UCL Personal Tutor Induction

2019 / 2020

Outline

- Welcome from UCLMS
- The role of the Personal Tutor:
- Things to talk about
- Students in difficulty
- UCLMS Academic Student Record
- Careers
- Training & Development
- Q&A

Professor Deborah Gill

Director UCL Medical School &
Pro-Vice-Provost for Student Experience

The Role of the Personal Tutor

Dr Scott Rice

The Role of the Personal Tutor

Home | About the Medical School | Study | Research | Partnerships and Consultancy | People | Events | Alumni

UCL Home / UCL Medical School / Current MBBS students / Student Support / P

- Home
- About the Medical School
- Study
- Research
- Partnerships and Consultancy
- People
- Events
- Alumni
- Current MBBS students
  - Student Support
    - How we can help you
    - What we expect from you
    - **Personal Tutors**
    - Planning your Elective
    - Money

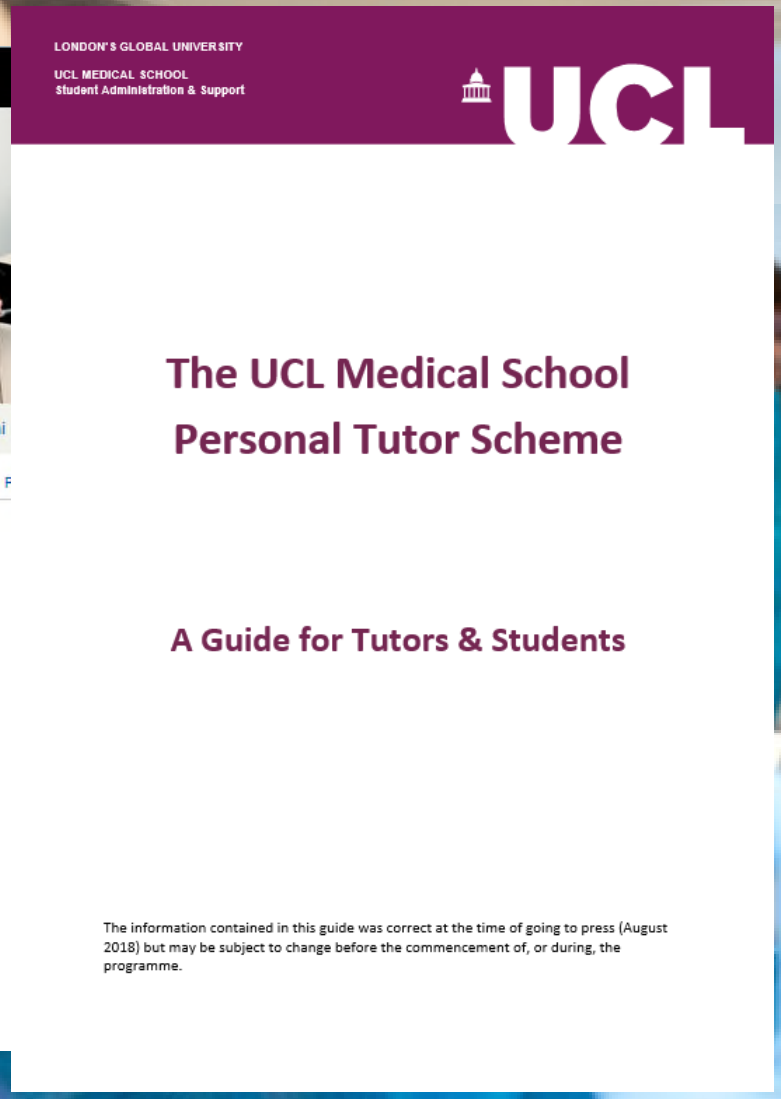
Personal Tutors

Guidance for Personal Tutors and Students

- Introduction
- The personal tutor system at UCL Medical School
- Aims of the personal tutor system
- Personal Tutor Meetings and Contacts
- Personal Tutor Meeting and Contacts Schedule

Supplementary Guidance for Personal Tutors

- Role specification and responsibilities
- Some general guidance
- Further training and support
- Writing personal references and sample references
- Writing Foundation School (FPAS) references
- Logistics and FAQs



