



## **Introduction**

Student selected components (SSCs) represent one of the ‘choice’ elements of the MBBS programmes which, when added to the ‘core’ elements, enriches students’ learning and allows them to tailor what they learn to their individual needs and interests. SSCs are a core requirement of all undergraduate medical programmes and are an integral part of the curriculum, enabling students to develop and demonstrate mandatory competencies while allowing choice in studying an area of particular interest to them.

The aim of the SSCs is to provide students with an opportunity to study additional optional topics which are not included in the core MBBS curriculum, to study topics of interest in more depth, to engage in a more meaningful way in an area of practice that they have enjoyed, or to allow students to further develop skills or understanding. They should additionally allow students to develop one or more generic skills which will be useful in the practise of medicine such as team-working, essay-writing, PowerPoint presentations, research skills, teaching, or patient advocacy.

The type of activity involved will differ from one SSC to another, but they all share the common aim of encouraging active participation. We encourage students to select their SSC preferences from across the extensive variety offered in order to ensure that they develop a wide range of knowledge and generic skills. A description of their SSCs and a record of achievement, both faculty generated reports and their own record of achievement, is included in their portfolio. The SSC and grade is also recorded on the students’ transcript.

Our aim at UCL Medical School is to provide a wide range of stimulating, high-quality SSCs for our students that are varied in content, experience and assessment format so that students have real choice and the opportunity to pursue a number of different areas of interest.

## **Objectives of the SSC (not every SSC will fulfil all of these criteria):**

- To enrich student experience through individual choice
- Enhance student experience, be different from core topics and provide time for reflection
- Maximise the benefits of learning medicine at UCL
- Encourage awareness of the context of medicine
- Be beneficial for potential future careers (e.g. academic, research or clinical)
- Be broadly based with an element of creative thinking
- Involve either interaction with others and/or teamwork
- Encourage personal development
- Reflect the needs of today’s and tomorrow’s patients
- Create 21<sup>st</sup> century doctors able to thrive in modern healthcare environments
- Allow a writing exercise that can include a presentation/poster for inclusion in their portfolio
- Relate to the iBSc programme

## Teaching

SSCs are provided in half-day teaching sessions in Years 1 and 2. In year 1, SSCs are timetabled as either **two** single-blocks (each consisting of 8 weeks November to January and January to March on Thursday afternoon for 3 hours) or **one** double-block (consisting of 16 weeks November to March on Thursday afternoons for 3 hours). In year 2, SSCs are timetabled as **one** single-block in term 1 (consisting of 8 weeks October to December on Friday afternoons for 3 hours).

Written objectives and a programme for the SSC should be provided on the first day. It is helpful if students are also told as early in the SSC as possible of any written work or formal presentation (e.g. at a staff meeting) that will be required and the dates for project presentations. Writing and presentation guidance should also be given to students.

## Student Attendance

Students are required to attend all scheduled activities, punctually for the whole period of the SSC. Adequate attendance means that there must be no unexplained absences from SSC sessions, any absence (other than due to illness) must be negotiated in advance with the Divisional Tutor ([mbbsy1@ucl.ac.uk](mailto:mbbsy1@ucl.ac.uk) or [mbbsy2@ucl.ac.uk](mailto:mbbsy2@ucl.ac.uk)). Failure to attend and engage in SSC sessions may result in the student failing their SSC, and hence be deemed 'not complete' in their end of year assessment; as a result, they will not be permitted to progress to their next year.

**SSC providers are expected to keep a register of student attendance for each session.**

It is important to deal with instances of poor attendance quickly: a single absence should be raised with the student concerned, for absences of two sessions or more the SSC Administrator should be informed ([mbbsy1@ucl.ac.uk](mailto:mbbsy1@ucl.ac.uk) for year 1 or [mbbsy2@ucl.ac.uk](mailto:mbbsy2@ucl.ac.uk) for year 2). A record of attendance should be maintained by the SSC provider and recorded on the *SSC Assessment Form*.

