**Faculty of Health Sciences**

**Student Concern Form**

**PLEASE NOTE: this form is for reporting concerns regarding a student’s standard of professional behaviour. If you have a concern relating to attendance issues only for medical students, please complete an** [Attendance Concern Form](https://www.ole.bris.ac.uk/bbcswebdav/institution/Faculty%20of%20Health%20Sciences/MB%20ChB%20Medicine/Intranet%20Generic%20Content%20Area/raisingconcerns/index.html) **available on the Medical School intranet.**

This form is for use by any University of Bristol or NHS / Academy staff members, University of Bristol students, patients or members of the public who feel that a particular medical or dental student’s standard of professional behaviour and/or their state of health is a cause for concern.

It is hoped that most professional behavior 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. Please consider this course of action, if appropriate, before you complete this form.

Your concern may relate to a number of areas:

* *Relationships with patients* – e.g. not respecting confidentiality, being impolite to patients, not informing patients they are a student, persistently not complying with the Clinical Dress Code
* *Working with others* – e.g. failing to follow instructions, being disrespectful towards other healthcare students or staff, persistently disrupting teaching
* *Probity* – e.g. fraudulent or dishonest behaviour, requesting money/gifts from patients
* *Learning* – e.g. not responding constructively to feedback, not engaging in administrative or academic requirements of the programme
* *Health* – e.g. concerns about a student’s physical or mental well-being; a drinking or drugs problem

Any concern you raise may be discussed with you prior to the student being contacted. Your concern will then be considered by the Fitness to Practise Case Investigator who will decide what appropriate action should be taken. For further information on the procedures, please see the Rules, Policies & Procedures Handbook (available online at <http://www.bris.ac.uk/medical-school/staffstudents/rulesandpolicies>

**Patient Safety**

If you are very concerned about a student’s behaviour and feel that patient safety is at risk you should immediately contact either the Senior Tutor or the Faculty Education Manager or, if they are not available, the Health Sciences Faculty Dean who will take action as appropriate.

If you wish to discuss your concern before you submit this form, please contact the Fitness to Practise Case Investigator, via the Education Administration Manager on (0117 331 1770).

**This form should be completed in full and returned as below:**

**If the form contains personal, confidential or sensitive information this must be sent by hard copy to Mr Nicholas Iles, Education Administration Manager, 39-41 St Michael’s Hill, Bristol, BS2 8DZ andmarked ‘Private & Confidential, Addressee Only’**

**Otherwise please mark ‘Private and Confidential’ and return by e-mail to:** **fohs-ftp@bristol.ac.uk**

***Student Concern Form***

*Name of Student:*

*Year of Programme (please circle if known): 1 2 3 4 5*

*Please describe the nature of your concern about the above student’s professional behaviour*

*(please use additional sheets of paper if required)*

*If possible, please specify the date/s & time/s on which the incident/s you refer to occurred:*

**Please Note:**

All concerns must be made by a named individual. You should be aware that 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. Please be aware that a copy of the SCF as completed by you is sent to the student if it is agreed that further action is required.

University staff or students who make malicious or deliberately misleading statements concerning a student may be referred to the relevant University disciplinary procedures. No action will be taken against a member of staff or student who raises a concern in good faith.

**Name:** …………………………………………

**Signature:** …………………………………………

**Date:** …………………………………………

**Role** (Please circle as appropriate) : NHS Staff / University Staff / Student / Other …………………

**Contact Details**

(so you can be contacted to discuss the concern **- these** **will not be released to the student and will be kept confidential**)

Telephone:………………………………………… Email:………………………………………….