LONDON'S GLOBAL UNIVERSITY

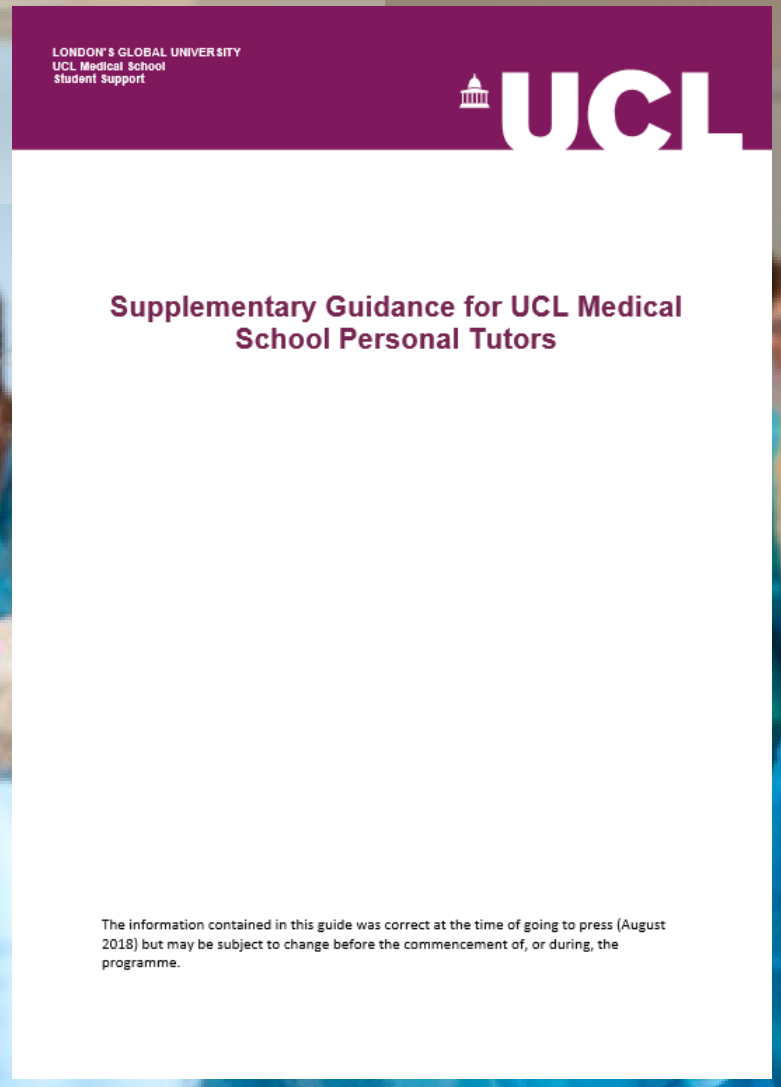
UCL MEDICAL SCHOOL
Student Administration & Support

UCL

The UCL Medical School Personal Tutor Scheme

A Guide for Tutors & Students

The information contained in this guide was correct at the time of going to press (August 2018) but may be subject to change before the commencement of, or during, the programme.



LONDON'S GLOBAL UNIVERSITY
UCL Medical School
Student Support

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Supplementary Guidance for UCL Medical School Personal Tutors

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”UCLMS aims to provide every student with an accessible point of contact who can provide personal guidance and support relating to academic progress, personal & professional development and general well-being.”

- **Belonging**
  - **How do you make colleagues feel they belong to your organisation?**

