



THE UNIVERSITY OF
BUCKINGHAM

MEDICAL SCHOOL

MB ChB

Guidance on using the Concerns Report Form

1 *Why is the form being used?*

This form is to be used when reporting any concern regarding a student's professional conduct, behaviour, academic performance or health and wellbeing. This form will be freely available to all clinical, academic and administrative staff and members of the public. The GMC requires each medical school to have a robust system in place to record, manage and resolve any concerns regarding the professional behaviour and conduct of medical students.

2 *Who should complete this form?*

Anyone can complete a form. This could be the consultant or Unit Lead responsible for the student, block administrator or block lead. Equally senior nursing staff will be in a position to observe a student's conduct and behaviour. In most cases these individuals will have discussed this with the relevant consultant or undergraduate coordinator or block lead. In many cases a block lead or consultant will complete the form on behalf of a nurse, but this is not essential.

However, other staff may also complete a form, for example a Personal Tutor, librarian, staff at the Student Union or Senior Tutor's Office, or even a patient. The forms can be completed electronically or on paper.

Once completed, ALL forms MUST be returned to the Student Support Lead in the Medical School.

By secure email: med-studentsupport@buckingham.ac.uk or in a sealed envelope to Dr Claire Stocker, Medical School, University of Buckingham, Hunter Street, MK18 1EG.

3 *Is it necessary to discuss the form with the student or to inform them that it has been completed?*

There is no requirement for the local member of staff to discuss this with the student. Nevertheless, it will be common practice to discuss concerns directly with a student in order to resolve a particular issue. **Even if the issue appears to have been resolved it is essential that the form MUST still be completed and returned to the Medical School.** This is the only way that the Medical School is able to keep track of student concerns.

4 *What happens when the Medical School receives a form?*

- i) All forms will be reviewed immediately they are received in case any urgent intervention is required.
- ii) The medical student will be informed. This is totally transparent process.
- iii) The forms will be reviewed by the Concerns Group within the Medical School on a regular basis.
- iv) In most cases the issue will be minor and no action will be taken. The student will be informed of this outcome.
- v) If there are repeated concerns then the student will be asked to come in to the Medical School to discuss the matter. It is likely that in the majority of cases there are other underlying issues - such as financial, social and health - that need to be addressed. This is an

invaluable opportunity to sort these things out. **SO** - in most cases this will be a positive development with benefits for everyone. The Medical School appreciates the importance of being supportive to students who are going through a learning process and at the same time monitoring progress in a clear and transparent manner.

- vi) If there is a major issue it will be dealt with immediately.
- vii) We will use a system of monitoring (red / amber / green) to review student progress.

NOTE: If anyone has a significant concern about a student you should contact the Medical School directly. Contact details are below.

Student Support:

Dr Claire Stocker Tel: 07715 371354

Email: med-studentsupport@buckingham.ac.uk

5 Are there implications for a student's future practise?

Minor issues and concerns that are resolved will have no implications for a student's future practise. Indeed, the real objective for this process is to prevent the need for the matter to be escalated and to put support mechanisms in place at an early stage. Serious and repeated concerns will be closely reviewed. There is a potential for the most serious concerns to be referred to the Fitness-to-Practise Committee.

6 Where will forms be available?

These forms will be available electronically through the website and Moodle pages and our LEP Block administrators and Leads should have some hard copies available. All relevant consultant staff will be informed. Copies can be circulated electronically.

7 How does this form link with assessment?

This form supplements the reporting of professionalism and any concerns for all students before or during assessment on campus and after each block. It also functions independently. Staff can complete a form at any time and return it to the Medical School.

8 Are the students aware of the form?

All students will be informed of its use. They will be made aware of the contents of the form and how the Medical School will resolve issues and support students.

9 Student Support

If in your discussions with a student it is apparent that the student needs to access various support structures, then again, please let us know. Dr Claire Stocker looks after student support and is happy to be contacted.

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