

## Student Standards, including confidentiality and information governance, mandatory learning, dress code and Occupational health

### Good medical practice, professionalism, confidentiality and information governance

Students sign an annual confidentiality and good medical practice statement which is available [here](#). It is advised that you go through the statement with students at induction. This includes links to [GMC Good Medical Practice for medical students](#) and The University of Bristol MBChB Rules and Policies which students access via SharePoint. You may have your own practice policies or forms which you prefer to use instead, or you may wish to adapt this one.

The form includes information about confidentiality of patient records and patient data, and anonymising notes. It is clear that students should not, under any circumstances, copy or capture PID, in any form. It describes the need to ensure and document explicit consent from a patient if you disclose identifiable information about them e.g. in assessments.

All students are required to complete the mandatory eLFH (e-Learning for Health) module 'Data Security Awareness Level 1'. This is an annual requirement for all NHS staff. Please see below for further information on all student mandatory learning.

### Occupational Health and Vaccinations

- It is the student's professional responsibility to ensure that vaccinations e.g. Hep B are up to date and if they are not, the student should contact Occupational Health
- Flu vaccines are usually administered by the academics
- If students have an SSP (Study Support Plan), we will inform you via email and let you know of any additional needs and any recommended adjustments for their clinical placement
- It is the responsibility of the student to report any change in their health circumstance to the University Occupational Health

### University of Bristol policy for dress code in clinical areas

All students will be provided with grey University of Bristol scrubs which they may choose to wear during the placement. Students will be given one set of scrubs in Year 1, one set of scrubs in Year 2, and a further set in Year 3. Scrubs ensure students are easily identifiable as Bristol medical students, decrease the need to buy smart clothes for clinical placements and help with student financial hardship. If students are wearing scrubs during travel, they should only travel directly to their GP placement and cover their scrubs and identity badges whilst in transit.

There is detailed Medical School dress code policy which includes guidance for alternative smart-casual clothing for clinical placements if students or GP practices prefer this, or if the scrubs have not yet been distributed. These documents are not accessible to GP teachers, so please contact PHC if you have any questions or concerns regarding dress code, and we can advise accordingly. However, we wanted to highlight the following from the University "dress code for clinical areas" policy:

- Wear shoes which are smart, neat, clean and comfortable. Shoes should ideally have closed toes and soft soles. In a change to previous policy, clean **trainers** are now regarded as acceptable footwear.
- All students may wear smart knee length **shorts** during periods of warm weather or where appropriate for medical reasons. These must be plain.
- **Jewellery/adornments** that can be worn include: Medical alert jewellery, One plain symbolic band ring, One plain bracelet eg Kautuka (religious thread worn on the wrist by Hindus) or

Kara (plain steel or iron bangle worn by Sikhs) for religious reasons, provided this is washable.

- **Head covers** for religious (eg hijab, turban, kippah, headscarf) or medical (eg alopecia, chemotherapy treatment etc) are acceptable.
- **Niqab** (facial covering) worn for religious reasons. Students are expected to remove their niqab on placement to ensure that they are identifiable, and ensure communication is effective with patients, members of the public and/or colleagues.

We understand that individual GP practices may have their own dress code policy which may be different to the Medical School's one. In this case the GP practice dress code would take priority, but please do inform your students of the details of your dress code before the placement starts and invite them to ask you if they have any questions.

## Student mandatory training

The following table details all e-Learning for Health that students are required to complete over the course of their studies. Some modules require updating each year (annually) whereas others are every 2 or 3 years. It is their responsibility to keep up to date with all their required e-learning (as per the expectation of all healthcare workers.)

An **a** or **b** indicates that a student should have an up-to-date module in that year of study, for the whole year of study.

**a = before 2<sup>nd</sup> GP placement in Foundations of Medicine (year 1 only)**

**b = must have a valid certificate for entire academic year**

Students are made aware that if e-learning expires mid-year they will need to refresh by completing the module again. They are also told that failure to complete modules may mean that they are not permitted to attend GP placements, or that academics may refuse them entry onto Trust premises.

