Course Handbook
Bachelor of Medicine and Bachelor of Surgery (MBBS)
Academic Year 2019 - 2020

Programme Leader, Phase 1: Dr Andy Ginty
Programme Leader, Phase 2: Dr Jenny MacDowall

School of Medicine
Faculty of Clinical and Biomedical Sciences

Please read this Handbook in conjunction with the University’s Student Handbook.

All course materials, including lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and MUST not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Dean of School. This applies to the materials in their entirety and to any part of the materials.
Contents

1 Welcome to the Course
2 Structure of the Course
3 Approaches to teaching and learning
4 Student Support
5 Assessment
6 Classification of Awards
7 Student Feedback
8 Appendices
  8.1 Programme Specification(s)
1. Welcome to the course

Professor Cathy Jackson, Head of School of Medicine

Our aim is to develop students who are ready to practice medicine safely and compassionately with a well-developed core of biomedical knowledge and clinical skills that will prepare you for the demands of a rapidly developing global health environment. The course is designed to achieve the learning outcomes as laid down by the General Medical Council (GMC) and will be delivered using the latest blended educational methods. Our aim is to enable you as a new graduate to confidently and competently approach your first working day as a safe, effective and compassionate, qualified doctor wherever in the world you practice.

This will be an exciting and stimulating course. Medicine is a challenging profession but also very rewarding, exciting and stimulating. The MBBS programme places considerable emphasis on developing your expertise in a whole range of practical areas, including clinical, communication, observation, team-work and leadership.

There are three themes underpinning the UCLan MBBS curriculum that run throughout the programme:

1) Evidence Informed Practice of Medicine (EIPOM)
2) Integrated Science and Clinical Medicine (ISCM)
3) Medical Skills and Quality Care (MSQC)

The final year of study comprises a series of apprenticeships comprising the final Transition to Clinical Practice.

The programme focuses on early patient contact and we have eliminated the traditional divide between pre-clinical studies and clinical years, which means that you will start seeing patients from your very first term.

The staff will give you a large amount of support throughout the course; but your side of the deal is to work hard, stick to the rules and always act in a way that puts patients first. Attendance at all taught lectures, tutorials, practical classes and clinics is essential. As you are in training to become a doctor you must apply the same standards of behaviour as if you were already a doctor. As a medical student it is very important that you do not do anything that might result in your “fitness to practice” medicine being called into question – such as drugs, fraud, falsification of absence, bullying, assault, cheating, drink driving etc. We are not allowed to let you qualify if you are not “Fit to Practice” and you don’t normally get a second chance. Be aware that what may be acceptable behaviour amongst friends studying other courses may have much more serious consequences for a medical student and may result in you being unable to graduate in medicine.

Our patients need to be able to trust us to keep information about them confidential. It is easy to forget that anything put on a social network site such as Facebook may end up anywhere and may result in problems for you. You must not under any
circumstances put pictures or information about any other student, or member of staff, on these multimedia sites without their specific permission and must also take care about everything you put on social media. At no time should any information relating to patients or placements be put on a social networking site or any other internet site even if you do not mention them specifically by name. Actions such as this would result in a “Fitness to Practice” investigation and may result in your studies being terminated.

We want you to enjoy the course and learn to be good doctors. Every now again you’ll make mistakes and that will make you feel bad but never be frightened to report a mishap – we all have them and we all know that when it happens it helps to share it with others. The staff will tell you that we make mistakes as well – even now. We will work with you to help you; please work with us too. The sooner we hear about a problem, no matter what it may be, the more likely we are to be able to help you.

This Student Handbook will provide you with essential information about your MBBS Course. It gives you information about the content of the course and introduces you to the ways in which we are going to teach and assess you over the next five years.

This Student Handbook will have been given out to you during your induction session. Further essential information will also be made available to you in the Student’s Guide to Assessment. Should you lose either of these documents then additional copies can be obtained from the University’s Blackboard Virtual Learning Environment, which will be introduced to you during your induction session.

We do hope that you will enjoy your studies within the School. We want this to be a positive learning experience for you. There will be some hard work ahead, but we hope that you will find it interesting and challenging, and that you will have the chance to enjoy yourself along the way.

Good luck!
1.1 Rationale, aims and learning outcomes of the course

The University has been developing its medical programmes over several years and now has a range of postgraduate MSc programmes. The MBBS undergraduate programme underpins and complements this development. Internationally there is a growing demand for quality assured undergraduate medical degrees. The MBBS award is a 5 year full-time programme which complies with the current University Regulations for taught undergraduate masters programmes (Sections B2, B3.6 & B3.12 of the Academic Regulations).

The University works with the General Medical Council of the United Kingdom (GMC) to ensure that our new course meets their standards in every way, in the same way as every UK medical school must do. The GMC visit us regularly to meet with the staff and to accredit our course year by year as the students pass through each year. They will want to meet with our students too to check that everything is working well for you. Once our first students have graduated in Summer 2020 the new course will be fully accredited by the GMC and UCLan will be added to the GMC register of bodies eligible to delivery primary medical qualifications. The GMC require that all new programmes have contingency arrangements in place to ensure that students can complete their programme of studies in the unlikely event that there are problems with the new programme. The UCLan contingency arrangements are with the University of Liverpool Medical School and St Georges, University of London to provide the contingency which would enable students to complete their programme of studies.

Aims of the course

The aims of this programme are to deliver a graduate who is able to take on the roles and responsibilities of a medical doctor entering a foundation postgraduate training programme (or equivalent internationally) and underpinned by the requirements laid out by the General Medical Council. We aim to produce graduates educated to the highest UK standards and who will become effective, safe and knowledgeable doctors wherever in the world they practice medicine.

Learning outcomes of the course

By completion of the MBBS programme, graduates will be able to:-

- Apply biomedical scientific principles, methods and knowledge to their medical practice
- Carry out consultations with patients, using appropriate communication and examination skills and use their findings to diagnose problems and formulate management plans
- Demonstrate competence in a range of professional skills necessary for patient care, working with others in an ethical manner and putting patient safety at the core of their work
- Use reflective practice to inform continuing professional development and enhanced competencies and to continually maintain their skills as a doctor
- Demonstrate and apply the principles of quality of care and legal and ethical principles and regulations as described by the Care Quality Commission, General Medical Council, Royal Medical Colleges and WHO guidance
- Apply knowledge of anatomy and physiology to support understanding of various pathologies, as well as to facilitate examination of, and interventions for, patients
- Apply principles from the biomedical sciences to support the diagnosis and management of medical problems
- Appraise and interpret the full variety of research methodologies used in medical practice so as to facilitate the completion and application of such research
• Apply a practical understanding of principal aspects of public health to support disease prevention and reduce the burden of illness on society
• Interpret the key principles related to quality of care, including clinical governance, medicine in society and non-technical skills and apply them to clinical practice
• Complete key diagnostic procedures required of a graduate medical professional, as identified by the General Medical Council
• Complete key therapeutic procedures required of a graduate medical professional, as identified by the General Medical Council
• Prescribe medications and other licensed products in a safe, effective and efficient manner
• Deliver Basic / Intermediate Life Support skills.
• Assess patients’ healthcare needs, taking into account their physical and mental health and personal and social circumstances, and apply their knowledge and skills to synthesise information from a variety of sources in order to reach the best available diagnosis and understanding of the patient’s problem
• Work in multi-disciplinary teams, taking on a variety of leadership and teaching roles as needed to support best medical practice
• Apply critical thinking skills to interpret history, examination and investigation findings and develop a differential diagnosis of medical problems in a variety of situations
• Evaluate risk factors and update risk assessment using situational awareness skills to identify potential sources of error
• Critically appraise medical research in a manner that supports and informs the use of evidence based medicine within practice
• Participate and contribute to a number of sub roles within the workplace, including a leader, a researcher and a teacher, assuming associated responsibilities as required
• Demonstrate attitudes and behaviours in all professional and personal contacts, consistent with the values set out by the General Medical Council
• Use lifelong learning skills to continuously review practice and inform CPD needs in order to remain up to date and offer the best care to patients
• Communicate with colleagues and patients in a manner that is efficient, effective and safe in all settings
• Utilise and foster medical leadership and management skills
• Evidence and reflect upon career progression within an international perspective
• Manage own time and workload and set priorities
• Work effectively as a team member and leader
1.2 Course Team

The five-year programme is divided into two phases. In Phase 1 the science which underpins modern medicine is taught together with the clinical skills needed for being a professional practitioner, consulting with patients and examining patients. At this stage of the course the students begin to use the scientific knowledge learned together with what they have learned from the patient into thinking about possible diagnoses and how they might best proceed to help the patient. This phase of the course is taught mainly in the Preston Campus, but also makes use of a number of health care sites in the region.

