# Year 5 GP Student Learning Agreement 2024-25

# To be signed by each student and emailed to their Year 5 GP tutor

**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 8-week placement ensuring the student (s), have:

* an **induction**
* a named supervising GP Tutor for each day of the Assistantship (if the lead is not available)
* a way to contact the practice in case of problems
* appropriate access to patient records and access to the internet
* an initial needs assessment, a mid-point review and a final meeting where we will discuss learning needs, performance, feedback from others and plan for further development
* a safe, active, open leaning environment with opportunity to discuss any problems

**As a final year 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
* 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 clinician to supervise me until the situation is remedied
* always identify myself to patients, relatives, 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 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 record** any patient teaching or consultations x
* **never take screenshots** of patients, teachers or colleagues x
* always **use headphones** and the QMUL **screen background** if joining patient consultation or tutorials away from the GP practice

I confirm that I:

* have completed the **Preparation for Placements online learning module**
* 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 Vidya Mistry, Dr Meera Sood or Dr Jenny Blythe (via Mahbuba Yasmin). I may also seek advice directly from the Final Year Lead, Dr Sushma Saksena, 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:

GP Tutor Name:

GP Tutor (e) Signature:

Practice:

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

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

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|  | Placement  | Sign & return before |
| GP5Block 1 | Tuesday 10th September 2024 - Friday 25th October 2024 | Mon 09th September 2024 |
| GP5Block 2 | Tuesday 05th November - Friday 20th December 2024 | Mon 04th October 2024 |
| GP5Block 3 | Tuesday 07th January - Wednesday 26th February   | Mon 06th January 2025 |