

Year 4 GP Student Learning Agreement 2022-2023

1. To be signed by each student and GP Tutor at the start of the placement
2. Emailed to their Year 4 GP Administrator by the end of your placement – Jim Manzano (j.manzano@qmul.a.uk)

Purpose:

The Learning Agreement lays out the responsibilities that students, their supervisors, host GP practices and the medical school have to each other. It emphasises the mutual roles of learners and teachers for a successful clinical placement; that maintains safety for all.

The **Supervising GP Tutor** will have overall responsibility for the quality and organisation of the placement ensuring the student (s), have:

- An **induction**
- A named supervising GP Tutor for each day
- A way to contact the practice in case of problems
- **PPE** for all F2F patient encounters
- Implemented current guidance for **COVID-19 Risk Reduction** (see attached checklist) including protecting shielding colleagues
- Appropriate access to patient records and access to the internet
- An **initial learning needs assessment** and a final meeting where we will discuss performance and feedback from others and plan for further development
- A safe, active, open leaning environment with opportunity to discuss any problems

As a Medical Student my responsibilities are to:

- Adhere to all student professionalism guidance, codes of conduct & Good Medical Practice
- Prioritise patient safety by assessing and minimising any risk to patients and staff
- **Strictly follow national (and your local) guidance on LFTS testing PPE, face coverings, and all COVID-19 risk mitigations at all times (both on placement and in my private time)**
- Follow local COVID-19 advice and Test, Track and Trace requirements
- Be honest and open with my supervisors about my prior performance, strengths and areas to improve and any special requirements.
- Seek and respond to my feedback to hone capabilities in clinical supervision
- Cease clinical work if I find myself in a situation where I do not have a qualified healthcare professional to supervise me until the situation is remedied
- Always identify myself to patients, and, relatives and staff and in medical records as a Medical Student
- Advise my GP Tutor of any absences as soon as possible and agree how my duties will be carried out in my absence.
- Complete feedback and Student Evaluation Questions (JISC) at the end of the placement

REMOTE CONSULTATIONS & VIRTUAL TEACHING

The Supervising GP tutors will ensure:

- Oversight of all remote patient contacts
- Patient consent is recorded in notes prior to starting consultation

As a Student I will:

- Respect confidentiality, dignity and the patient's right to decline or withdraw consent to be seen by a Medical Student
- **Never personally record** any patient teaching or consultations
- **Never take screenshots** of patients, teachers or colleagues

- Always **use headphones** and the QMUL [screen background](#) if joining patient consultation or tutorials away from the GP practice.

I confirm that I:

- am a member of a defence organisation
- understand that if I fail to comply with any of the above or act unprofessionally this may result in referral to a Senior Tutor or the Professional Capability Committee

If I have **concerns** over my placement or supervision I will try to discuss with my Supervising GP Tutor, or the CBME academic leads Dr Rohini Sabherwal or Dr Dev Gadhvi (via Jim Manzano).

The Medical School undertakes to monitor the implementation of this Agreement and remedy evidence of non-compliance through its quality assurance procedures.

Student Name :

Student (e) Signature :

Date

GP Tutor Name :

GP Tutor (e) Signature:

Practice :

Date