

Faculty of Health Sciences Fitness to Practise Procedure

1. Introduction

1.1 Students on the professional programmes (MB ChB, BDS, BVSc and VNBS, Gateway to MB ChB, BDS and BVSc, Diplomas in Dental Hygiene and Dental Therapy, and MSc Perfusion Science) in the Faculty of Health Sciences have responsibilities different from those of other students. Because of this, certain standards of professional behaviour are expected of them. The Faculty is responsible for ensuring that students have opportunities to learn and practise the professional standards expected of them.

1.2 All students on the professional programmes must refer to the following documentation (as applicable to their profession) in order to make themselves aware of the principles of professional behaviour and the professional behaviour expected of them:

(i) MB ChB and Gateway to MB ChB

The GMC produce guidance for students which can be found on their website:

<http://www.gmc-uk.org/education/undergraduate/studentftp.asp>

(ii) BDS, Gateway to BDS and Diplomas in Dental Hygiene and Dental Therapy

The GDC produce guidance for students which can be found on their website:

<https://www.gdc-uk.org/professionals/students-and-trainees/student-professionalism/sp-guidance>

(iii) BVSc, Gateway to BVSc and VNBS

The RCVS Code of Professional Conduct for Veterinary Surgeons is the Royal College of Veterinary Surgeons (RCVS) main guide for veterinary surgeons and sets out the principles and values on which good practice is founded:

www.rcvs.org.uk/advice-and-guidance/code-of-professional-conduct-for-veterinary-surgeons/

The RCVS Code of Professional Conduct for Veterinary Nurses is the Royal College of Veterinary Surgeons main guide for veterinary nurses and sets out the principles and values on which good practice is founded:

<http://www.rcvs.org.uk/advice-and-guidance/code-of-professional-conduct-for-veterinary-nurses/>

The University of Bristol Veterinary Student and Veterinary Nursing Student Codes of Professional Conduct (on the “Programme Information” Section of Blackboard for each year of BVSc and VNBS programmes)

(iv) Perfusion Science (MSc)

The Society of Clinical Perfusion Scientists of Great Britain and Ireland and The College of Clinical Perfusion Scientists of Great Britain and Ireland have rules and regulations guidance on their website:

https://www.scps.org.uk/index.php?option=com_content&task=category§ionid=3&id=4&Itemid=40

(v) The University of Bristol rules and regulations for students are also available from:

<http://www.bris.ac.uk/secretary/studentrulesregs/>

1.3 Students should contact the relevant person listed below if they have any concerns about how to improve their professional behaviour skills:

(i) MB ChB students can contact the Pre-clinical Programme Director or Director of Student affairs, the Professional Behaviour Case Investigator, the MB ChB Programme Director or Academy Deans;

(ii) BDS students can contact the Senior Tutor or Student Administration Manager;

(iii) BVSc students can contact the Pre-Clinical Dean or Clinical Dean, Head of Teaching, Chair of Academic Support (AS) or the BVSc Programme Director;

(iv) VNBS students can contact the Undergraduate Dean for Veterinary Nursing, Head of Teaching, Chair of Academic Support (AS) or the VNBS Programme Director.

(v) Gateway students can contact the Personal and Professional Development unit lead and the Senior tutor.

(vi) Dental Hygiene and Dental Therapy students can contact the Head of the Dental Care Professionals School.

(vii) Perfusion Science students can contact the Programme Director

1.4 Students must be aware that their behaviour outside the clinical environment, including in their personal life, may have an impact on their fitness to practise.

1.5 A student's fitness to practise is called into question when their behaviour raises a serious or persistent cause for concern about their ability to continue on their professional programme, or to practise in their profession after graduation. The purpose of this procedure is to provide a constructive framework for dealing with fitness to practise issues and to ensure that, where necessary, sanctions are applied fairly and consistently. It is hoped that by addressing any professional behaviour problems early the student will be able to address any concerns raised. The procedure also aims to ensure that the Faculty is able to put support mechanisms in place to help the student improve his or her professional behaviour.

1.6 It is hoped that many professional behaviour issues can be dealt with informally by a member of staff (or a fellow student) discussing any concerns they have with the student. In many instances staff (or fellow students) will raise an issue before it reaches the point of involving the Faculty in this process. Students should take any concerns raised about professional behaviour skills as an early opportunity to improve before an issue is taken any further.

