession;  
My colleagues will be my sisters and brothers;  
I will not permit considerations of age, disease or disability, creed, ethnic origin,  
gender, nationality, political affiliation, race, sexual orientation or social standing to  
intervene between my duty and my patient;  
I will maintain the utmost respect for human life from its beginnings, even under  
threat, and I will not use my specialist knowledge contrary to the laws of humanity:  
I make these promises solemnly, freely and upon my honour.*

## 6.2 Attendance

The School follows the University guidance on attendance, which can be found at: <https://www.liverpool.ac.uk/student-administration/policies-procedures/>. In addition, it is a GMC requirement that MBChB graduates have completed 5500 hours study on the programme before they can be formally registered as medical practitioners. For this reason, attendance of all parts of the course, University based and Clinical Placement based, is mandatory and attendance is monitored.

Please read the MBChB Student Attendance Policy 2020-21 (available via the [Attendance and Absence](#) area of the student intranet) for full details.

## 6.3 Patient confidentiality

Student Doctors have a responsibility to observe the duty of confidentiality to the patient. Anything a patient says during a clinical encounter must be treated with the utmost confidence. These confidences are appropriate to share with other members of the team involved in the care of the patient, but only in the professional setting. Student Doctors should never identify a patient in any discussion not directly relating to the care of that patient. It is particularly important not to talk about patients in a public setting, e.g. in the hospital canteen or the lift. Reference to patients on social networking sites is a breach of confidentiality and prohibited. Confidentiality also applies to any data from which the identity of the patient may be traced, including data used for audit or research purposes, or in coursework (such as RS projects, electives, and e-portfolio entries). Please note, patient identifiers include date of birth and address as well as names.

See also the GMC's publication on confidentiality:

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/confidentiality>





Any complaint of a breach of confidentiality on the part of a student will result in disciplinary action and could, in serious cases, result in suspension or termination of studies.

## 6.4 Use of Mobile Devices on Placement

You are likely to need to use a mobile device as a professional learning tool while on placement sites; to complete your portfolio, look up resources such as the eBNF or medicine related eBooks or websites. Use of such devices will form a regular part of your working life, so you will need to think about integrating them into your practice now. However, if a member of staff or patient asks what you are doing, you must show them what is on your screen. You should explain that you have been encouraged to use a mobile device, to access reference or learning materials. If a member of staff or patient asks you to put your device away, you must do so immediately. Sometimes, when you are working with patients, you may wish to access resources to help explain things such as, information about treatment or NHS websites. You should check with the clinicians that you are working with that this is acceptable. Working with resources in this way opens up new conversations and can be immensely helpful to both you and the patients. You should keep your phone on silent (and turning off the vibrate function). Personal use of your phone should be confined to private areas such as a student common room or dining area and at an appropriate time not during teaching sessions - the clinicians are giving their time and they deserve your full attention. If you want to look up resources on their devices during taught sessions, you should ask the facilitator if they are happy for you to do so.

You should avoid using social media while on any placement, as doing so only may raise a concern that you might be doing something inappropriate. If you are expecting an urgent phone call you must alert the local undergraduate team or administrators and the clinicians that they are working with. These staff they will advise on how they wish a student to handle the situation. You should think carefully about what is "urgent". A phone call about a relative in hospital would be classed as such, however, a phone call to your car service is finished is not.

## 6.5 Responsible use of social media

You need to be aware of your professional responsibilities as a Student Doctor as well as for the future. You should be extremely cautious about uploading any personal information and you should NEVER upload any patient information, photos or comments about patients nor accept friend requests from patients. You should NEVER attempt to give medical advice. You are also advised to be very careful about uploading opinions about the University, the medical programme or NHS. You should not join any groups that may bring you into dispute with the School of Medicine. In recent years, there have been instances where students have been referred to formal Fitness to Practice procedures as a result of inappropriate use of social media.

You should check privacy settings and exercise caution when accepting friend requests, especially if requests come from strangers. You are also asked to beware of tagging and finally, to assume that any photo or information posted on social media may end up in the public domain.



