



THE UNIVERSITY OF  
BUCKINGHAM

MEDICAL SCHOOL

**MB ChB**

## **Concerns Report Form**

**1 Please complete all sections**

<i>Please indicate:</i>	Major concern (red)	
	Moderate concern (amber)	
	Minor concern (green)	

**Student Name**.....

**Date**.....

This form should be used whenever any concerns are identified with regard to the professional conduct or health of a medical student and where appropriate, in conjunction with, evidence from the e-portfolio or other supportive documentation. The form does not imply that any decision has been made or outcome implied. It indicates that a concern has been raised.

A student with a pattern of the following behaviour has not sufficiently demonstrated professional and personal attributes for meeting the standards of professionalism inherent in being a doctor:

**Circle the appropriate category. Comments are required**

**1. Unmet professional responsibility:**

- a. The student needs continual reminders in the fulfilment of responsibilities to patients or to other health care professionals. The student cannot be relied upon to complete tasks.
- b. The student misrepresents or falsifies actions and/or information. This includes cheating in a block assessment, plagiarism of material used in course work or passing off the work of others as their own.
- c. Attendance. A student is absent without permission. This includes being absent from compulsory teaching sessions, personal tutorials, repeated absence from the clinical environment, inappropriate use of the “leave request” system and poor time management.
- d. There are concerns relating to students dress and appearance with regard to professional conduct or infection control.
- e. Infection control. A student does not follow appropriate NHS requirements for infection control.

**Comments:**

**2. Lack of effort toward self improvement and adaptability:**

- a. The student is resistant or defensive in accepting criticism.
- b. The student remains unaware of his/her own inadequacies.
- c. The student resists considering or making changes.
- d. The student does not accept blame for failure or responsibility for errors.
- e. The student is abusive to a member of staff at any time, irrespective of the status of the staff member or additional stress factors.
- f. The student demonstrates arrogance.

**Comments:****3. Diminished relationships with patients and families:**

- a. The student inadequately establishes rapport with patients or families.
- b. The student is often insensitive to the patient's or families' feelings, needs or wishes.
- c. The student lacks insight and/or does not work within accepted professional boundaries with regard to the doctor-patient relationship.
- d. The student lacks empathy.
- e. The student fails to keep patient information confidential.
- f. The student has not sought appropriate consent from patients.

**Comments:**

**4. Diminished relationships with members of the health care team:**

- a. The student does not function within a health care team.
- b. The student is insensitive to the needs, feelings and wishes of members of the health care team.
- c. The student behaves in a manner which is disruptive to the learning and conduct of the team or other students.

**Please supply additional information as necessary.**

**5. Health grounds**

- a. The student appears physically unwell on more than one occasion, and, on enquiry it is clear they have not sought professional help'?
- b. The student appears distressed, tearful or unduly distracted.
- c. The student has resisted or is reluctant to seek support following suggestion by a fellow student, Personal Tutor or member of Medical School or Trust staff.
- d. The student has failed to comply with the OHS EPPs health screening regime.

**Please supply additional information as necessary.**

**6. Academic performance**

- a. The student has performed poorly in a formative assessment.
- b. The student has performed poorly in a summative assessment
- c. The student has failed engage in the development of their eportfolio development.

**Please supply additional information as necessary**

**7. Other :**

**Please supply additional information as necessary.**

**Note:**

- i) For additional issues that constitute more serious breaches of professional conduct which will need to be notified directly to the Medical School on an urgent basis.
- ii) It is not a requirement for this form to be discussed with the student at this initial stage. The intention is rather to have a low threshold for reporting any concern linked with professional behaviour. The information will be reviewed within the Medical School, and if appropriate, will result in a discussion with the student. However, it may be that an education lead or Personal Tutor will have had a discussion with the student and this information can also be added into the reporting system.
- iii) In situations where anonymity is desired, for example from a patient, a representative (member of clinical staff for example) can complete this form on their behalf.

**Form submitted by (please print and sign):** .....

*Please submit this form securely for the attention of Dr Claire Stocker, Medical School, University of Buckingham, MK18 1EG (med-studentsupport@buckingham.ac.uk)*

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*Document Version Information*

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Originator: Claire Stocker

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