| e-Learning                                        | Has to be updated | Required by | Programme                        | Y1 | Y2 | Y3 | Y4 | Y5 |
|---------------------------------------------------|-------------------|-------------|----------------------------------|----|----|----|----|----|
| Safeguarding Children - Level 1                   | Every 3 years     | All         | Statutory and Mandatory Training | a  | b  | b  | b  | b  |
| Safeguarding Children - Level 2                   | Every 3 years     | All         | Statutory and Mandatory Training | a  | b  | b  | b  | b  |
| Data Security Awareness - Level 1                 | Annually          | All         | Statutory and Mandatory Training | a  | b  | b  | b  | b  |
| Safeguarding Adults - Level 1                     | Every 3 years     | All         | Statutory and Mandatory Training | a  | b  | b  | b  | b  |
| Equality and Diversity and Human Rights - Level 1 | Every 3 years     | All         | Statutory and Mandatory Training | a  | b  | b  | b  | b  |
| Fire Safety - Level 1                             | Annually          | All         | Statutory and Mandatory Training | a  | b  | b  | b  | b  |

| e-Learning                                          | Has to be updated | Required by                                                | Programme                                                                                                                                                                                                                                                  | Y1  | Y2  | Y3  | Y4  | Y5 |
|-----------------------------------------------------|-------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|----|
| Health, Safety and Welfare - Level 1                | Every 3 years     | All                                                        | Statutory and Mandatory Training                                                                                                                                                                                                                           | a   | b   | b   | b   | b  |
| Infection Prevention and Control - Level 2          | Every 2 years     | All                                                        | Statutory and Mandatory Training                                                                                                                                                                                                                           | a   | b   | b   | b   | b  |
| Moving and Handling - Level 1                       | Every 2 years     | All                                                        | Statutory and Mandatory Training                                                                                                                                                                                                                           | a   | b   | b   | b   | b  |
| Mental Capacity Act and Adult Safeguarding          | Every 3 years     | All                                                        | Mental Capacity Act                                                                                                                                                                                                                                        | n/a | b   | b   | b   | b  |
| Resuscitation Adults - Level 2                      | Annually          | All                                                        | Statutory and Mandatory Training                                                                                                                                                                                                                           | n/a | b   | b   | b   | b  |
| 01_07 Chaperones and Consent                        | Once only         | All                                                        | Approach to Patient module of the Sexual Health & HIV                                                                                                                                                                                                      | n/a | n/a | b   | b   | b  |
| An Introduction to Anaphylaxis                      | Once only         | All                                                        | Anaphylaxis                                                                                                                                                                                                                                                | n/a | n/a | b   | b   | b  |
| Recognising and Managing Anaphylaxis                | Once only         | All                                                        | Anaphylaxis                                                                                                                                                                                                                                                | n/a | n/a | n/a | b   | b  |
| Resuscitation Paediatric - Level 2                  | Annually          | All                                                        | Statutory and Mandatory Training                                                                                                                                                                                                                           | n/a | n/a | n/a | b   | b  |
| Essential Transfusion Practice                      | Twice             | Year 3 and Year 5                                          | A module in the much bigger blood transfusion training course. Only this module needs to be completed and this module has 3 components: 1 essential transfusion practice; 2 taking a pre-transfusion sample; 3 collection all of which should be completed | n/a | n/a | b   | n/a | b  |
| Dementia awareness                                  | Every 3 years     | Taunton/Yeovil, South Bristol                              | Introduction to living with dementia module of the Dementia (DEM)                                                                                                                                                                                          | n/a | b   | b   | b   | b  |
| Preventing Radicalisation - Basic Prevent Awareness | Every 3 years     | Taunton/Yeovil, South Bristol, Swindon, Bath North Bristol | Statutory and Mandatory Training                                                                                                                                                                                                                           | n/a | b   | b   | b   | b  |

| e-Learning                                                              | Has to be updated | Required by                                                    | Programme                                                           | Y1  | Y2  | Y3 | Y4 | Y5 |
|-------------------------------------------------------------------------|-------------------|----------------------------------------------------------------|---------------------------------------------------------------------|-----|-----|----|----|----|
| Conflict resolution – level 1                                           | Every 3 years     | Taunton/Yeovil, Swindon, Bath, North Bristol, South Bristol    | Statutory and Mandatory Training                                    | n/a | b   | b  | b  | b  |
| Safeguarding Adults - Level 2                                           | Every 3 years     | Swindon, South Bristol, Bath                                   | Statutory and Mandatory Training                                    | n/a | b   | b  | b  | b  |
| Recommended Summary Plan for Emergency Care and Treatment (ReSPECT)     | Every 3 years     | Bath, South Bristol                                            | Recommended Summary Plan for Emergency Care and Treatment (ReSPECT) | n/a | b   | b  | b  | b  |
| Speak Up - Core Training for all Workers                                | Every 3 years     | Bath, South Bristol                                            | Freedom to Speak up in Healthcare in England training               | n/a | b   | b  | b  | b  |
| The Oliver McGowan Mandatory Training on Learning Disability and Autism | Every 3 years     | Taunton/Yeovil, South Bristol, Bath, North Bristol, N Somerset | Oliver McGowan Mandatory Training on Learning Disability and Autism | a   | b   | b  | b  | b  |
| Patient safety – Level 1                                                | Once only         | Swindon                                                        | A module in the Statutory and Mandatory Training programme          | n/a | n/a | b  | b  | b  |