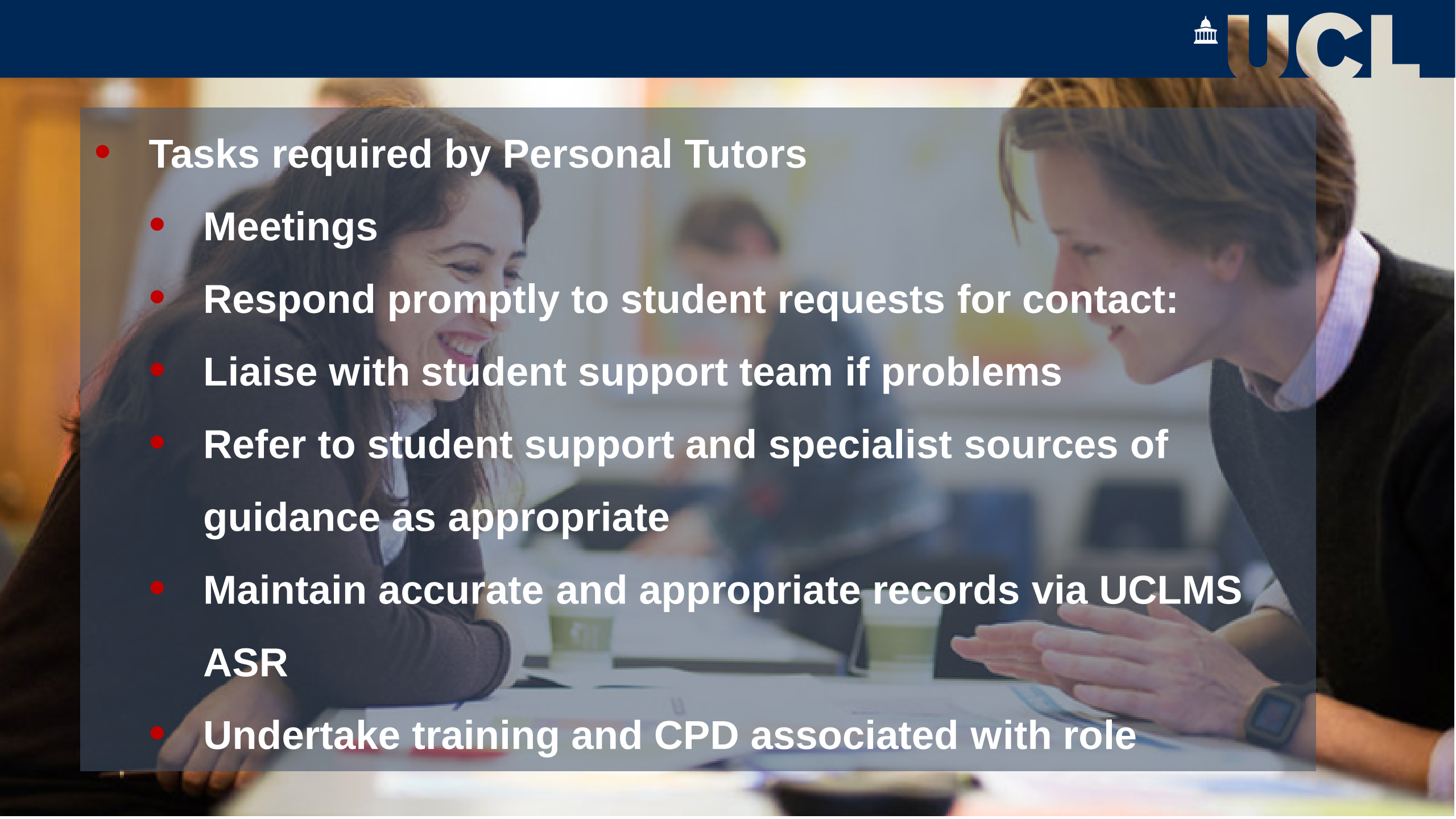
- The Role of the Personal Tutor
  - What is it NOT
    - course tutor
    - counselling or welfare role
    - GP

Personal Tutors is a key academic contact

- Key roles & responsibilities
  - supporting tutees becoming independent learners
  - encouraging reflection on their progress & development
  - discussing assessment feedback
  - offering advice and guidance on the expectations of the a career in medicine and the MBBS programme