1.7 This procedure for raising or receiving concerns considers a student's fitness to practise in relation to behaviour and not in relation to health. However, it is recognised that unprofessional behaviour may result from underlying health problems and for this reason Case Investigators and the Fitness to Practise Committee ("FTP Committee") may refer students to, and receive referrals from, the Disability and Health Panel. Refer to relevant Student Handbooks for Disability and Health Panel procedures on the Faculty Webpage.

1.8 Students are expected to cooperate fully with any investigation or proceedings conducted under fitness to practise procedures.

2. Raising Professional Behaviour Concerns

2.1 There are two principal methods of raising concerns about professional behaviour:

- a) Student Concern Forms
- b) External Referral

Student Concern Forms

2.2 If any individual has a concern about a student's professional behaviour they can submit a Student Concern Form to the Faculty Fitness to Practise Administrator fohs-ftp@bristol.ac.uk or in the case of BVSc and VNBS students the School of Veterinary Sciences Fitness to Practise Administrator vets-ftp@bristol.ac.uk

2.3 Concerns occasionally come to the attention of the Faculty via other routes e.g. Disclosure and Barring Service (DBS) checks (previously Criminal Record Bureau checks), University disciplinary procedures or the Disability and Health Panel. The person completing an external referral will normally also be asked to complete a Student Concern Form. Student concern forms are available from the Faculty Office fohs-ftp@bristol.ac.uk

2.4 The Faculty may choose to refer a student under the University's student disciplinary procedures instead of or in addition to dealing with the matter under fitness to practise procedures.

3. Procedure

3.1 Upon receipt of the Student Concern Form, the Case Investigator (CI) will investigate the issues raised. The CI will consider the initial evidence and decide if the case is serious enough to be referred to the FTP Committee. In doing so, the CI will consider whether the behaviour is serious or persistent enough to call into question the student's ability to continue on the programme, or their fitness to practise after graduation. The CI will take one of the following actions:

- a) Decide not to proceed further with the concern. By way of example this could be because the issue could be handled differently; because it has already been dealt with elsewhere; or because the concern is not considered serious enough to warrant further action at this stage. In such cases the student will be notified of the concern and the CI's decision not to proceed further with the concern.
- b) Decide to proceed further with the concern. In such cases, the student will be informed in writing of the concern raised and invited to meet with the CI. The student may be accompanied to the meeting by an advisor, friend or other representative. The CI will arrange for notes to be taken of the meeting. The purpose of this meeting is to give the student an opportunity to discuss the concern before the CI makes a decision on how the case will proceed. The student will also be given the opportunity to:
 - i. Accept that the concern is valid
 - ii. Inform the CI that in the student's opinion the concern is not valid or is untrue

3.2 In all cases the CI will complete an Outcome Form, which will be forwarded to the student and to the School and Faculty.

3.3 The Outcome Form will state whether it was decided:

- a) That no fitness to practise concern has been raised.
- b) Not to proceed further with the concern, other than to refer the student for support as appropriate.
- c) That the concern is valid but not serious enough to be referred to a FTP Committee for formal action. In such cases, the CI will ask the student to accept a Warning, which may be coupled

with a condition or undertaking. Warnings are formal statements that indicate that the student's behaviour is unacceptable. Appendix 1 contains information about Warnings.

- d) That the case will be referred to the FTP Committee for their consideration, with a copy of the Outcome Form.
- e) That the case will be referred to the Disability and Health Panel for their consideration, with a copy of the Outcome Form.
- f) That the case will be referred under disciplinary procedures, with a copy of the Outcome Form.

3.4 If the student is asked to accept a Warning by the CI under paragraph 3.3 (c), he or she may either:

- (i) Accept the Warning; or
- (ii) Reject the Warning, in which event the case will be considered by the FTP Committee under section 4 of this procedure.

Suspension from the programme pending hearing by FTP Committee

3.5 If the concern is serious, a decision may be made by the Faculty Dean at any stage of this procedure to suspend the student while the matter is further investigated by the CI or pending a hearing by the FTP Committee or consideration by the Disability and Health Panel.

3.6 In most cases, details of the process and outcome will not normally be shared for reasons of confidentiality.

4. Consideration by the FTP Committee

Composition of FTP Committee (the "Committee")

4.1 The Committee comprises at least three members of the Fitness to Practise Panel (the "Panel"). The Panel is made up of NHS and University staff and external members appointed by the Dean of Health Sciences, together with veterinary panel members appointed by the Dean on the recommendation of the Head of School of Veterinary Sciences. Any FTP Committee considering the professional behaviour of a student shall include at least one member of the profession relevant to the student's programme of study. In the event of the Committee being divided in its view, the Chair will have a casting vote.