Phase 2 of the course builds on what was learned in Phase 1 and takes the knowledge and skills to a new level, practicing on patients in both Primary and Secondary Health Care settings. This phase of the course is taught mainly in health care settings using our many NHS partners and also a teaching day at one of our University campus sites, or partner educational centres.

Professor Cathy Jackson
Head of School of Medicine
Email: CJackson19@uclan.ac.uk

Professor John McLachlan
Professor of Medical Education
Email: JCMcLachlan1@uclan.ac.uk

Professor ST John Crean
Executive Dean of the College of Clinical and Biomedical Sciences
Email: SCrean@uclan.ac.uk

Programme Team:

Staff Role
Dr Andy Ginty Phase 1 Lead
Dr Jenny MacDowall Phase 2 Lead, Theme Lead for Medicine in Clinical Practice (Phase 2)
Dr Morris Gordon Professionalism, Careers & Transitions Lead
Dr Jim Gardner Head of Work Based Learning
Dr Gerry Browne Senior Lecturer Clinical Skills and Admissions Lead, Theme Lead MSQC Phase 1
Dr Alexander Montasem Senior Lecturer in Behavioural & Social Sciences and Theme Lead for Evidence Informed Practice of Medicine Phase 1
Dr Susan Jamieson Senior Lecturer in Physiology and Theme Lead for Integrated Science and Clinical Medicine
Dr Peter Lumsden Pastoral Tutor
Dr Christina Daniel Senior Lecturer in Clinical Skills
Jane Samson  Senior Lecturer in Clinical Leadership and Communication
Dr Dawne Gurbutt  Clinical Lead for Inter-Professional Learning
Dr John Haylor  Principal Lecturer in Medical Sciences
Dr Jorge Garcia-Lara  Senior Lecturer in Medical Sciences
Dr Jamal Nasir  Senior Lecturer in Medical Sciences
Dr Stan Ko  Senior Lecturer in Medical Sciences
Dr Melissa Baxter  Lecturer in Medical Sciences
Dr Elaine Browne  Lecturer in Medical Sciences
Dr Katy Wareing  Lecturer in Medical Sciences /E&D Lead
Dr Rob Sims  Lecturer in Medical Sciences
Dr Susan Hancock  Clinical Tutor
Dr Abhay Vaidya  Clinical Tutor
Janet Garner  Service User & Carer Involvement Facilitator
Bridget Weller  Examinations Officer

Medical Demonstrators

Further details of additional members of the Course Team and academic staff in the School of Medicine can be found at: http://www.uclan.ac.uk/schools/medicine/index.php

**Phase 2 Staffing**

The Head of Phase 2 is Dr Jenny MacDowall who has responsibility for the programme across Years 3-5. Dr MacDowall works in conjunction with Dr Jim Gardner who, as Head of Work-Based Learning, is responsible for liaison with UCLan’s partner NHS institutions including regional hospitals and the local Primary Care Trusts who provide clinical placements.

Whilst on clinical placements, students will be supervised by practising GPs or consultants, with any day-to-day issues regarding their placement being dealt with by the local Undergraduate staff at the institution in which they are placed. Every student will have a designated placement supervisor, with whom they will meet regularly to discuss their progress. Whilst on placement, local clinical staff will provide teaching in a wide range of settings such as theatre, clinics and ward rounds as appropriate to enable fulfilment of the student’s learning objectives.

Students will attend a day of teaching at a UCLan campus site once each week. Sessions will be staffed by a mix of UCLan faculty and practising clinicians such as consultants, speciality doctors and general practitioners.
1.3 Expertise of staff

The Course Team comprises of highly experienced clinicians and scientists who provide some of the academic and scientific underpinning to the clinical subjects. Clinical supervision is provided by experienced clinical staff with a proven track record in the successful use of clinical techniques and approaches in the primary and secondary care environment.

Further details about the qualifications, clinical experience and current research interests of our staff can be found at: http://www.uclan.ac.uk/schools/medicine/index.php

1.4 Academic Advisor

You will be assigned an Academic Advisor from teaching staff within the school who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning. The AA meetings, actions and targets are recorded on your portfolio. You can arrange meetings with your academic advisor and teaching staff via Starfish on the intranet. https://uclan.starfishsolutions.com

For pastoral support the school has a Pastoral Tutor Dr Peter Lumsden who can be contacted email PJLumsden@uclan.ac.uk Office: Harrington 118 Tel. 01772 893270

1.5 Administration details

Campus Admin Services provides academic administration support for students and staff and are located in the following hub which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Allen Building
Medicine
Dentistry
telephone: 01772 895566
email: AllenHub@uclan.ac.uk
1.6 Communication

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

Over the duration of your course we will send out regular emails related to course issues and events within the School.

Your timetable of UCLan scheduled activity can be accessed via the Student Portal: https://portal.uclan.ac.uk/webapps/portal/frameset.jsp. Unfortunately, on occasion, we may have to cancel lectures at short notice because of staff illness etc. If there is a late cancellation, we will endeavour to inform you by e-mail and text and arrange an alternative lecture.

Emails will normally be sent from the UGmed@uclan.ac.uk or AllenHub@uclan.ac.uk and students are requested to use this email address when corresponding with the Allen Hub. We endeavour to reply to emails within two working days but students should be aware that at busy times such as assessment board periods this may not always be possible. Students may call in to the Allen Hub between the times stated above.

The School will also use the notifications area on Blackboard to keep students up to date with general events and news items.
1.7 External Examiner

The University has appointed a number of External Examiners to your course who help to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

The names of these External Examiners, their positions and home institutions can be found below. If you wish to make contact with an External Examiner, you should do this through your Head of Phase and not directly. External Examiner reports will be made available to you via Staff Student Liaison Committee meetings and electronically via Blackboard.