**Dated and signed weekly registers should be sent to [c.ferguson@ucl.ac.uk](mailto:c.ferguson@ucl.ac.uk) and either [mbbsy1@ucl.ac.uk](mailto:mbbsy1@ucl.ac.uk) for year 1 or [mbbsy2@ucl.ac.uk](mailto:mbbsy2@ucl.ac.uk) for year 2.**

## Assessment

SSCs must be completed to a 'satisfactory standard' in order for students to progress to the next year of their course. Completion to a 'satisfactory standard' means an acceptable performance in coursework and assessments associated with the SSC as well as adequate attendance (see above) at, and engagement in, the SSC. Students receive a final grade for their SSCs; although these grades do not count towards their end of year examination marks, they are considered as part of their overall achievement in the MBBS programme. Students who have not successfully completed the required number of SSCs will be deemed 'not complete' in their end of year assessment; as a result of this, they will not be permitted to progress to their next year.

Performance and engagement in SSCs requires some form of assessment and students should also have a visible record of their achievement. We, therefore, require all SSC providers to set students a piece of work which may be an essay, a PowerPoint presentation, a poster, a piece of artwork, or a combination of these. It is recommended that a combination of assessment methods is used. **This assessment should reflect the contact hours of the SSC.** As a guideline, if setting **only** an essay, this should be a maximum of usually 1500 words for a single-block SSC and a maximum of usually 3000 words for a double-block SSC. However, if using an essay and another assessment method the word count should be reduced, for example, a maximum of usually 1000 words for a single-block SSC and a maximum of usually 2000 words for a double-block SSC. How you carry out the assessment for your SSC is up to you, but some measure of attendance and engagement should also be taken into account. Assessment of performance and engagement should be based on participation in all of the activities involved in the SSC, not just the final piece of coursework.

Students who fail the assessment for their SSC should be offered an additional alternative assessment by the SSC provider. This will be a piece of work equivalent to the original assessment for the SSC, and may also involve an oral examination. If there is to be an oral examination, then a member of the SSC Advisory Group will normally be present, as well as the person examining the SSC. This option is not available to those who fail the SSC for poor attendance without valid (and documented) reasons, and who may be required to take a year away from the course whilst becoming 'complete' for that SSC.

Students who have to sit an alternative or resit SSC assessment will be awarded a borderline pass only (grade D).

## Plagiarism

You need to be aware of the problem of plagiarism; it is the responsibility of the SSC provider to report any suspicion of plagiarism to the SSC Administrator as soon as possible so that it can be investigated and appropriate action taken. Students will be required to submit coursework through *Turnitin*. SSC providers should be concerned with a similarity score of 15-25% and warn students that they may need to re-submit an amended version. Anything higher means there is serious plagiarism and the student will be asked to repeat the coursework again, covering a different topic. On second attempt the grade will be capped at D (same as a late submission).

## Word count

You need to ensure that students are aware of the word limit that you set, and they need to adhere to this. Students also need to know what this limit includes, e.g. footnotes, references, tables etc. If you set a word limit of 1000 words, there is usually a plus or minus 10% leeway. If you set a word limit of 1000-1500 words, students will need to stay within this limit. Students who do not adhere to the word limit or are over or under the 10% leeway will be awarded a borderline pass only (grade D).

## SSC Coursework Marking Criteria

SSC coursework should be graded according to the following A-E marking criteria:

Grade	<i>Equivalent range of marks (%)</i>	Guidance notes
<b>A</b> Well above level expected	70 – 100	Clear first-class work; virtually everything relevant covered. Well argued, to the point with no errors (slight errors can be forgiven if the work is otherwise brilliant).
<b>B</b> Above level expected	60 – 69	A well-organised piece of work which shows that the student clearly understood what was needed; a good number of correct facts with no major errors but lacking the touch of a distinction.
<b>C</b> At level expected	55 – 59	Undoubtedly a pass but not enough detail and/or not sufficiently well-argued to be considered for a merit or distinction. Potential for a higher grade but one or two detracting errors.
<b>D</b> Borderline	50 – 54	Just satisfactory; the minimum amount of work completed without important errors. Might have been considered a fail grade at some time during evaluation.
<b>E</b> Fail	< 49	Does not quite justify a pass but this may have been considered transiently. Inadequate detail or some errors. No balance in respect of important and trivial information.

