**UCL MEDICAL SCHOOL**

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**CONCERNS OVER PROFESSIONAL**

**BEHAVIOUR(S) DURING MODULES AND**

**CLINICAL ATTACHMENTS**

An assessment of professionalism and fitness to practise underlies all parts of the MBBS course and assessments.  CoPBs are the School’s formal mechanism for reporting and monitoring incidents and patterns of poor behaviour(s) which raise concerns about a student’s professionalism, such as poor engagement, inappropriate attitude and fitness to practise issues.   CoPBs may be issued by teachers, educational supervisors, personal tutors, vertical module tutors and administrators at any point during the course and by examiners at clinical assessments.  See: <http://www.ucl.ac.uk/medicalschool/staff-students/general-information/a-z/#copb>.

Examples of concerns over professional behaviour(s) which should be reported during the course include:

* significant unexplained absence or lateness
* repeated or unexplained absence from scheduled clinical activity or teaching
* disruptive behaviour or damage to property
* rudeness
* lack of probity
* failure to submit a grade report form or required coursework
* failure to obtain approval before leaving on elective or returning late from elective
* plagiarism
* patient safety issues
* failure to pay financial charges and/or fines
* unprofessional behaviour as set out by the GMC

Please return this report to the Divisional Tutor via the Policy and Planning Officer (Student Support):

 Internal address: Alison Crook, Medical Student Office (Years 4-6), Medical School Building, 74 Huntley St

 Postal address: Alison Crook, MBBS Management, Medical School Building, UCL, Gower Street, London WC1E 6BT

Name of student: Year of programme:

Name of teacher/clinical teacher/supervisor/administrator:

Module teaching session/Placement: Name of Hospital:

Please document your concerns in detail for consideration by the Divisional Tutor.

Signed…………………………………………… Date…………………………………………….