**Phase 1 Modules**

- UM1020 – Evidence Informed Practice of Medicine 1 and UM2020 – Evidence Informed Practice of Medicine 2
- UM1030 – Medical Skills and Quality Care 1 and UM2030 – Medical Skills and Quality Care 2
- UM1010 – Integrated Science and Clinical Medicine 1 and UM2010 – Integrated Science and Clinical Medicine 2

**External Examiner**

- Professor Helen Smith, Head of Division Primary Care and Public Health, Brighton and Sussex Medical School
- Professor John Sandars, Professor in Medical Education, Edge Hill University
- Professor James Gallagher, Derby Professor of Anatomy and Cell Biology, University of Liverpool
2. Structure of the course

2.1 Overall structure

Students will undertake 120 credits of work per year, leading to awards as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Credits</th>
<th>Exit award for the year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>120 Credits</td>
<td>Certificate of Higher Education (Exit award only if not progressing to Diploma)</td>
</tr>
<tr>
<td>Year 2</td>
<td>120 Credits</td>
<td>Diploma of Higher Education in Medical Studies (Exit award only available if not progressing to BSc)</td>
</tr>
<tr>
<td>Year 3</td>
<td>120 Credits</td>
<td>BSc (Hons) Medical Studies BSc Medical Studies (Exit award only available if not progressing to MBBS)</td>
</tr>
<tr>
<td>Year 4</td>
<td>120 Credits</td>
<td></td>
</tr>
<tr>
<td>Year 5</td>
<td>120 Credits</td>
<td>MBBS</td>
</tr>
</tbody>
</table>

All modules on the programme are mandatory.

The MBBS course is delivered by UCLan in partnership with East Lancashire Hospitals NHS Trust (ELHT) who is the main provider of the clinical placements for the course. Other NHS Trusts are also used by the programme, and students may be sited at any of our partner Trusts during the course. Where possible in Phase 2 of the course where the NHS Trust used is at a significant distance from Preston, students will be allocated to the same trust site for the entire year of the course, to allow them to obtain accommodation in the area local to the site.

Delivery of education for the Medical School takes place at a number of locations including:
- University of Central Lancashire campus in Preston
- University of Central Lancashire campus in Burnley
- East Lancashire Hospitals NHS Trust (ELHT), at the two sites of Royal Blackburn Hospital and Burnley General Hospital
- General Practices within East Lancashire and Bridgewater Community Healthcare NHS Foundation Trust

In addition, placements or teaching activities may be provided at other locations such as North Cumbria Acute Hospitals Trust, 5 Boroughs Partnership NHS Foundation Trust or other hospitals.
Phase 1 - Years 1 and 2
Phase 1 comprises Years 1 and 2 of the course which are primarily based at UCLan Preston campus. Students will be taught on site within the School of Medicine. There will however be short clinical placements embedded within this:

Year 1 - 2 x 2 week placements in Primary Care in a General Practice either within East Lancashire or at Bridgewater Community Healthcare NHS Foundation Trust (20 days) and one day at Pendleside hospice.

Year 2 placements include - 1 day per week; 12 days in Primary Care in a General Practice either within East Lancashire or at Blackpool NHS Foundation Trust / 4 days in a Secondary Care location either at East Lancashire Hospitals NHS Trust or other regional hospital

Phase 2 – Years 3-5
Years 3 and 4 of the course are primarily based within a secondary care setting as students undertake their clinical rotations through a range of specialities. Placement duration varies from 2 to 8 weeks. Placements are likely to take place at Royal Blackburn Hospital or Burnley General Hospital; there may be placements or clinical activities at other sites within the community or within secondary care at other regional hospital sites.
Students will also attend one day per week in Primary Care, usually in a General Practice in East Lancashire or other NHS locations. Formal teaching such as Case Based Learning tutorials and lectures or seminars will be delivered one day per week at the UCLan campus sites or NHS Trust educational sites.

Year 5 is largely based in secondary care. One placement will be within Primary Care at a General Practice site. For both Phases of the course, attendance on placement is a mandatory part of the MBBS programme.

Accommodation costs are borne by the student – the exception for this is short term placements of up to four weeks where some financial assistance may be provided by the school.

Travel Costs
Travel costs to Phase 1 placements are covered by the tuition fee. In years 3, 4, 5 students will have a base location for the year. The base location will not be Preston campus. Students may wish to live on or close to the base accommodation. No transport costs are payable from students’ preferred site of accommodation to the base location.
Travel costs will only be paid for students required to travel more than 20 miles’ radius from their base location to attend a placement. Reimbursement is for second class public transport rates or University mileage rules if by car.

Students may be allocated a sub-placement at Whitehaven Hospital for part of the year. If this placement is 16 weeks or less, University student accommodation will be provided free of charge.
2.2 Modules available

FIVE YEAR PROGRAMME

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
<th>YEAR 4</th>
<th>YEAR 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTEGRATED SCIENCE AND CLINICAL MEDICINE 1</td>
<td>INTEGRATED SCIENCE AND CLINICAL MEDICINE 2</td>
<td>MEDICINE IN CLINICAL PRACTICE 1</td>
<td>MEDICINE IN CLINICAL PRACTICE 2</td>
<td>TRANSITION TO CLINICAL PRACTICE</td>
</tr>
<tr>
<td>EVIDENCE INFORMED PRACTICE OF MEDICINE 1</td>
<td>EVIDENCE INFORMED PRACTICE OF MEDICINE 2</td>
<td>EVIDENCE INFORMED PRACTICE OF MEDICINE 3</td>
<td>EVIDENCE INFORMED PRACTICE OF MEDICINE 4</td>
<td></td>
</tr>
<tr>
<td>MEDICAL SKILLS AND QUALITY CARE 1</td>
<td>MEDICAL SKILLS AND QUALITY CARE 2</td>
<td>MEDICAL SKILLS AND QUALITY CARE 3</td>
<td>MEDICAL SKILLS AND QUALITY CARE 4</td>
<td></td>
</tr>
</tbody>
</table>

Module Codes are presented in the Table below:

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM1010</td>
<td>Integrated Science and Clinical Medicine 1</td>
</tr>
<tr>
<td>UM1020</td>
<td>Evidence Informed Practice of Medicine 1</td>
</tr>
<tr>
<td>UM1030</td>
<td>Medical Skills and Quality Care 1</td>
</tr>
<tr>
<td>UM2010</td>
<td>Integrated Science and Clinical Medicine 2</td>
</tr>
<tr>
<td>UM2020</td>
<td>Evidence Informed Practice of Medicine 2</td>
</tr>
<tr>
<td>UM2030</td>
<td>Medical Skills and Quality Care 2</td>
</tr>
<tr>
<td>UM3010</td>
<td>Medicine in Clinical Practice 1</td>
</tr>
<tr>
<td>UM3020</td>
<td>Evidence Informed Practice of Medicine 3</td>
</tr>
<tr>
<td>UM3030</td>
<td>Medical Skills and Quality Care 3</td>
</tr>
<tr>
<td>UM4010</td>
<td>Medicine in Clinical Practice 2</td>
</tr>
<tr>
<td>UM4020</td>
<td>Evidence Informed Practice of Medicine 4</td>
</tr>
<tr>
<td>UM4030</td>
<td>Medical Skills and Quality Care 4</td>
</tr>
<tr>
<td>UM4080</td>
<td>Transition to clinical practice (Year 5)</td>
</tr>
</tbody>
</table>
2.3 Course requirements

All modules within the MBBS programme are compulsory, module descriptors can be found on Blackboard.

The MBBS degree programme has been developed to comply with the General Medical Council’s requirements for undergraduate medical training. Its aims, content and learning outcomes have been mapped to meet the requirements described in the GMC’s document ‘Promoting Excellence: standards for medical education and training’, for more information go to http://www.gmc-uk.org/education/standards.asp

The GMC’s curriculum requires that your learning development progresses along a longitudinal pathway in which there is a spiral integration of knowledge, skills and acquisition of professional behaviours. During the five year training your development takes place simultaneously along several strands. As a result the MBBS curriculum programme has three modules running concurrently in each year. Their content is aligned to reflect the curriculum’s three generic themes: These are outlined in this diagram:

The spiral nature of the curriculum progresses over the five years. The first two years uses a blended learning approach with a mixture of lectures, small group work, practical sessions and skills training. In parallel you will begin to develop your professional communication and clinical skills. This involves weekly communication skills sessions and clinical skills sessions in our purpose built clinical training skills facilities.