GMC website of information for students:

<https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/student-professionalism-and-ftp/professional-behaviour-and-fitness-to-practise>

The British Medical Association has also issued social networking guidance:

<https://www.bma.org.uk/advice-and-support/ethics/medical-students/ethics-toolkit-for-medical-students/social-media>

## 6.6 Academic Integrity

Please refer to The Code of Practice on Assessment Appendix L; Academic Integrity Policy: [Assessment/appendix\\_L\\_cop\\_assess.pdf](#)

## 6.7 Chaperones

You will be required to take histories and examine patients in clinics and onwards. A chaperone is not usually required when you are taking histories, however, you must be chaperoned when you examine a patient. This chaperone can be another medical student if appropriate. When starting a clinical placement, students should ensure they are familiar with local guidelines for chaperones and adhere to these.

## 6.8 Intimate Examination under Anaesthesia

A key aim of the undergraduate curriculum is to learn the principles and methods of clinical examination. Intimate examination skills such as breast, vaginal and rectal examinations are difficult to teach. It is, however, important that students can perform these examinations under supervision, as these skills will be very important in their future professional careers.

While simulation can be useful in learning these skills, you will need to gain experience with real patients. The operating theatre should be considered one of the environments that provide that opportunity, with senior clinician input and supervision being available. Therefore, the School encourages clinical staff (doctors and senior nursing staff) and students to provide opportunities for developing intimate examination skills by involvement of patients undergoing procedures under anaesthetic. Students should know how to give due respect and consideration to the patients and should be aware of ethical issues surrounding these examinations so that they can be dealt with in an appropriate manner.

Doctors supervising students should ensure that valid consent has been obtained and is documented on a Trust consent form and/or the patient records before students carry out any intimate examination under anaesthesia. It is at the lead clinician's discretion to select appropriate patients and decide when such an examination would not be appropriate given the patient's clinical situation and personal circumstances. Consent for the intimate examination of anaesthetised patients should be obtained by the clinical staff (ST5 or above), in the presence of the student that will be undertaking the examination prior to administration of a pre-medication or any anaesthetic drugs



and preferably during the operating team's pre-operative ward round. The actual consent is a useful experience for the student to witness, even in the cases it is declined. It is part of the patients' rights to choose who will or will not operate/examine them. Therefore, it should be taken in the presence of the student that will be examining the patient under anaesthesia. In order for the examination to be undertaken by the student, a senior member of the clinical team operating (ST5 or above), will need to be physically present and supervising the student during the procedure.

The complexity of consenting a child is an experience that students should witness. However, students should not undertake examination of the paediatric patient under anaesthesia as this is a highly specialised skill that extends beyond a student's level of clinical competence.

### **6.9 Student Attendance at Autopsies (Post Mortems)**

Students are encouraged to attend autopsies, as these provide a unique opportunity to study anatomy and pathology together at close quarters.

At the Royal Liverpool and Broadgreen University Hospital, autopsies are held most working days. Staff in the hospital will be able to tell students which autopsies are scheduled for the following day by 4.00 pm on the previous afternoon (or Friday for Monday's cases). Students can attend, at the discretion of the pathologist, and up to two students per case will be invited to stand around the table and observe. If there are more than two students, the remainder will need to view from the gallery. Students wishing to attend an autopsy on a particular day should contact the mortuary office by telephone on 0151 706 3800.

Autopsies of cases where the patient has died outside hospital, often sudden deaths, are conducted by the Forensic Sub-Department, who can be contacted directly through the main Department of Pathology 0151 706 4301. These autopsies are generally carried out at shorter notice and students will, therefore, need to keep in touch with the staff to be alerted of an autopsy.

On Thursdays at 10.00 am, subject to suitable cases being available, there is a more formal demonstration of a post-mortem examination with a detailed discussion of clinical and pathological aspects of the case. Students attending these formal post-mortem demonstrations will watch from the viewing gallery which holds about seven. Students with particular interest in these cases should book in advance with the mortuary staff (0151 706 3800).

Students on attachment to other hospitals should contact the hospital Department of Pathology to make arrangements to attend autopsies.

### **6.10 Measuring Professionalism Policy**

As a student doctor, you must ensure that you meet professionalism requirements set by both the School and the GMC. For more information on professionalism, including



access to the MBChB Measuring Professionalism policy and links to GMC guidance, please visit the [Professionalism](#) area of the student intranet.