Assistance to the Committee

4.2 The Faculty Education Manager or Education Administration Manager will normally act as clerk to the Committee (the "Clerk"), and will arrange for a note of the proceedings to be taken. The Committee may seek advice from the Secretary's Office.

Representation for the Student

4.3 The Student may choose to be present at the Committee hearing and may be accompanied by an advisor, friend or other representative [<https://www.bristolsu.org.uk/advice-and-support>]. If the student wishes to be legally represented he or she must inform the Clerk as soon as possible and in any event not later than two weeks prior to the hearing.

Standard of Proof

4.4 The Committee will only impose a penalty upon a student if on the evidence before it, it is satisfied on the balance of probabilities that the concerns raised are proved.

Procedure

4.5 Subject to the provisions of this procedure, the conduct and order of the proceedings shall be at the discretion of the Committee. The Committee may ask for additional enquiries to be undertaken and may call for additional witnesses to attend. It may adjourn proceedings at any time if it considers it in the interests of justice to do so.

Joint Hearings

4.6 If two or more students are involved in related cases the Committee may at its discretion deal with their cases together.

New Hearing

4.7 The Committee will rely only on evidence presented at the hearing. The deliberations and decisions of anyone previously considering the matter shall not be binding on the Committee.

Written Concerns

4.8 The CI (who will normally present the case at the hearing) will set out the concerns raised about the student, in writing, in advance of the hearing. A copy of the Written Concerns will be sent to the student at least three weeks before the hearing.

Witness Evidence

4.9 The student will be informed at least two weeks in advance of the hearing of any witnesses to be called by the CI or the Committee. The student and or his or her representative must inform the Clerk at least two weeks in advance of the hearing, of any witnesses that they wish to call and provide copies of any documents on which they intend to rely.

4.10 The Clerk, on behalf of the Committee, may call for written witness statements in support of the Written Concerns in advance of the hearing. If such statements are obtained, members of the Committee will be entitled to see them in advance of the hearing and copies will be made available to the student and to the CI or other case presenter at least one week before the hearing.

4.11 Witness evidence presented at the hearing will normally be oral, given by witnesses appearing in person, even if witness statements have been provided prior to the hearing. The Committee may accept a witness's written statement in evidence where both parties agree that the witness need not attend, or where it is impracticable for the witness to attend, or where in the opinion of the Committee it is for some other reason in the interests of justice to do so.

Written submission to the Committee

4.12 Either the CI or the student may make a written submission to the Committee. Any such submission must be made available to all parties at least one week before the hearing.

Documentary Evidence

4.13 Copies of any documentary evidence, including medical or other reports, submitted to the Clerk in advance of the hearing will be made available to members of the Committee and to all parties at least one week before the hearing. Documentary evidence submitted late will only be admitted with the permission of the Committee

Opening and Closing addresses

4.14 The case presenter shall be entitled to address the Committee before calling witnesses and at the conclusion of the evidence called on behalf of the student. The student, or his or her representative, may address the Committee before calling witnesses and after the case presenter's final address.

Time Limits

4.15 The Committee may impose time limits on oral addresses and submissions.

Witnesses in support of the concerns

4.16 The concerns raised about the student will be presented first. The case presenter may ask questions of each witness giving evidence in support of the concerns. The witness may be cross-examined by the student or his or her representative. Witnesses may be re-examined, but concerning only those matters raised in cross-examination, for the purpose of clarification. The Committee may also ask questions of the case presenter and of any witnesses.

Submission that there is no case to answer

4.17 At the conclusion of the evidence in support of the concerns raised, the student, or his or her representative, may submit that there is no case for the student to answer. The case presenter has the right to reply. If the Committee finds on the evidence that there is no case to answer in respect of any or all of the concerns raised, it must dismiss the relevant concern or concerns.

Witnesses against the concerns

4.18 If the case proceeds, the student may then give evidence. At the conclusion of the student's evidence he or she may be cross-examined by the case presenter. The student may give evidence to clarify matters raised in cross-examination. The student, or his or her representative, may call further witnesses, who may be similarly cross-examined and re-examined. The representative cannot give evidence on behalf of the student or witnesses. The Committee may ask questions of the student or of any witnesses called by the student.