On the course we encourage you to develop a reflective and enquiring approach and to formally document your progress in your e-portfolio https://uclan.mkmapps.com/myprogress/ and teaching sessions will help to develop your reflective practice skills. Principles of research skills are taught in the Student Selected Components (SSC) in which you will have the opportunity to select an area of interest to you and study this in more depth.
All learning outcomes are assessed both formatively and then summatively at the end of the academic year. Your professional development will be assessed as a part of the assessment of your e-portfolio at the end of each year.

Years 3 and 4 build on the foundations of the early years as you rotate through the clinical specialities in secondary care and community settings. The teaching content for these placements complement each other. As with phase 1 of the programme, the curriculum develops along a spiral trajectory with on-going integration of clinical sciences with clinical and communication skills. In order to instil and further develop professional values, you will follow patients along their care pathways from primary to secondary care and vice versa. These will be tailored to the learning outcomes for each speciality but also expose you to the complexity of patients’ health problems. This process will not only continue to integrate science with clinical care but also enrich it with the additional perspectives that this process brings.

After Year 4, high performing students who have satisfactorily passed summative assessment at first sitting may be offered the opportunity to intercalate their studies and undertake an additional year of study to gain a master’s degree. This will be prior to completing their medical degree and could be in medical research or in a number of related subjects within the university or potentially elsewhere.

At the start of Year 5, you will have the opportunity to undertake a six-week elective period of study. This “elective” provides you with an opportunity to discover more about the practice of medicine in an area or country of your choice with the approval of the School Electives Lead. Students are responsible for funding their chosen elective. Following the elective and throughout the remainder of Year 5 you will rotate through a number of placements on an apprenticeship model, with a focus on working with greater autonomy and preparation for practice as a junior doctor. The year is completed with a four-week Student Assistantship working alongside a Foundation Year 1 doctor. Provided you satisfactorily complete various clinical competencies recorded in the work-based section of the e-portfolio you can progress to graduation. A further SSC project is undertaken.

Please note the course has a dress code policy
http://www.uclan.ac.uk/courses/assets/mbbs-dress-code-policy-2015.pdf
2.4 Module Registration Options
All modules within the MBBS programme are compulsory and must be passed to progress onto the subsequent year of study.

In line with GMC recommendations, students on the MBBS programme must achieve the required NHS standard of IELTS to progress to Year 3 of the course due to the importance of language competency for clinical placements.

Students must achieve the equivalent of an IELTS score of at least 7.0 in each testing area (speaking, listening, reading and writing), and an overall score of 7.5. The scores must be from the same ‘academic version’ of the test and the certificate must include the original stamp and test report form.

Any student who has yet to reach this standard on entry to the course will be offered English language support and guidance on how to achieve this level. If a student fails to attain this level before the start of Year 3 their study on the MBBS they may not progress to year 3 of the course but do have a number of options. Students who have successfully completed and passed all Year 1 and Year 2 modules of the course can opt to suspend their studies for a maximum of one year in order to achieve the required level or leave with an Exit Award of the Diploma of Higher Education in Medical Sciences. Students also have the option to transfer to the BSc (Hons) Medical Science degree and complete a further year of study, on successful completion of which they would be eligible for the award of BSc Medical Sciences.

An educational performance measure (EPM) will be calculated as an average of your module grades in Years 2,3 and 4. The EPM forms part of the UK foundation training selection. [http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply/EPM-FAQs](http://www.foundationprogramme.nhs.uk/pages/home/how-to-apply/EPM-FAQs)

2.5 Study Time

2.5.1 Weekly timetable
Your timetable can be found on the student portal.
2.5.2 Expected hours of study

Teaching week is Monday to Friday and days typically start at 09:00 and end at 17:00 although it may be required that you attend outside of these hours and at weekend when on clinical placement, in keeping with the demands of clinical practice. A detailed timetable will be made available to you each year during the induction week.

Year 1 includes two 2 week placements in a Primary Care setting; Year 2 includes a series of one day visits to both Primary and Secondary Care settings. The expected hours of attendance for these sessions may be different as they may be aligned with the timings of clinics or other clinical activities. You will be provided with a timetable to which you should adhere. Attendance of 100% is expected with a 95% minimum. Your supervisor for your clinical placement will monitor attendance and feed this back to the MBBS team at UCLan.

In Phase 2 of the course the academic year runs from early September to late July. Students will be attending lectures and clinics for up to 43 weeks per year. In Year 1 and 2 the timetabled MBBS Christmas holiday varies from the University standard to accommodate the needs of international students.

You are required to attend all timetabled learning activities for each module. Exceptional requests for leave of absence must be made to your Academic Advisor or the Pastoral Tutor by completing a leave of absence form in advance of the event available from Blackboard Medical School Office. Notification of illness must be made on the first day of illness before 9.00 a.m. via telephone to the Allen Hub. Upon your return to study, you must complete a Sickness/ Absence form available from Blackboard Medical School Office.
2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to:

**Allen Building**
Medicine Room 007
telephone: 01772 895566
e-mail: AllenHub@uclan.ac.uk

Some of the team details are below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Farrell</td>
<td>Senior Administrative Assistant</td>
<td><a href="mailto:TFarrell@uclan.ac.uk">TFarrell@uclan.ac.uk</a></td>
<td>01772 895900</td>
</tr>
<tr>
<td>Lizzy Johnson</td>
<td>Programmes Officer (Undergraduate Medicine)</td>
<td><a href="mailto:ugmed@uclan.ac.uk">ugmed@uclan.ac.uk</a></td>
<td>01772 895860</td>
</tr>
</tbody>
</table>

As most of you are international students we would like to remind you that you have a responsibility to comply with the UK Visa and Immigration (UKVI) Points Based System. This means that you MUST attend your course of study regularly; under Points Based System, UCLan is obliged to inform UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

Attendance at all timetabled sessions on the university campus is monitored electronically using the Student Attendance Monitoring system (SAM), you can check your attendance record via myUCLan. Each time you are asked to enter your details on SAM you must remember that the University has a responsibility to keep information up to date and that you must only enter your own details on the system. To enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries can be disciplined under the student guide to regulations.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for two weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance.
3. Approaches to teaching and learning
3.1 Learning and teaching methods

A variety of teaching and learning methods are used throughout the course. In the early stages of the course teaching staff will guide your learning, but expect you also to develop the skills for self-directed learning. As you progress into Phase 2 of the course, you will be expected to have started the journey of “lifelong learning” and as with all doctors take considerable responsibility for directing your own learning in addition to seeking out assistance from staff for further guidance. At this stage of the course, students will all have different experiences depending on which patients they see, and whilst some conditions will be common, students will be expected to take every opportunity to increase their knowledge and experience when in clinical settings, rather than always waiting to be given direction.

Years 1 and 2

Years 1 and 2 are based primarily at the UCLan Preston campus. In year 1, twenty days will be spent in a general practice and community setting taking the format of two x two week placements. In year 1 there are seven days in inter-professional education (IPE) days on campus. In year 2, sixteen days will be spent in general practice or primary care and in a secondary care setting in order to provide you with an induction to working in the hospital taking the format of one day per week (Tuesday from October to April). In year 2 there are four days in inter-professional education (IPE) days on campus.

In Years 1 and 2 you will be allocated to a number of different study groups. For anatomy and clinical skills, you are taught in half-year groups. For small group learning such as workshops the class size ranges from 6-8 students. You will be allocated to different groups so that by the end of second year you will have participated in active learning with most if not all of the students on the course.

We use the following learning and teaching approaches.