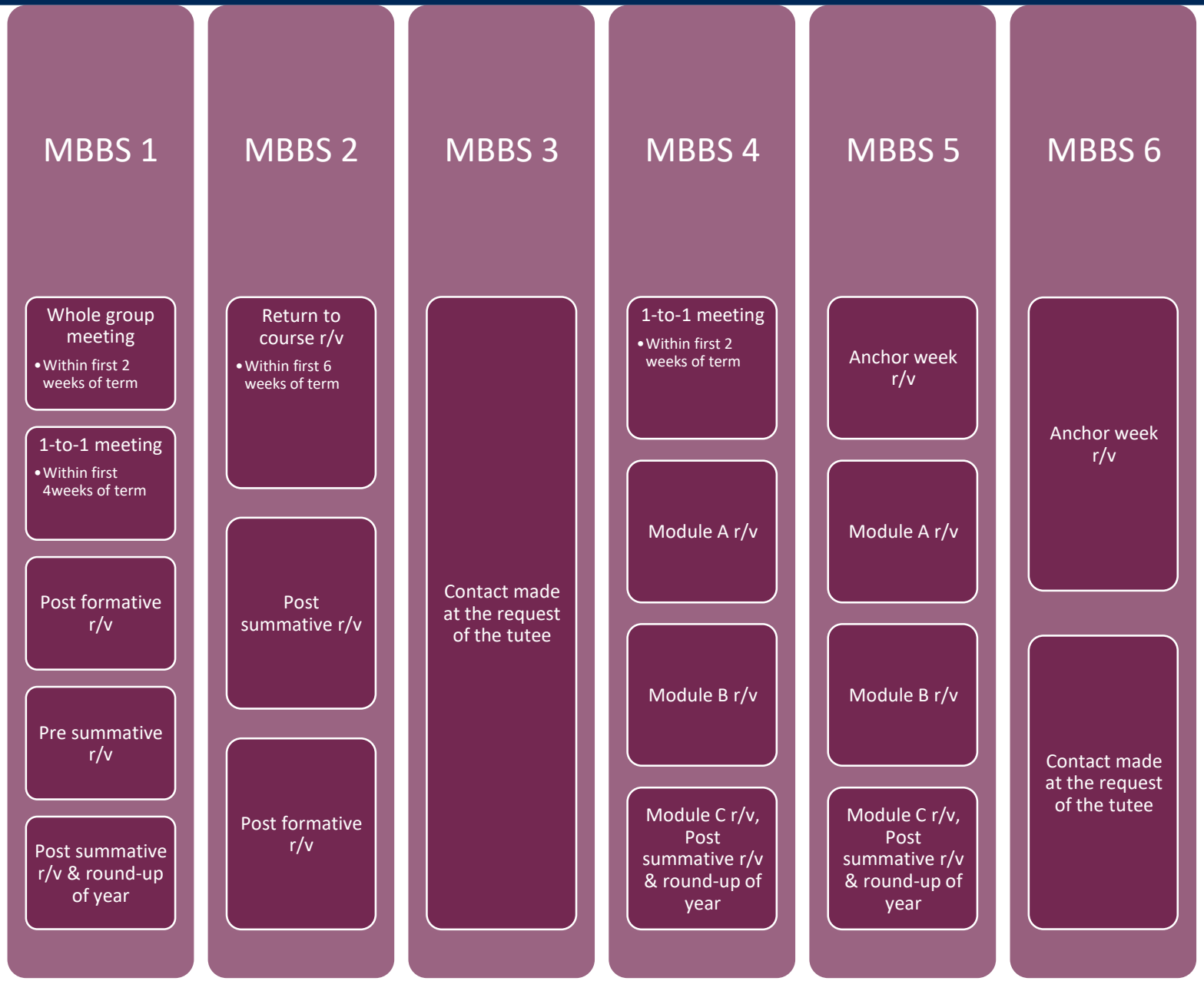
- Key roles & responsibilities
  - raising student awareness of development opportunities available to them supporting tutees with career development
  - writing references

- Key roles & responsibilities
  - offering advice and guidance on further sources of academic support
  - offering advice and guidance on further sources of pastoral support



- Tasks required by Personal Tutors
  - Meetings
  - Respond promptly to student requests for contact:
  - Liaise with student support team if problems
  - Refer to student support and specialist sources of guidance as appropriate
  - Maintain accurate and appropriate records via UCLMS ASR
  - Undertake training and CPD associated with role

- **Meetings:**
  - **Schedule**
  - **Recording contact**
  - **Resources & things to talk about**



MBBS 1

- Whole group meeting
  - Within first 2 weeks of term
- 1-to-1 meeting
  - Within first 4weeks of term
- Post formative r/v
- Pre summative r/v
- Post summative r/v & round-up of year

MBBS 2

- Return to course r/v
  - Within first 6 weeks of term
- Post summative r/v
- Post formative r/v