- i) Students who are absent, withdraw from or fail an SSC will be considered 'not complete' and will be awarded a mark of zero.
- ii) Students who are referred or 'not complete' at the first attempt may be permitted a second attempt during the same academic session in order to satisfy the requirements for progression.
- iii) Students who fail an SSC at the first attempt or who are referred for non-completion of an SSC are capped at Grade D (borderline) at the second attempt.
- iv) Students who fail at the second attempt may be permitted a further attempt after a repeat period of study but may not progress to the next year of the MBBS programme until the SSCs are completed satisfactorily. The mark for this further attempt will be capped at Grade D (borderline).
- v) Students who are permitted a further attempt as non-registered students may be assessed by an alternative method that does not require attendance, for example, an extended essay.

When awarding grades, please do not use terms such as A+ or B- as they have no relevance in the system used to record student performance.

### Deadlines and Late Submissions

There is some flexibility for you to set a slightly earlier or later coursework deadline to that set by the Medical School, provided that this does not impact on your ability to meet the required deadline for submitting the final grades to the SSC Administrator. You need to ensure that students are aware of the deadlines that you set and the necessity to adhere to them. Any late submissions are subject to a penalty, unless the student has submitted the required documentation, and will be awarded a borderline pass only (grade D). This documentation can be obtained from the Divisional Tutor ([mbbsy1@ucl.ac.uk](mailto:mbbsy1@ucl.ac.uk) or [mbbsy2@ucl.ac.uk](mailto:mbbsy2@ucl.ac.uk)). Please refer to the UCL Academic Manual for more details (<https://www.ucl.ac.uk/academic-manual/chapters/chapter-4-assessment-framework-taught-programmes/section-3-module-assessment#3.12>).

### Reporting Final Grades

**The final grade should be reported directly to the student, together with their individual written feedback (via the *SSC Assessment Form* provided by the SSC Administrator). A copy of the final grades should also be sent to the SSC Administrator on the excel spreadsheet they will provide you with.**

All assessments, including additional or resit assessments, for **block 1 SSCs** must be completed and marks returned to the SSC Administrator **no later than mid-February**. You will be notified of the exact date by the SSC Administrator in an email sent after students have been allocated to an SSC.

All assessments, including additional or resit assessments, for **double-block** and **block 2 SSCs** must be completed and marks returned to the SSC Administrator **no later than mid-April**. Again, you will be notified of the exact date after allocations.

Full details regarding the marking requirements and criteria will be sent to you at the start of the academic year.

### Feedback

The medical school considers feedback to be an essential part of all SSCs and a one to one meeting to discuss student performance and feedback is considered to be best practice. However, due to the varying nature of SSCs, this may not always be possible. Feedback should also be supplied to students throughout the SSC. As well as an overall final grade, SSC providers are required to supply individual written feedback for each student under 'additional comments' on the *SSC Assessment Form* (provided by the SSC Administrator). These additional comments should be written by the SSC provider after consultation with any other staff

who have had an active part in teaching and/or supporting the student. **A copy of this final feedback should be emailed directly to the student.**

Please return any hard copies of coursework directly to your students, attaching the *SSC Assessment Form* with the grade they have attained and additional feedback in the space provided. If for practical reasons, you are unable to return coursework directly to students then you may send this to the Years 1 - 2 office for students to collect from the SSC Administrator.

You will be provided with student feedback from student evaluation of your SSC; this will be arranged by the Quality Assurance Unit.

## Practical Arrangements

**SSCs are required to have a minimum of 6 students. It is up to you to choose a maximum.**

Each SSC is timetabled as eight x three hour afternoons (Thursday afternoons for year 1 students and Friday afternoons for year 2). Provided students **know before they make their selections**, an SSC may run at some other time (e.g. early evenings) although this is discouraged. **SSCs should not run during the standard core teaching timetable.** Please indicate on your *SSC Proposal Form* (below) the time and day your SSC will run if not on the standard time / day. The SSC Administrator can provide you with a copy of the module timetables to help avoid clashes when booking placements in schools etc.

Although the timetable shows three hours at a time for SSCs, we would not expect the whole three hours every week to be face-to-face contact; most SSCs allow part of each afternoon, or several whole afternoons, for the students to research topics and prepare their presentations. (Obviously, we also expect the students to undertake part of the research and preparation in their own private study time).