- Lectures are used to introduce you to new areas, communicate information and explain concepts.

- Small group teaching / workshops are used to develop skills and encourage learning through the application of the concepts covered in lectures. Examples include our approach to teaching professionalism, ethics and law. IPE sessions involve groups of students from health-related programmes across the university.

- Communication skills teaching is through groups of 10-20 students and there is regular use of video recording to support the teaching.

- Clinical skills are delivered with a few students each linked to one clinically qualified staff in purpose clinical facilities where you will have regular teaching using sophisticated simulation models.
• Case based learning involves small group and is used to promote your active participation in what you need to learn and to integrate knowledge learned in other settings.

• Placements are design to give you hands-on clinical experience within healthcare settings. Most placements will be in pairs or quartets.

Approximately six hours per week is timetabled for self-directed learning, however this is only that which occurs within timetabled hours and students are expected to undertake approximately three hours per day on average of self-directed learning.

**Years 3 and 4**

Years 3 and 4 are based in the clinical setting in a number of NHS Trust Hospitals. Two half-day sessions each week are based at a UCLan campus or educational centre for clinical case-based learning and supporting lectures and tutorials.

In the clinical years a more case based approach will be used, using patients you encounter during your clinical placements. You will need to continue to set your own learning objectives.

We use the following learning and teaching approaches.

• Lectures and tutorials

• Clinical skills teaching will also be delivered on UCLan campuses or hospital sites

• Additional sessions such as bedside teaching of examination skills will be incorporated into the clinical placements

• There will still be an element of self-directed learning

**Year 5**

In Year 5 the focus is on preparation for practice and the year is based entirely in the clinical setting. Placements are based on an apprenticeship model, and you will be expected to work and learn with a greater degree of independence than in the previous years. An important aspect of your learning will be shadowing junior doctors to gain an understanding of their role and develop competence in the tasks you will undertake on a day to day basis once qualified. Regular Clinical Debrief meetings with your group peers will allow you to discuss and learn from cases and problems, and allow reflective group learning to take place.
3.2 Study skills
The broader Study Skills and Research Skills requirements of the MBBS programme are developed in Phase 1 as part of student induction and as part of the teaching for Student Selected Components (SSC). These are supported by an extensive range of materials on Blackboard and are assessed through the portfolio, presentations and written assessments. Should it be clear that you need more support in these areas, your lecturers or academic advisor might refer you onto other support services within the University, these include: WISER http://www.uclan.ac.uk/students/study/wiser/index.php

3.3 Learning resources
3.3.1 Learning Information Services (LIS)
Extensive resources are available to support your studies provided by LIS – library and IT staff. Information technology (IT) is used throughout the course to support learning. The online eLearn (Blackboard) platform hosted at the university is the main repository of custom made learning materials, lecture notes and PowerPoint presentations. From the medicine resource pages you have a gateway to online resources such as medical journals, professional bodies and selected library resources. https://www.uclan.ac.uk/students/study/library/medicine_guide.php Judicious use of videos and role play are used to support developing communication skills in modules UM1030 and UM2030.

The library resources provide access to up to date books and journals. The library has extensive opening hours (including 24/7 opening during term time) https://www.uclan.ac.uk/students/study/library/

LIS school liaison staff provide induction activities for students during the course, such as searching the scientific literature. They also provide one to one advice to students particularly when starting research style projects. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

3.3.2 Electronic Resources
The library provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts that can be accessed both on and off campus. We have invested in a significant portfolio of e-books and e-journal available through EBSCO to provide full-text coverage of over 260 journals in the field of medicine. Guidance on how to use this service will be given during your SSC training sessions.

The school manages its e-learning environment proactively to provide a constant up to date repository of course material. E-Learn (Blackboard) gives access to lecture and practical resources, handbooks ahead of classes and following classes video recordings of lectures. It is also a place to get module specific timetables, staff contact details and practice assessment questions.

3.4 Portfolio
Throughout the course you will develop an e-portfolio – this is a collection of evidence that demonstrates your progressive development as a medical practitioner and as a professional. It is a great way of demonstrating, both to yourself and others, that you are achieving your
learning outcomes and reflecting on your progress. Reflective practice is an important part of portfolio work, and much of your portfolio content will be in the form of reflective pieces where you can show that you are thinking and learning from events, patient encounters, assessments and feedback. You will be introduced to the concepts of reflective practice early in the course and will be expected to reflect on your performance after assessments and feedback sessions. You will also be expected to reflect on clinical situations and your response to them as you progress through the course.

Maintaining a portfolio is a requirement for all qualified doctors, so it is extremely useful to become familiar with this at an early stage in your career. Your e-portfoliio will be created electronically, using a platform called MyProgress which is intuitive and user-friendly. https://uclan.mkmapps.com/myprogress/

You will use your portfolio to collect evidence or information in a number of different areas:

- Forms such as the student learning agreement
- Online forms for you to complete during your academic advisor sessions.
- Case logs of patients you have seen or treated.
- Skills logs of practical procedures you have undertaken
- Records of Supervised Learning Events such as case-based discussions or Direct Observation of Procedural Skills (DOPS)
- Reflective pieces – these may cover a wide range of areas such as patient encounters, your role in a team, professional behaviour, how you performed in an assessment
- Your Personal Development Plan
- Additional information – you can use your portfolio to collect information about any additional activities you might undertake such as teaching others, giving a presentation or taking part in an audit. It can be used to collate all of your feedback.

It is a mandatory requirement of the course to take part in the portfolio process and many of the pieces of work are mandatory and form a part of your summative assessment. You will receive support and advice from your portfolio tutor. There will be formative and summative review of the portfolio on a pass/fail basis.

An important component of your portfolio is your academic advisor forms. This is a where you define your learning goals and how you plan to achieve these. Personal Development Planning (PDP) aims to encourage independent lifelong learners who can reflect on, understand and plan for their learning.

Independent learning is developed throughout this taught programme, which starts with a series of lecture and practical sessions, accepting that you may well at this stage be a rather dependent learner, and progressing through to an individual piece of research within the student selected components.
3.5 Preparing for your career
Your University experience is not only about achieving your chosen award, it is also about developing as a person and realising your potential. We want you to gain the skills and attitudes that will help you to achieve your goals and aspirations.

Your MBBS programme is not just about clinical skills development but includes academic development that will ensure that your clinical practice is research informed. You will develop broader presentational, group working and interpersonal skills and will have the opportunity to reflect on how these clinical and non-clinical skills can be used in your clinical practice / business environment. In order to help you begin to develop your thoughts about where you might like to practice when you graduate, the lead for transitions Dr Gordon will meet with each of you at regular intervals throughout the course.

4. Student Support

Pastoral Tutor

The school also has a pastoral tutor who will be able to give advice on a wide range of issues such as health concerns or personal issues which you feel may be impacting on your studies or which you would like advice. They will be able to provide a confidential listening service and provide guidance in a number of areas. You are able to arrange a meeting with the pastoral tutor yourself at any time, but you may also be guided to make an appointment with him by your Academic Advisor if they think you are have problems which may be impacting on your studies. Any information that you share with the pastoral tutor will not be shared with other staff without your knowledge and in most cases your consent. Information will only be shared without your consent if it is felt that your safety or the safety of others would be at risk if it were not. The pastoral tutor is not involved in your assessment or in making decisions about whether or not you may progress in the course, so information that you share with him will not have any negative impact on your marks or your progress through the course. If you are applying for extenuating circumstances for an assessment or in the unfortunate event that you are being called before a “Fitness to Practice” committee, the pastoral tutor is there to support you through the process.

