# Year 4 GP Student Learning Agreement 2023-2024

# 1. To be signed by each student and GP Tutor at the start of the placement and copy to be retained by both parties. Student may wish to upload this onto their Pebble Pad.

**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
* COVID Risk Assessment as per practice/local policy including providing **PPE** as appropriate
* 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
* Follow national (and your local) guidance on LFTS testing/PPE/face coverings, and all COVID-19 risk mitigations if appropriate
* 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**](https://sites.google.com/view/cbme-videoteachingwebsite/microsoft-teams-guidance-and-features/microsoft-teams-change-your-background?authuser=0) 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). I may also seek advice directly from the Year 4 Lead, Prof Bruce Kidd, or a BLSA student representative at any time.

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

**To be signed by each student and given to the GP Tutor at induction**

**Please DO NOT return the form to the medical school**