Rooms can be booked by the SSC Administrator for your SSC. Please indicate in the relevant section of your *SSC Proposal Form* (see below) if you require the office to book a room for you. Given the increased pressure on rooms we are doing our best to access space via all possible avenues. Therefore, should you have space in your Department (that is not centrally bookable) it would be helpful if this space could be used for your SSC. If departmental space is not available, the SSC Administrator can book rooms for you.

## Funding

SSC funding draws on a number of different mechanisms and income streams depending on the provider:

- SSCs led by SLMS staff generate MBBS HEFCE and tuition fee income which is credited to their divisional budgets through SLMS Finance to cover salary and lab costs plus any consumables, which should be identified in divisional non-pay budgets and claimed by SSC leads via their divisional finance team. The proportion of SSC income allocated to divisional providers is calculated as part of the annual student load exercise in January each year and credited to budgets in the following academic session. Queries about student load calculations and divisional budgets should be directed to Melanie Hill ([m.hill@ucl.ac.uk](mailto:m.hill@ucl.ac.uk)) in the SLMS Finance Team. Notification of estimated consumables/non-pay costs should be notified to divisional finance teams by early January at the latest.
- SSCs led by NHS staff or private providers (which may or may not include a contribution from University funded staff) generate both University funding allocated through student load to the division most closely associated with the clinical specialty *and* Department of Health funding allocated to the NHS or private provider as part of the annual NHS Undergraduate Tariff planning exercise. Queries about Tariff calculations and processes should be directed to the Tariff Officer, Melanie Hill ([m.hill@ucl.ac.uk](mailto:m.hill@ucl.ac.uk)).
- SSCs such as Languages and Volunteering receive funding directly from UCL through their own funding mechanisms with no additional funding from MBBS student load or NHS Tariff.
- Self-organised SSCs in Years 1 and 2 cannot be included in university or NHS funding mechanisms and must, therefore, be self-funding. The cost of running an SSC (i.e. consumables, outside lecturers, etc.)

should normally be met from the FTE or Tariff allocation to the department, division or institute, as for any other teaching.

- Exceptionally, at the discretion of the SSC Advisory Committee, new SSCs can be offered to fewer than 6 students when first introduced, providing that the numbers can be increased in subsequent years. Such SSCs will not attract student load credit; however, NHS Tariff will be paid per capita for clinical SSCs. For SSCs with fewer than 6 students, SSC providers are responsible for arranging their own rooms, if required.

### **We ask SSC providers to:**

- Complete an *SSC Proposal Form* (see below)
- Regularly review and update this *SSC Proposal Form*
- Outline the focus and topic-related content
- Indicate the generic skills that are addressed within their SSC
- Provide accurate details of their SSC including a named contact, the objectives, the potential learning opportunities, and the teaching and detailed assessment methods
- Provide clear information on any pre-requisites for undertaking the SSC, and if the SSC runs in an alternative time slot, this also needs to be clearly highlighted.
- Provide clear instructions about the teaching venue, including arrangements for arrival at the hospital/placement where relevant. A simple map showing the location of the placement and information about public transport will be helpful
- Provide a welcoming learning environment for students including: an orientation to the learning and, where relevant, the clinical/research team; ground rules and any safety advice; a timetable; a named and contactable supervisor
- Offer an element of choice, whether in exact activities or choice of project, where possible
- Provide adequate supervision and support for learning appropriate to their SSC
- Give students feedback on their progress throughout the SSC including a final grade and written feedback at the end of the SSC
- **Maintain an accurate dated record of attendance and email this to [c.ferguson@ucl.ac.uk](mailto:c.ferguson@ucl.ac.uk) and either [mbbsy1@ucl.ac.uk](mailto:mbbsy1@ucl.ac.uk) for year 1 or [mbbsy2@ucl.ac.uk](mailto:mbbsy2@ucl.ac.uk) for year 2.**
- Inform the SSC Administrator in good time, if any students are not attending or are experiencing difficulty with the SSC
- **Ensure that final grades are sent to the SSC Administrator by the requested deadlines.**
- Inform the SSC Administrator in good time, if there will be difficulty in delivering the agreed SSC