They are also able to provide support and advice in the following areas:

- Making the transition to higher education and independent life
- Providing advice and support with pastoral issues such as social life, sexuality, religion
- Practical issues such as accommodation, finance and travel
- Health and advice on how to access other support services
- Advice on how to integrate within the local community

4.1 Academic Advisors

At the start of the course you will be allocated an Academic Advisor who will where possible continue in that role throughout Phase 1 of the course. They will help to monitor and aid your development as you progress through your training and can be a point of first contact for any queries that you may have. All Academic Advisors undergo training to prepare them for the role, and are likely to undertake this role for a number of students.

Academic Advisors will provide support and advice in the following areas:
Meetings will take place with your advisor at the beginning of each year, and opportunities to meet with them are provided in the timetable throughout the course, but can occur at any time with the agreement of your advisor. Your advisor will also offer you the opportunity to look at some of your assessments; this is not so that they can advise you as to the correct answers, but to allow you to reflect on where improvements might be made. Additionally, you can ask for a meeting with either of your advisor at any time.

Academic Advisor meetings will normally be on a 1:1 basis and meetings will be expected to last for approximately 15 minutes. Each meeting is documented and uploaded to your portfolio as a permanent record, with outcomes / actions clearly documented.

Year 1 there will be two small group meetings and four one-to-one meetings. In Years 2 and 3 there will be three one-to-one meetings – start of term, post formative assessments and before the summative assessments.

You will be given clear details as to how to contact your named advisors, and arrangements should you need an urgent meeting in the absence of your named advisor.

The ‘i’ is a central Student Information Centre. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Printing and Printer Credit, UCLan Cards and the ‘i’ shop. Staff in the Allen Hub can also help to direct and advise you on matters specific to your programme of study.

4.2 Students with disabilities
If you have a disability that may affect your studies, please either contact the Disability Advisory Service - disability@uclan.ac.uk or let the Pastoral Tutor know as soon as possible. With your agreement, information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

UCLan is committed to providing access to and removing barriers where possible for students with special needs. A range of policies and information about disability matters have been produced and can be accessed via the link below: http://www.uclan.ac.uk/students/health/disability_information_for_students.php

Assessment arrangements for students with a disability

Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information, disability@uclan.ac.uk.

Should you need any advice regarding our processes, or have issues relating to disability/learning difficulty, then please contact the MBBS Equality and Diversity Lead, Dr Jane Rutt-Howard – jruitt-howard@uclan.ac.uk for further advice / support.
4.3 Students’ Union

The Students’ Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website: http://www.uclansu.co.uk/

5. Assessment

5.1 Assessment Strategy

You will be assessed by computerised written examinations, coursework and clinical examinations (OSCEs). Formative assessments take place in late November and December for your feedback only and allow you to gauge your progress through the programme.

Summative assessments are graded as percentage or “pass / fail” basis and must be completed successfully for you to progress through the course. The normalised pass mark for MBBS is 50%. For each summative assessment you will be “ranked” according to your place or decile in the year group. You will find detailed information on MBBS assessment in the MBBS Assessment Policy and the MBBS Student Assessment FAQs which are available on Blackboard.

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment. Students will normally get one resit opportunity if they fail an assessment.
5.2 Notification of assignments and examination arrangements

Details of examination days will be given out at the beginning of each year. Precise examination arrangements (rooms etc.) will be on your electronic timetable and also the medicine noticeboard. The examinations officer who co-ordinates the exams is Bridget Weller bweller2@uclan.ac.uk.

Course work is submitted electronically via Turnitin and Blackboard to enable it to be checked through various processes to ensure that it is a piece of original work, you will be given advice on how to do. Feedback includes audio recordings as well as annotations using Turnitin software within Blackboard.

You will be provided with generic feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Generic feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Feedback may be oral, written, posted on a Blackboard.

Feedback on summative assessments such as MCQ and OSCE examinations is given electronically within a timescale of 15 working days using the grade centre in Blackboard and MyUCLan. Your academic advisor will receive a copy of your grades and feedback.

5.3 Referencing

For all written assignments such as SSC research reports you will be expected to reference using a set style. The main purposes of referencing are as follows:

• acknowledge the sources of information that you have used
• indicate to the reader the range and scope of your literature review
• enable the reader to find the sources easily and quickly.

The references must therefore contain enough information for the item to be traced quickly in a library catalogue.

For all assignments we will expect you to use the Harvard referencing system under which the author and date of publication appear in brackets in the body of the text and a reference list at the end of the document contains all of the journals, books, etc. that are referenced in the text. The format of this reference list should be the same as that used by the American Psychological Association (APA) 6th Edition- http://www.apastyle.org/learn/faqs/index.aspx

Further details on the use of referencing, and the avoidance of plagiarism, will be provided during your course by staff from LIS.
5.4 Confidential material
Please remember your ethical, professional and legal responsibilities to respect confidentiality and maintain the anonymity of individuals and organisations within any assignments submitted. It is especially important that you ensure that patient data is anonymised or removed from all work submitted as part of your taught programme.

5.5 Cheating, plagiarism, collusion or re-presentation
Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A draft (pseudo-Turnitin) assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the ‘official’ Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University’s requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

6. Classification of Awards
The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulations. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

Across the UK it is standard to offer the MBBS award as an unclassified award. However, in cases of excellence, MBBS with Honours may be granted as a classification. For the Bachelor of Medicine and Bachelor of Surgery (MBBS) a weighted average percentage mark (APM) of 70% or above may be recognised by the award of MB BS with Honours.

Year 1 marks do not count towards your APM. Years 2, 3 and 4 calculate your APM and are weighted towards the later years. Further detail can be found in the Academic Regulations – search on the UCLan intranet for the APM calculator.
7. Student Feedback
You can play an important part in the process of improving the quality of this course through the feedback you give. In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

Past student feedback on the desirability for clinical sessions with live patients and improvements to material on blackboard have all resulted in actions that have improved these features of our courses.

Evaluation questionnaires provide one of the most important means for you to express your opinion about your teaching and learning experience. They capture feedback on your experience within each module and inform staff about where improvements could be made. The school will send a text survey to each student after every teaching block (normally every 3 or 4 weeks) and at the end of clinical placements - please complete and return these to ensure your voice is heard - all responses are anonymous. The school will collate responses and produce a "You Said We Did" each semester.

The Students' Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means.

7.1 Student Staff Liaison Committee meetings (SSLCs)
Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting
- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner’s report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;
- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
• Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
• Any other issues raised by students or staff.

Minutes of these meetings will be circulated via email to the student cohort and actions addressed by the Course team, or passed onto appropriate bodies for consideration (e.g. the Library & Information Service, and Facilities Management). SSLCs will also consider External Examiner reports and any staff issues that may relate to the student body.

A course representative is a student who represents their fellow students’ views and opinions to the course team, school, university and students’ union. Course representatives work proactively and diplomatically to improve the academic and non-academic experiences of students. The role of a course representative is extremely beneficial to both students on your course and the university. It enables students to have ownership of their student experience and voice their opinions and share positive practice with the course team, primarily the Student Staff Liaison Committee Meetings.

Course representatives will be elected every year either in April (Years 2-5 reps) or September (Year 1 rep). Alongside receiving recognition, support and respect being a course representative is a great opportunity to enhance your employability skills. If you are interested in becoming a course representative and wish to find out more about the role visit the Students’ Union website or by emailing: coursereps@uclan.ac.uk

The course team working with the SU will make arrangements for students to elect a course representative who can represent any issues you may have to the course team within Student Staff Liaison Committee meetings.