Recall of witnesses

4.19 A witness may be recalled to give further evidence only with the permission of the Committee.

Relevance

4.20 The Committee may refuse to admit evidence that is in its opinion irrelevant to the issues raised.

Power of adjournment

4.21 The Committee shall have power to adjourn a hearing to another date, as it thinks fit.

Decision on the concerns raised

4.22 At the conclusion of the evidence, the Committee will make its decision as to whether or not the concern or concerns have been proved.

Mitigation

4.23 If the Committee decides that the concerns are proved, the student or his or her representative will be entitled to address the Committee on the question of penalty and to raise any mitigating factors. The case presenter has the right to reply.

Decision as to outcome

4.24 The Committee will make a decision as to outcome as set out in paragraph 5.

Report

4.25 The student will normally be informed orally of the outcome immediately after the hearing and will receive a copy of the report referred to in paragraph 4.26, normally within two weeks.

4.26 The Chair of the Committee will write a short report, setting out the grounds for concern, a brief summary of the evidence, the decision of the Committee and the reasons for the decision. A copy of the report will be sent to the student, the CI, the Academic Studies Committee, the Dean, Clinical or Pre Clinical Dean or VNBS Undergraduate Dean as appropriate and any other appropriate member of the University. In most cases, details of the process and outcome will not normally be shared for reasons of confidentiality.

4.27 If there are any further actions to be taken these will be the responsibility of the student or members of staff as directed by the Committee.

5 Outcomes

5.1 The FTP Committee may make any one or more of the following decisions:

- a) Issue no warning or sanction
- b) Issue a warning
- c) Issue a sanction which requires an undertaking on the student's part
- d) Issue a sanction which consists of conditions
- e) Suspend the student from the programme
- f) Expel the student from the programme
- g) Refer the student to a Disability and Health Panel (see paragraph 8)

5.2 Details of these outcomes appear in Appendix 1.

6. Nominees

References in this procedure to a particular job title or role shall be construed to include any person or persons nominated by the role holder to act on his or her behalf.

7. Record Keeping, Data Protection and Confidentiality

7.1 Where it has been decided at any stage under this procedure by either the CI or the FTP Committee not to proceed further with a concern the following provisions shall apply:

- a) should no further concerns be raised during the student's programme of study, a record of the concern/report shall be kept on the student's official record and destroyed upon completion of their programme of study; or
- b) should further concerns be raised during the student's programme of study, a record of the concerns/report may be kept on the student's official record up to a period of five years following completion of their programme of study.

7.2 Where it has been decided to proceed further with a concern, a record of the concern and of any decisions made under this procedure shall remain on the student's official student record for a period of five years following completion of their programme of study.

7.3 The University handles personal data (including official student records of concerns, reports and warnings relating to fitness to practise) in accordance with the Data Protection Act 1998. All matters arising during a student's programme of study at the University are confidential and may not be disclosed to other parties, including parents, without the express permission of the individual student. Notwithstanding the foregoing, the University may:

- a) take into account any previous concerns, reports or warnings in assessing student's professional behaviour
- b) disclose details of any concerns, reports and or warnings relating to the student's fitness to practise which have arisen during a student's programme of study (where required to do so by law or in the public interest) such as; another Further or Higher Education institution; the national body responsible for regulating the relevant profession to protect, promote and maintain the health and safety of the public by ensuring proper standards of professional practice.

8. Co-ordination between the Fitness to Practise Committee and Disability and Health Panel

If a student has been referred to the Disability and Health Panel and the Panel considers that, due to the nature or extent of the disability or health issue the student will not be able to complete his or her professional programme or be fit to practise, the student will be referred to the FTP Committee. In the event that a student has a disability or health problem along with professional behaviour or fitness to practise concerns, the respective Chairs of the FTP Committee and Disability and Health Panel may liaise to consider the best course of action. If the Disability and Health Panel decide that because of health issues a suspension or expulsion from the programme is indicated, the Disability and Health Panel Chair will report and attend the subsequent FTP hearing to present the case.

9. Appeals

9.1 An appeal under this procedure must be made to the University Secretary within twenty-eight days of the conclusion of the proceedings. The student must set out in writing the ground(s) on which the appeal is based. The appeal will be heard by a Committee of Council (the "Appeal Committee") constituted under the provisions set out in the Student Complaints Procedure.

9.2 A student may appeal against the decision of the FTP Committee on one or more of the following grounds:

- a) that there is new evidence which could not reasonably have been presented at the hearing of the FTP Committee.
- b) that the penalty imposed is not reasonable in all the circumstances.
- c) that there was a material irregularity in the decision making process sufficient to require that the decision be re-examined.