### **In return, you can expect the medical school to:**

- Contact you in a timely manner to request details about your SSC including availability, possible participant numbers and details of the SSC
- Contact you in a timely manner to confirm the provision of your SSC, the number and details of students who have selected your SSC, and any changes to student numbers
- Provide you with access to the appropriate information and paperwork/forms to deliver your SSC, including *Turnitin* links (via the SSC Moodle page), *SSC Assessment Forms* and final grade spreadsheets
- Ensure that the correct amount of funding is allocated to the relevant Division/Institute and NHS Tariff to the relevant NHS Trust to acknowledge the provision of your SSC
- Provide details of your involvement in SSC provision in support of job planning and appraisal
- **Provide you with student feedback from the student evaluation of your SSC; this will be arranged by the Quality Assurance Unit.**
- Ensure you are kept up to date with any changes to the MBBS programme in general or the SSC programme in particular

## Offering an SSC

There are many options open to faculty members who wish to provide an SSC. SSCs in years 1 and 2 focus on a very wide range of areas including: clinical practice, underpinning science, and subjects more loosely related to medical studies such as arts and languages. A list of example SSCs that have been offered in previous years appears in the list below. Although we currently have a good spread of topics, we welcome applications for new SSCs. If you feel you can offer an interesting new SSC that will add to the range of options available to students, then please contact the Year 1 and 2 SSC academic lead, Dr Wendy Birch (w.birch@ucl.ac.uk), to discuss your plans. You will need to complete the *SSC Proposal Form* below. Your proposal will then be discussed by the SSC Advisory Group, and you will be informed of their decision. Your proposal form will then form the basis of the information about your SSC that appears on the SSC Moodle page from which the students select their preferences.

Please note that the SSC Advisory Group meet twice a year, please ensure that your proposal is submitted by the **30<sup>th</sup> March** or **30<sup>th</sup> July** in order to be included in the next academic year.

If you have any queries, please do not hesitate to contact me.

Wendy Birch

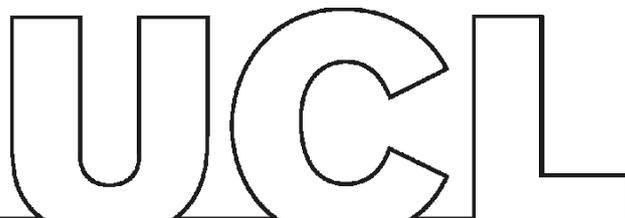
*Year 1 and 2 SSC Academic Lead*

### **Example Year 1 SSCs Offered in Previous Years**

- Medically Important Proteins in Disease
- Birth to 6 weeks: Care and Development of Babies
- Blood, Bugs and Pus: Painting, Poetry, Prose and the Good Doctor.
- Cardiovascular Medicine: From Bench to Bedside
- Maxillo Facial Surgery
- Basic Molecular Techniques in Clinical Diagnosis and Research
- How to Live Forever: Research to Prevent Ageing
- Crime Prevention and Public Health
- Radiological Anatomy
- Taking the Lead – Medical Management and Leadership
- Art and Medicine: Exploring the Experience of Illness Through Art
- Academic Pre-Hospital Care
- The Challenge of Alois Alzheimer
- Death and Dying in Society, Theory and Practice
- Who Cares?
- Sexpression - Student Led
- History and Philosophy of Medicine and its Contemporary Relevance
- Volunteering and Your Personal Development
- Open Minds - Student Led
- Viva La Vulva: Women's Sexual and Reproductive Health Rights
- Pre-Hospital Care: Acute Medicine in the Community
- Speak Up for Asthma Schools Programme
- Infectious Diseases in Developing Countries
- Anatomy from Rembrandt to Grey's: Learning Medicine Through the Arts
- Antibodies and Rheumatological Diseases
- Life in the Frozen State – The Impact of Cryobiology in Medicine and Biology.
- Medicine and the Law Issues at the End of Life
- Psychoanalysis: A Psychological Therapy for the 21st Century?
- Introductory British Sign Language
- Exercise, Physical Activity, and Health
- Expedition and Wilderness Medicine
- Health Technology and the Body
- Patient and Public Involvement (PPI) - Bringing Patients Back to the Centre