MBBS 3

- Contact made at the request of the tutee

MBBS 4

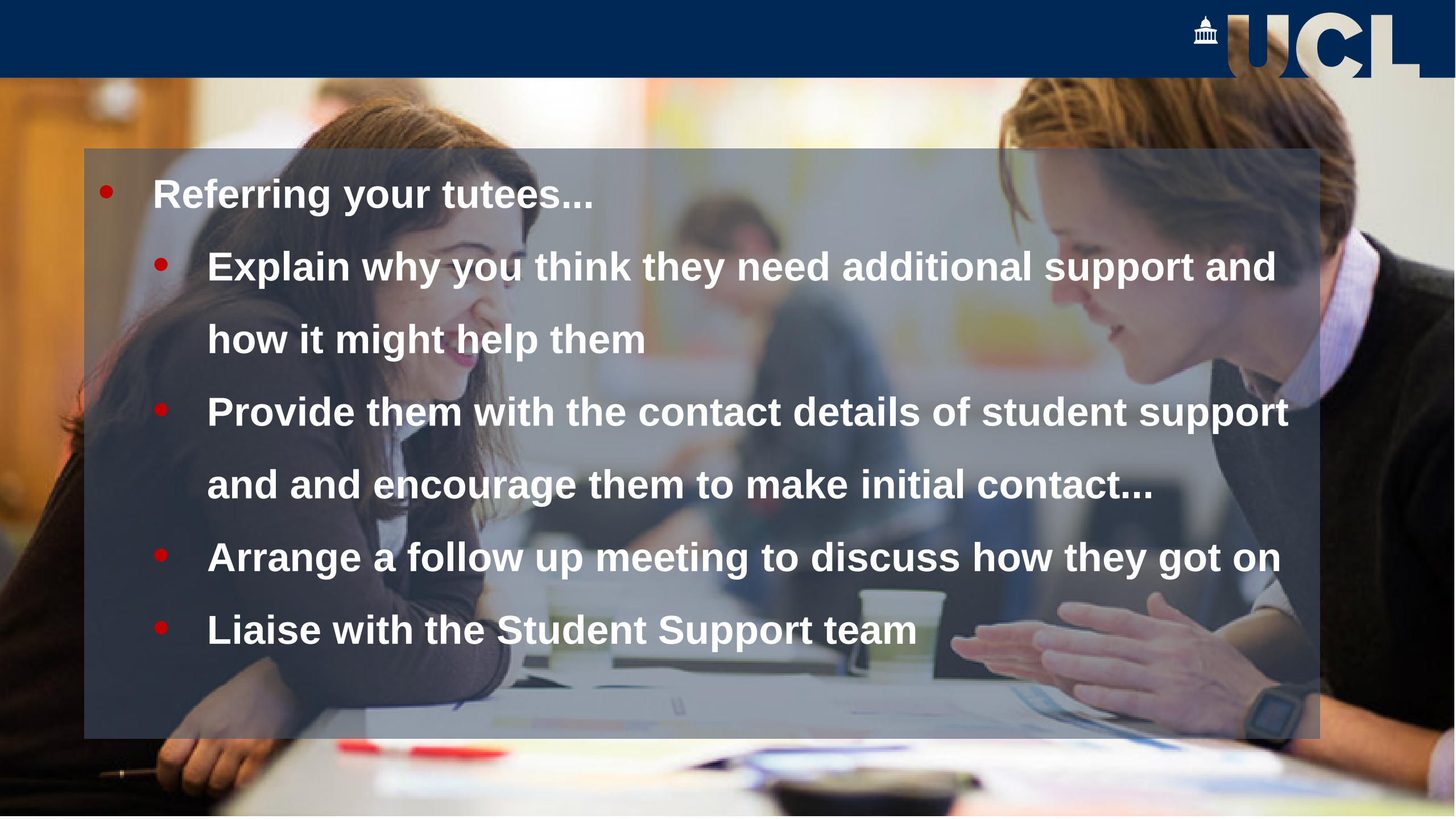
- 1-to-1 meeting
  - Within first 2 weeks of term
- Module A r/v
- Module B r/v
- Module C r/v, Post summative r/v & round-up of year