## 6.11 Probity

In line with GMC guidance, the School of Medicine considers probity issues, including the falsification of signatures and the misrepresentation of attendance, to be deliberate acts of dishonesty. Any suspicion of fraudulent behaviour will therefore be investigated and may be considered a fitness to practise issue. Further information can be found in the GMC publication 'Professional Behaviour and Fitness to Practise: <https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/student-professionalism-and-ftp/professional-behaviour-and-fitness-to-practise>

If you are experiencing difficulty obtaining signatures or registering your attendance, please inform the School Office immediately.

## 6.12 Criminal Offences

Please also refer to the University guidance on Conduct and discipline available at: <https://www.liverpool.ac.uk/student-administration/policies-procedures/conduct-discipline/> and the information about DBS and the Student Agreement in section 1.7 of this handbook.

Students charged with criminal offences must disclose the offence to the Director of Studies, who will disclose this information to the Dean of School. Students charged with offences may undergo University disciplinary, and / or Fitness to Practice Proceedings, dependent upon the nature and context of the charge. Students must ensure that they include the details in their annual student agreement and must also declare any charges, formal cautions or criminal records to the University Director of Student Administration and Support as detailed in section 1.7 of this handbook.

# 7. Student Opportunities

## 7.1 Careers Guidance

The School of Medicine has a dedicated MBChB Careers Advisor. For information on this service, including details of how to book an appointment, please visit the [Careers Support](#) area of the student intranet.

The MBChB Careers Advisor works closely with the central University's Careers Service. More information on the University's Careers and Employability Service can be found at: <https://www.liverpool.ac.uk/careers/>.



## 7.2 Study Abroad

As part of the degree programme, students may have the opportunity to study abroad. This has significant personal and academic benefits, as well as giving students a head-start in the graduate job market. The University share good links with a range of worldwide exchange partners, resulting in many opportunities for students. For the most up to date information on Study Abroad, please visit <https://www.liverpool.ac.uk/study-abroad/outbound/>.

### Year in China

The Year in China is the University of Liverpool's exciting flagship programme enabling undergraduate students, from a huge range of departments the opportunity to spend one year at our sister University Xi'an Jiaotong-Liverpool University (XJTLU), following XJTLU's BA China Studies degree classes. For the most up to date information on the Year in China scheme, please visit

<https://www.liverpool.ac.uk/study-abroad/outbound/what-is-study-abroad/year-in-china/>

## 7.3 Open Languages

Open Languages gives students the chance to study a language alongside their named degree programme. Students can start as a beginner, intermediate or advanced learner and progress accordingly depending on their previous experience with the language. More information about Open Languages is available here:

<https://www.liverpool.ac.uk/languages/>.

## 7.4 Opportunities for CV enhancing activities

Visit My Liverpool at <https://www.liverpool.ac.uk/my-liverpool/> to find out about a wide range of co- and extra- curricular activities that you can take part in to make the most of your time at Liverpool.

## 7.5 Guild Student Societies

There are numerous medical and general student societies that you may be interested in joining. Extra curricula activities are an important part of the University experience and the School encourages you to become involved in appropriate societies. Visit the [Societies](#) section on the Liverpool Guild of Students website for more information.

## 7.6 Student Representation and Feedback

An annual election of student representatives is organised through the Guild of Students. Following an online peer voting process, student representatives are elected from each year group on the MBChB programme. These representatives regularly meet with School staff and attend Staff Student Liaison Committee (SSLC) meetings over the academic year to represent student views and feedback. If you are interested in becoming a student representative, please visit the [Represent](#)



section on the Liverpool Guild of Students website for more information. To find out more about the SSLC, please visit the [SSLC](#) area on the student intranet.

### **Feedback**

The School is as open as possible in the way it runs, and students are encouraged to make their views heard. Formal evaluation and feedback to the School is an important part of assessing the quality of the MBChB programme and used to redesign elements of the programme for the benefit of students.

For more information on how feedback is collected by the School and details of students' responsibilities in providing feedback, please visit the [Feedback](#) area of the student intranet.

If you have any queries regarding feedback and evaluation, please contact the MBChB Quality Team at [quality.mbchb@liverpool.ac.uk](mailto:quality.mbchb@liverpool.ac.uk).

## **8. Key External Links**

### **8.1 Achieving Good Medical Practice**

<https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/student-professionalism-and-ftp/achieving-good-medical-practice>

### **8.2 Professional Behaviour and Fitness to Practice**

<https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/student-professionalism-and-ftp/professional-behaviour-and-fitness-to-practise>

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/](http://www.liverpool.ac.uk/medicine/contact-us/email/)].