School Presidents are annually elected representatives who voice the opinions of students within each school. They communicate and engage with students in their school to gain feedback and work in partnership with senior management to create positive change. They are also trained to support and signpost course representatives where needed. If you wish to find out who is your School President or more about the role visit the Students’ Union website or email: coursereps@uclan.ac.uk
8. Appendices

8.1 Programme Specification(s)

**UNIVERSITY OF CENTRAL LANCASHIRE**

**Programme Specification**

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

<table>
<thead>
<tr>
<th>1. Awarding Institution / Body</th>
<th>University of Central Lancashire</th>
</tr>
</thead>
</table>
| 2. Teaching Institution and Location of Delivery | University of Central Lancashire, Preston Campus  
University of Central Lancashire, Burnley Campus  
University of Central Lancashire, Westlakes Campus  
East Lancashire Hospitals NHS trust  
North Cumbria University Hospitals NHS trust |
| 3. University School/Centre | School of Medicine |
| 4. External Accreditation | General Medical Council (Pending) |
| 5. Title of Final Award | MBBS (Bachelor of Medicine & Bachelor of Surgery) |
| 6. Modes of Attendance offered | Full time |
| 7a. UCAS Code | A100 |
| 7b. JACS Code | A300 |
| 8. Relevant Subject Benchmarking Group(s) | QAA Benchmark Statement for Medicine  
(http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/medicine.pdf) |
| 9. Other external influences | World Health Organisation  
General Medical Council Duties of a Doctor and Tomorrow’s Doctors  
(http://www.medschools.ac.uk)  
Guiding Principles for the Admission of Medical Students.  
(http://www.gmc-uk.org/education/undergraduate/professional_behaviour.asp)  
Academy of Medical Royal Colleges  
(http://www.aomrc.org.uk)  
Academy of Medical Educators  
(http://www.medicaleducators.org/)  
Health Education England  
(http://hee.nhs.uk/)  
Care Quality Commission  
(http://www.nhs.uk/NHSEngland/thenhs/healthregulators/Pages/carequalitycommission.aspx) |
10. Date of production/revision of this form

August 2017

11. Aims of the Programme

The aims of this programme are to deliver a graduate who is able to take on the roles and responsibilities of a medical doctor entering a foundation postgraduate training programme (or equivalent internationally) and underpinned by the requirements laid out by the General Medical Council. Graduates will be able to:

- Apply biomedical scientific principles, method and knowledge to their medical practice
- Carry out consultations with patients, using appropriate communication and examination skills and use their findings to diagnose problems and formulate management plans
- Demonstrate competence in a range of professional skills necessary for patient care, working with others in an ethical manner and putting patient safety at the core of their work
- Use reflective practice to inform continuing professional development and enhanced competencies and to continually maintain their skills as a doctor
- Demonstrate and apply the principles of quality of care and legal and ethical principles and regulations as described by the Care Quality Commission, General Medical Council, Royal Medical Colleges and WHO guidance

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding

A1. Apply knowledge of anatomy and physiology to support understanding of various pathologies, as well as to facilitate examination of and interventions for patients.
A2. Apply principles from the biomedical sciences to support the diagnosis and management of medical problems.
A3. Appraise and interpret the full variety of research methodologies used in medical practice so as to facilitate the completion and application of such research.
A4. Apply a practical understanding of principal aspects of public health to support disease prevention and reduce the burden of illness on society and practice.
A5. Interpret the key principles related to quality of care, including clinical governance, medicine in society and non-technical skills and apply them to clinical practice.

Teaching and Learning Methods

- Plenary lectures
- Clinical skills teaching
- Communication skills tutorials
- Tutorials
- Self-directed learning
- E-portfolio
- Work based assessments

Assessment methods

- Written examinations
- Coursework
- Work based assessments
- Practical Assessments - Objective Structured Clinical Examinations (OSCE)
- E-portfolio

B. Subject-specific skills

B1. Complete key diagnostic procedures required of a graduate medical professional, as identified by the General Medical Council
B2. Complete key therapeutic procedures required of a graduate medical professional, as identified by the General Medical Council
B3. Prescribe medications and other licensed products in a safe, effective and efficient manner
B5. Assess patients’ healthcare needs, taking into account their physical and mental health and personal and social circumstances, and apply their knowledge and skills to synthesise information from a variety of sources in order to reach the best available diagnosis and understanding of the patient’s problem
B6. Work in multi-disciplinary teams, taking on a variety of leadership and teaching roles as needed to support best medical practice.
### Teaching and Learning Methods
- Plenary lectures
- Clinical skills teaching
- Communication skills tutorials
- Case based learning scenarios
- Work based assessments

### Assessment methods
- Work Based Assessments
- Practical Assessments - OSCE and DOPS
  - E-portfolio
- Written examinations
- Professionalism Assessment
- Preparation for Practice Assessment (PPAT)

### C. Thinking Skills
- C1. Apply critical thinking skills to interpret history, examination and investigation findings and develop a differential diagnosis of medical problems in a variety of situations
- C2. Evaluate risk factors and update risk assessment using situational awareness skills to identify potential sources of error
- C3. Critically appraise medical research in a manner that supports and informs the use of evidence based medicine within practice
- C4. Participate and contribute to a number of sub roles within the workplace, including a leader, a researcher and a teacher, assuming associated responsibilities as required

### Teaching and Learning Methods
- Plenary lectures
- Case based learning scenarios
- Tutorials
- Self-directed learning
  - E-portfolio
- Work based assessments
- Self-assessment questions

### Assessment methods
- Written examinations
- Written assignments
- Work based assessments
  - OSCE
  - E-portfolio
- Coursework

### D. Other skills relevant to employability and personal development
- D1. Demonstrate attitudes and behaviours in all professional and personal contacts, consistent with the values set out by the General Medical Council
- D2. Use lifelong learning skills to continuously review practice and inform CPD needs in order remain up to date and offer the best care to patients
- D3. Communicate with colleagues and patients in a manner that is efficient, effective and safe in all settings
- D4. Utilise and foster medical leadership and management skills
- D5. Evidence and reflect upon career progression within an international perspective.
- D6 Manage own time and workload and set priorities
- D7 Work effectively as a team member and leader

### Teaching and Learning Methods
- Plenary lectures
- Case based learning scenarios
- Tutorials
- Self-directed learning
  - E-portfolio
- Work based assessments
- Self-assessment questions
Assessment methods

- Written examinations
- Written assignments
- Work based assessments
- OSCE
- E-portfolio
- Coursework

13. Programme Structures*

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 7</td>
<td>UM4010</td>
<td>Medicine in Clinical Practice 2</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>UM4020</td>
<td>Evidence Informed Practice of Medicine 4</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>UM4030</td>
<td>Medical Skills and Quality Care 4</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>UM4080</td>
<td>Transition to clinical practice</td>
<td>120</td>
</tr>
</tbody>
</table>

14. Awards and Credits*

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Credit rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBBS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Requires 480 credits at Level 7 or above,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>with a minimum of 120 credits at Level 7,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>240 credits at Level 6 or above and 360 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>at Level 5 or above.</td>
<td></td>
</tr>
<tr>
<td>BSc</td>
<td>UM3010</td>
<td>Medicine in Clinical Practice 1</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>UM3020</td>
<td>Evidence Informed Practice of Medicine 3</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>UM3030</td>
<td>Medical Skills and Quality Care 3</td>
<td>40</td>
</tr>
<tr>
<td>BSc (Hons) Medical Studies</td>
<td></td>
<td>Requires 360 credits including a minimum</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>of 220 at Level 5 or above and including</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100 at Level 6</td>
<td></td>
</tr>
<tr>
<td>BSc Medical Studies</td>
<td></td>
<td>Requires 320 credits including a minimum</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>of 180 at Level 5 or above and including</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 at Level 6</td>
<td></td>
</tr>
</tbody>
</table>

| Level 5 | UM2010      | Integrated Science and Clinical Medicine 2       | 40            |
|         | UM2020      | Evidence Informed Practice of Medicine 2         | 40            |
|         | UM2030      | Medical Skills and Quality Care 2                | 40            |
| Diploma of Higher Education in Medical Studies | | Requires 240 credits including a minimum | |
|         |             | of 100 at Level 5 or above.                      |               |

| Level 4 | UM1010      | Integrated Science and Clinical Medicine 1       | 40            |
|         | UM1020      | Evidence Informed Practice of Medicine 1         | 40            |
|         | UM1030      | Medical Skills and Quality Care 1                | 40            |
| Certificate of Higher Education | | Requires 120 credits at Level 4 or above | |

34
15. Personal Development Planning

This programme is specifically designed to develop the skills and knowledge of students to enable them to apply for registration with the General Medical Council. The “career development” aspect of PDP is clearly addressed within this programme through the integration of a portfolio of lifelong learning.