9.3 If the student appeals on ground 9.2 (a) the Appeal Committee may, with or without the necessity for a hearing, remit the matter back to the FTP Committee for reconsideration. In all cases, the Appeal Committee may overturn the decision of the FTP Committee if it considers it just to do and may substitute a decision of its own.

9.4 There will be no entitlement to a rehearing of the case, which will be allowed only in exceptional circumstances. The student may present the appeal in person or in writing as he or she chooses, and may be represented by an advisor, friend or other representative.

9.5 Those hearing an appeal against penalty may impose a lesser or greater penalty taken from those set out in paragraph 5, having considered whether the original penalty imposed was fair and reasonable in the light of all the circumstances of the case, and the student's means and general personal circumstances.

10. Duty of disclosure

10.1 Students on professional programmes may be required to disclose to the relevant regulatory body, whether on first registration or in response to enquiries, that they have been subject to any disciplinary proceedings or investigations, including student fitness to practise proceedings.

10.2 Students are encouraged to seek advice from the appropriate professional body or an appropriate member of staff on this duty of disclosure.

Appendix I - Possible Outcomes of the FTP procedure

1. Warning

1.1 A warning is the lowest level of penalty which is formally issued under this procedure.

1.2 A warning may be issued, with or without undertakings or conditions, either:

- a) by agreement of the student with the CI following the initial consideration of the case (see section 3 of this procedure) or
- b) by the FTP Committee (see section 4 of this procedure).

1.3 A warning is a formal statement that indicates that the student's behaviour is unacceptable and is given when a student's behaviour raises concerns but is not so serious that their FTP is impaired. Normally, a warning will be appropriate when the behaviour in question does not involve dishonesty, or offences of a sexual nature or a lack of insight or responsibility; and where there have been no previous concerns about the student's FTP. A warning may be coupled with a condition or undertaking.

1.4 By way of example, the sort of problems which may be considered as issues which require a warning may include: low level disruption of teaching, intermittent lateness or an isolated incidence of inappropriate communication with a member of staff. They may also include low level examples of behaviour which is normally regarded as more serious such as dishonesty.

1.5 The warning is not intended to punish the student, but to let him or her know that their current professional behaviour is not at the level required and where appropriate to offer support in addressing any issues raised. Any subsequent incidents may be considered in light of earlier warnings.

1.6 On receipt of a warning the student may be invited to meet with an appropriate member of staff to discuss the matter further and decide on any support that may be needed to improve professional behaviour.

1.7 A warning will remain in place until the student has completed their programme of study.

2. Sanctions

2.1 There are four types of sanction:

- a) undertaking
- b) condition
- c) suspension
- d) expulsion

2.2 The purpose of these sanctions is to ensure that students whose FTP is impaired are dealt with effectively, and in the case of the lesser sanctions, to give the student the opportunity to learn from his or her mistakes. In all cases, the FTP Committee will consider whether a sanction will be sufficient to protect patients, clients, and the public and to maintain professional standards.

Undertakings

2.3 An undertaking is a promise given by the student, in writing, to the FTP Committee that they will not behave in a certain way in the future and normally applies when there is a finding that the student's fitness to practise is impaired.

2.4 This type of sanction will be issued for what are considered as more serious and/or repeated problems. The student may be given a more structured support plan for a set period of time and have his or her progress monitored. The purpose of this sanction is not to punish the student but to let him or her know that his or her current professional behaviour is not at the level required by the Faculty and to offer appropriate support in addressing the issues raised.

2.5 On receipt of sanctions the student may be required to meet with a nominated member of the University to work with the student to put a 'personal development plan' in place and to ensure that he or she is in a position to honour the undertakings given. Monitoring of professional behaviour may be carried out by the relevant clinical staff.

2.6 Towards the end of the set monitoring period, or at some other time specified by the FTP Committee, the case will be reviewed by the FTP Committee who may decide:

- i) that the undertakings have been honoured and to close the matter provided there are no further concerns raised during the monitoring period; or
- ii) to impose a further monitoring period or alternative sanction if the undertakings given have not been honoured or professional behaviour remains a concern.
- iii) to reconvene for a further hearing of the case, adopting the procedure set out in section 4.

2.7 When the Committee is reviewing the case it will adopt the same procedure as set out in Section 4 of the fitness to practise procedure.

Conditions

2.8 Conditions are appropriate when there is significant concern about the behaviour of the student and will normally be issued if the FTP Committee is satisfied that the student might respond positively to remedial tuition and/or increased supervision.