### **Example Year 2 SSCs Offered in Previous Years**

- Physiological imaging with nuclear medicine
- Transplantation Sciences: The Pieces of the Jig Saw Puzzle: (Organ Procurement, Immunology and Intervention)
- Nanotechnology and Regenerative Medicine
- Peer Tutoring at City and Islington College 6th Form Centre
- Evolution: What Every Doctor Needs to Know
- History of Medicine
- The Hitchhiker's Guide to Global Health
- Introduction to Children's Language Development
- Target Medicine
- Psychoanalytic Approaches to Emotional Disorders
- The Sick Role: Patients in the Movies
- Surgical Pathology in Practice
- Epithelial Function in Health and Disease
- Are We Failing our Children and our Future?
- Culture, Ethics, and Religion in the Clinical Encounter
- Pre-hospital Care and Stadium Medicine
- Medical Policy and Management: What is it, and why should you care?
- Maternal Health Culture and Risk
- Academic Pre-Hospital Care



**Student Selected Component Programme Years 1 and 2**

Please complete this form and return either an electronic copy (with electronic signature) or a hard copy to Andy Houghton ([mbbsy1@ucl.ac.uk](mailto:mbbsy1@ucl.ac.uk)), SSC Administrator, UCL Medical School, Medical Student Administration, 74 Huntley Street, London WC1E 6AU.

**Section 1: SSC Title and Contact Details**

Please read the above 'Management Guide for SSC Providers' before completing this proposal form.

**SSC Number:**   
(Office will provide)

**(BLOCK CAPITALS)**

<b>SSC Title:</b>	
<b>Subject Area:</b>	
<b>SSC Provider:</b>	
<b>Position/Job Title:</b>	
<b>*Department/Division/ Institute:</b>	
<b>Contact Address:</b>	
<b>Contact Phone Number:</b>	
<b>E-mail Address:</b>	
<b>*Please state which NHS body, private healthcare provider or charity you are employed by:</b>	

**\*Please state which UCL division you are employed by or affiliated to.**

*You do not need to have an honorary contract as your affiliation is to the Division most closely linked to your specialty*

**Administrative contact details (if any):**

\*In order to secure prompt funding payments the following sections must be completed.

## **Section 2: SSC Outline**

Please provide a short description of your proposed SSC and assessment details. This description will be added to the SSC Moodle pages; students will use this information to make their SSC preferences.

**Aims of SSC:**

**Learning Objectives:**

**SSC Activities:**

**Method(s) of Assessment:**

(details of the assessment type, the % allocated to each part of the assessment, the word limits/length of presentations etc. )

**Why would this SSC be of interest to a year 1 or 2 student? What generic skills will be developed?**

**Does this SSC require a DBS clearance?**

**Does this SSC involve volunteering activities? If so, please provide further details.**

**Does this SSC have any prerequisites?**

**Any additional information.**

<i>This should include details of when your SSC will run if not in the standard SSC timetabled blocks</i>

<b>SSC Block Options</b>	<b>Dates</b>	<b>Minimum number of students required for your SSC to run (minimum must be 6)</b>	<b>Maximum number of students you can take</b>
<b>Year 1 Block 1</b> (Thursday pm)	<b>7<sup>th</sup> November – 16<sup>th</sup> January</b>		
<b>Year 1 Block 2</b> (Thursday pm)	<b>23<sup>rd</sup> January – 12<sup>th</sup> March</b>		
<b>Year 1 Double Block</b> (Thursday pm)	<b>7<sup>th</sup> November – 12<sup>th</sup> March</b>		
<b>Year 2 Block 1</b> (Friday pm)	<b>25<sup>th</sup> October – 13<sup>th</sup> December</b>		

### **Section 3: Room Booking:**

Given the increased pressure on rooms, we currently access space via all possible avenues. Therefore, should you have space in your Department (that is not centrally bookable) it would be helpful if this space could be used for your SSC. If departmental space is not available, we will book rooms for you.

**Will you require us to book you a room? If 'No', please provide location details of the room that you plan to use**

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#### Section 4: Off-Site Locations:

If you wish to take the students off-site, you may need to complete a Service Standards agreement, please see *Appendix 1*. This is in order to set up a Letter of Agreement between UCL and the host institution where you will be taking the students, e.g. for students spending a half-day at 'Institution A', there should be an agreement letter signed with 'Institution A' setting out what is expected of both parties. Please see *Appendix 1*, if you have any further questions regarding this, please contact either Melanie Hill ([m.hill@ucl.ac.uk](mailto:m.hill@ucl.ac.uk) 020 7679 6439) or Wendy Birch.