Throughout the course the students are expected to keep this e-portfolio to support reflective learning and track progress in learning. This will form a key resource in the regular appraisals that students complete to ensure progress is appropriate, as well as allowing them to develop autonomy in their own learning development. This system is homologous with the systems used in postgraduate medical training.

16. Admissions criteria

Entry requirements

http://www.uclan.ac.uk/courses/assets/MBBS_Entry_Requirements_2017.pdf

17. Key sources of information about the programme

General Medical Council Tomorrows Doctors
http://www.gmc-uk.org/education/undergraduate/undergrad_outcomes.asp
GMC Promoting Excellence
http://www.gmc-uk.org/education/standards.asp

QAA Benchmark Statement for Medicine

School of Medicine website
http://www.uclan.ac.uk/courses/bachelor_medicine_bachelor_surgery.php
## 18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

<table>
<thead>
<tr>
<th>Level</th>
<th>Module Code</th>
<th>Module Title</th>
<th>Core (C), Compulsory (COMP) or Option (O)</th>
<th>Knowledge and understanding</th>
<th>Subject-specific Skills</th>
<th>Thinking Skills</th>
<th>Other skills relevant to employability and personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td>A1</td>
<td>A2</td>
<td>A3</td>
<td>A4</td>
</tr>
<tr>
<td>LEVEL 7</td>
<td>UM4080</td>
<td>Transition to clinical practice (Year 5)</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>UM4010</td>
<td>Medicine in Clinical Practice 2</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>UM4020</td>
<td>Evidence Informed Practice of Medicine 4</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>UM4020</td>
<td>Medical Skills and Quality Care 4</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LEVEL 6</td>
<td>UM3010</td>
<td>Medicine in Clinical Practice 1</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>UM3020</td>
<td>Evidence Informed Practice of Medicine 3</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>UM3030</td>
<td>Medical Skills and Quality Care 3</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LEVEL 5</td>
<td>UM2010</td>
<td>Integrated Science and Clinical Medicine 2</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>UM2020</td>
<td>Evidence Informed Practice of Medicine 2</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>UM2030</td>
<td>Medical Skills and Quality Care 2</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LEVEL 4</td>
<td>UM1010</td>
<td>Integrated Science and Clinical Medicine 1</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>UM1020</td>
<td>Evidence Informed Practice of Medicine 1</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>UM1030</td>
<td>Medical Skills and Quality Care 1</td>
<td>C</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Note:** Mapping to other external frameworks, e.g. professional/statutory bodies, will be included within Student Course Handbooks
19. Exit Award Outcomes

BSc Medical Studies (Hons)
A1. Apply knowledge of anatomy and physiology to support understanding of various pathologies, as well as to facilitate examination of and interventions for patients.
A2. Apply principles from the biomedical sciences to support the diagnosis and management of medical problems.
A3. Appraise and interpret the full variety of research methodologies used in medical practice so as to facilitate the completion and application of such research.
B5 Assess patients’ healthcare needs, taking into account their physical and mental health and personal and social circumstances, and apply their knowledge and skills to synthesise information from a variety of sources in order to reach the best available diagnosis and understanding of the patient’s problem.
C1. Apply critical thinking skills to interpret history, examination and investigation findings and develop a differential diagnosis of medical problems in a variety of situations.
C2. Evaluate risk factors and update risk assessment using situational awareness skills to identify potential sources of error.
C3. Critically appraise medical research in a manner that supports and informs the use of evidence based medicine within practice.
D3. Communicate with colleagues and patients in a manner that is efficient, effective and safe in all settings.
D5. Evidence and reflect upon career progression within an international perspective.
D6 Manage own time and workload and set priorities.
D7 Work effectively as a team member and leader.
BSc Medical Studies

A1. Apply knowledge of anatomy and physiology to support understanding of various pathologies, as well as to facilitate examination of and interventions for patients.

A2. Apply principles from the biomedical sciences to support the diagnosis and management of medical problems.

A3. Appraise and interpret the full variety of research methodologies used in medical practice so as to facilitate the completion and application of such research.


B5 Assess patients’ healthcare needs, taking into account their physical and mental health and personal and social circumstances, and apply their knowledge and skills to synthesise information from a variety of sources in order to reach the best available diagnosis and understanding of the patient’s problem.

C1. Apply critical thinking skills to interpret history, examination and investigation findings and develop a differential diagnosis of medical problems in a variety of situations.

C3. Critically appraise medical research in a manner that supports and informs the use of evidence based medicine within practice.

D1. Demonstrate attitudes and behaviours in all professional and personal contacts, consistent with the values set out by the General Medical Council.

D3. Communicate with colleagues and patients in a manner that is efficient, effective and safe in all settings.

D5. Evidence and reflect upon career progression within an international perspective.

D6 Manage own time and workload and set priorities.

D7 Work effectively as a team member and leader.
Diploma in HE Medical Studies

A1. Apply knowledge of anatomy and physiology to support understanding of various pathologies, as well as to facilitate examination of and interventions for patients.

A2. Apply principles from the biomedical sciences to support the diagnosis and management of medical problems.

A3. Appraise and interpret the full variety of research methodologies used in medical practice so as to facilitate the completion and application of such research.


B5 Assess patients’ healthcare needs, taking into account their physical and mental health and personal and social circumstances, and apply their knowledge and skills to synthesise information from a variety of sources in order to reach the best available diagnosis and understanding of the patient’s problem.

C1. Apply critical thinking skills to interpret history, examination and investigation findings and develop a differential diagnosis of medical problems in a variety of situations.

C3. Critically appraise medical research in a manner that supports and informs the use of evidence based medicine within practice.

D1. Demonstrate attitudes and behaviours in all professional and personal contacts, consistent with the values set out by the General Medical Council.

D2. Use lifelong learning skills to continuously review practice and inform CPD needs in order remain up to date and offer the best care to patients.

D5. Evidence and reflect upon career progression within an international perspective.

D6 Manage own time and workload and set priorities.
Certificate in HE
A1. Apply knowledge of anatomy and physiology to support understanding of various pathologies, as well as to facilitate examination of and interventions for patients.
A2. Apply principles from the biomedical sciences to support the diagnosis and management of medical problems.
C1. Apply critical thinking skills to interpret history, examination and investigation findings and develop a differential diagnosis of medical problems in a variety of situations
D1. Demonstrate attitudes and behaviours in all professional and personal contacts, consistent with the values set out by the General Medical Council
D3. Communicate with colleagues and patients in a manner that is efficient, effective and safe in all settings
D6 Manage own time and workload and set priorities