2.9 This type of sanction will be issued for what are considered as serious and/or repeated problems. The student will be given a structured support plan for a set period of time and have their progress monitored. The purpose of this sanction is not to punish the student, but to let him or her know that his or her current professional behaviour is not at the level required by the Faculty and to offer appropriate support in addressing the issues raised.

2.10 On receipt of this type of sanction the student will be required to meet with an appropriate member of staff, who will work with the student to put a 'personal development plan' in place and ensure that he or she is in a position to meet the conditions of the sanction. Monitoring of professional behaviour will be carried out by the relevant staff.

2.11 Towards the end of the set monitoring period, or at some other time specified by the FTP Committee, the case will be reviewed by the FTP Committee who may decide:

- i) that the conditions have been met and to close the matter provided there are no further concerns raised during the monitoring period; or
- ii) to impose a further monitoring period or alternative sanction if the conditions have not been met or professional behaviour remains a concern.
- iii) to reconvene for a further hearing of the case, adopting the procedure set out in section 4.

Suspension from the programme

2.13 Suspension from the programme prevents a student from continuing with the programme for a specified period of time and graduating at the expected time. Suspension is appropriate for misconduct that is serious but not so serious as to justify expulsion. Suspension would normally be for a calendar year or until the start of the new academic year.

2.14 Students who are suspended will be required to comply with any further conditions set by the FTP Committee. The case will be reviewed by the FTP Committee at a time specified by the Committee as set out in 2.11

Expulsion from the programme

2.15 This is the most severe sanction and will be applied only if the student's behaviour is considered to be incompatible with continuing on the programme or with practising in the relevant profession. The FTP Committee will expel the student if they consider this is the only way to protect patients, clients, colleagues or the public.

2.16 If a student is expelled by the FTP Committee the Faculty or School, will, as appropriate, offer help in transferring to another non-professional programme. However, the nature of the student's behaviour in any particular case may be such that it is considered inappropriate to assist with such transfer or for another Faculty or School to accept the student onto certain, or even any, other programmes.

2.17 In the interests of the safety of the general public, the University may be under an obligation, and reserves the right, to inform other professional programme providers that a student has been expelled from a professional programme under this procedure.

Appendix II - Raising a Concern about another student

1. Concerns relating to Professional Behaviour

Professional behaviour concerns about a fellow student may be raised by using a Student Concern Form. It is hoped that most professional behaviour issues can be dealt with informally by discussing the concern with the student, so that the student is given the opportunity to address the issues raised. This course of action should be considered before completing the form.

The concern could relate to a number of areas:

- a) Relationships with patients and clients – e.g. not respecting confidentiality, being discourteous
- b) Working with others – e.g. being disrespectful towards other students or colleagues c) Continually disrupting teaching and learning
- d) Probity – e.g. dishonesty, fraudulent or illegal behaviour
- e) Health – e.g. physical or mental health issues, which are not appropriately managed, alcohol or drugs problem.
- f) Engagement – e.g. poor attendance, persistent lateness, not responding constructively to feedback
- g) Cruel or abusive behaviour towards animals

If the concern about a student is serious and may put patient safety at risk immediate contact should be made with the relevant Programme Director, the Faculty Education Manager or if they are not available the Faculty Dean, who will take action as appropriate.

All concerns must be made by a named individual. Under the Data Protection Act it is very unlikely that if a written concern is received that the identity of the reporter can remain anonymous as students have a right to see information held about them by the University. University staff or students who make malicious or deliberately misleading statements concerning a student may be referred to the relevant University disciplinary procedures or the Faculty's Fitness to Practise procedure. No action will be taken against a member of staff or student who raises a concern in good faith.

Further information is available on the Student Concern Form and this must be read thoroughly before submitting any concern.

2. Concerns which do not relate to professional behaviour

If the concern does not relate to professional behaviour (e.g. the student may be struggling academically or have a health problem) the student should be encouraged to contact the relevant Pre- Clinical or Clinical Dean or Senior Tutor as appropriate, or one of the services listed on the Faculty and/or University websites.

It is not usually considered appropriate for staff to contact a student where they are not seeking help themselves; this may in fact be counterproductive if the student is not at a point where they feel they want to deal with or talk about a problem. However, if it is felt that a student (or another person) is at risk of harm, contact should be made with the Pre-clinical or Clinical Dean, Senior Tutor, or relevant Programme Director, Faculty Education Manager as appropriate who will consider what action may be appropriately taken. Students or staff distressed by a colleague's situation may seek support from one of the support services listed on the University of Bristol website.