#### Section 5: Signature of Head of Department/Teaching Lead

HoD/Teaching Lead:

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Date:

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#### Section 5: Signature of SSC Provider

I confirm that the information provided above is correct and has been approved by my Head of Department/Teaching Lead

SSC Provider signature:

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Date:

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Thank you for completing this *SSC Proposal Form*. Your proposal will be discussed at the next SSC Advisory Group meeting, and you will be informed of the outcome as soon as possible.

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*For internal purposes only:*

#### Section 6: SSC Proposal Approved

Comments:

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Signature of Chair of the  
SSC Advisory Group

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Date:

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## Appendix 1 - Off Site Locations

### Service Standards

We expect all SSC Providers to be able to comply with our service standards. Please read the points below carefully and confirm that your organisation is able to comply. We need this assent before we can promote information about your SSC through our service.

#### What you can expect from UCL:

- Students to be fully registered at UCL with the right to study in the UK
- DBS screening prior to the commencement of the placement
- OH clearance prior to the commencement of the placement
- Students to have been issued with the Medical Student code of conduct setting out obligations and standards of professional behaviour

#### What the Medical School and SSC Academic Lead expect from you:

- Description of activity
- Details of where the activity takes place
- Whether the placement is unremunerated or payment is expected
  
- To accept liability for all students placed with you, and to ensure that you are able to meet any liabilities through an adequate insurance policy or through other provision.
- To treat personal information about students confidentially and to be compliant with the key themes outlined by the General Data Protection Regulation.
- To ensure the health, safety and welfare of students and provide students with the same degree of Health and Safety support as provided to employees.
- To ensure that students are appropriately supervised at all times with regard to their involvement in services including clinical work; that they receive the necessary training in basic procedures by qualified staff employed by the Placement Provider to ensure the risk of injury is minimised.
- To obtain patient consent in compliance with the University's process and policy for Patients in Medical Education.
- To provide supervision of teaching and learning of a quality and quantity appropriate to the Placement and in the relevant locations.
- To ensure that students on Placement are not put in a situation, either clinical or non-clinical, which is likely to develop beyond their capacity to cope or expose them to inappropriate risk.
- To provide an induction covering all necessary aspects of health and safety (including safe use of equipment, information about risks and how to minimise risks, and emergency procedures and to follow up in writing to your students with this information and/or provide links to relevant content when they start.
- If working with vulnerable adults, to have an adequate vulnerable adults policy.
- To notify us if any student has been disciplined or dismissed.
- To notify us if you have concerns over the students' professional behaviours
- To deal with sexual harassment seriously and in-line with the Students' Union UCL's Zero Tolerance campaign.
- To have an equal opportunities statement or policy.

- To properly risk assess all activities and premises.
- To have a named person who is responsible for the supervision and support of volunteers.
- To provide the training and checks necessary for students to carry out their assigned tasks.
- Where placements involve clinical contact, to have in place clinical negligence insurance for the supervision of UG medical students.
- To keep the SSC Administrator notified of any changes that need logging – for example; contact details for roles, application deadlines, staff changes, revisions to student placement activities.

**For the period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> July 2020**

**(BLOCK CAPITALS)**

<b>SSC Title:</b>	
<b>SSC Provider:</b>	
<b>Description of activity:</b>	
<b>Details of where the activity takes place:</b>	
<b>Whether the placement is unremunerated or payment is expected:</b>	
<b>Signature of SSC Provider:</b>	
<b>Date:</b>	
<b>Lead for Placement Provider (name):</b>	
<b>Lead for Placement Provider (position):</b>	
<b>Signature of Placement Provider</b>	
<b>Date:</b>	

***Please print off two copies of this Service Standard agreement, sign both and return one by post to Melanie Hill, UCL Medical School, Gower St, WC1E 6BT.***

**Contact for any queries: [m.hill@ucl.ac.uk](mailto:m.hill@ucl.ac.uk) 0207 679 6439**