

University of St Andrews - School of Medicine Handbook
BSc (Hons) Medicine Professionalism Agreement – Tutor Notes

1. **Purpose.** The purpose of the Professionalism Agreement is to lay down the professionalism and fitness to practise guidelines that students should adhere to while under training. The agreement refers directly to the NHS Scotland Dress Code and the School's Absence Policy. In order to ensure that students understand the guidelines, the seriousness with which they are viewed and the impact of non-compliance then tutors should discuss the agreement with their tutees every year.
2. **Structure of the agreement.** The agreement refers to a range of School policies, all of which can be found in the handbook. Tutors should make it clear that it is the student's responsibility to find and read these policies.
3. **Definitive version.** The definitive version of the agreement is the pdf which can be viewed in the handbook. The current academic years agreement will be uploaded as a portfolio task for students to complete on their module introduction page. If staff and students download a version from the handbook to store locally these may become outdated.
4. **Revision of the Agreement.** The agreement will be formally revised every summer. Items for inclusion or alteration should be sent to the Teaching Administrator at any time throughout the year and will be ratified by the Teaching Committee early summer.
5. **Applicants.** The agreement should be publicised by the Admissions staff so that those who are set to disagree with the terms may consider their position during application.
6. **Process.**
 - a. The Teaching Support Team will upload the agreement, task completion date and instructions to each BSc module introductory session on Galen as a portfolio task,
 - b. The Director of Teaching will brief 1st year students on the purpose of the agreement. All students should be invited to read and digest the agreement which they can read online in the handbook or in their portfolio task. Students should meet with their tutor within the first 2 weeks of the Semester. Once they have met with their tutor they will complete their details, tutor details and the date they met to discuss the agreement and then upload this to their portfolio task.
 - c. Students who have concerns or disagree with an element of the agreement should be referred to the Medical Support Team to explore the issue further.

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Author:	School Manager (DCM)	Approval Committee:	
Consultees:			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
01/08/2017	Published version	
03/06/19	Amend 6c	
17/02/23	Process updated to reflect portfolio task	