MBBS 5

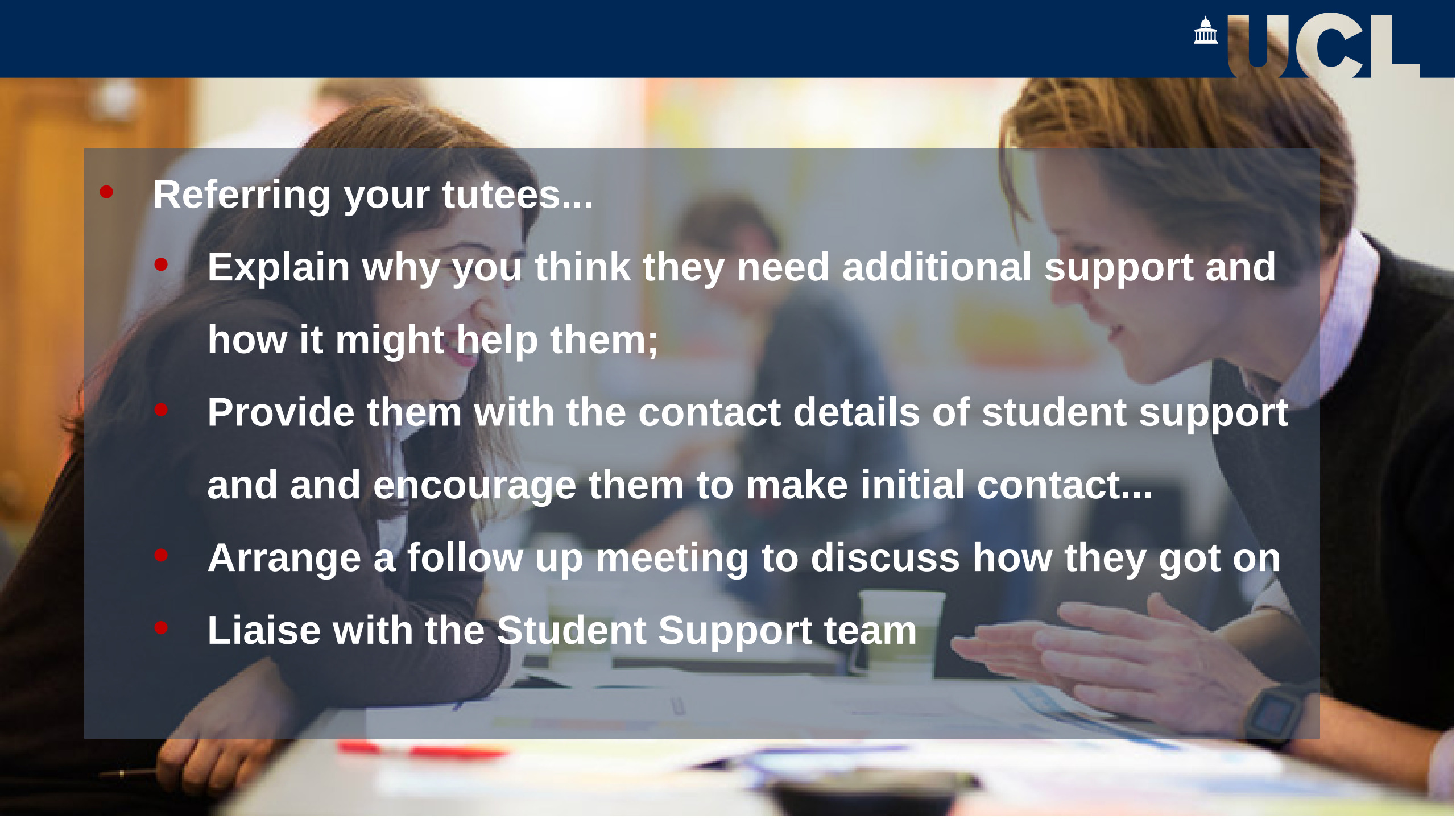
- Anchor week r/v
- Module A r/v
- Module B r/v
- Module C r/v, Post summative r/v & round-up of year

MBBS 6

- Anchor week r/v
- Contact made at the request of the tutee



- Referring your tutees...
  - Explain why you think they need additional support and how it might help them
  - Provide them with the contact details of student support and and encourage them to make initial contact...
  - Arrange a follow up meeting to discuss how they got on
  - Liaise with the Student Support team



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- What to do in an emergency
- Sensitive information and disclosure
- Boundaries

Things to talk about

Tutorials

- Meetings types:
  - Group
  - 1:1
  - Telephone
  - Online

Tutorials: Practice points

- Preparation
- Timekeeping
- Location

Meeting dynamics

Meeting dynamics

"The key to a good tutorial is the understanding that it is the student's meeting rather than the tutor's meeting."

The first meeting

- Group Meeting
  - Introduction
  - Their Background and experiences
  - Your role as Personal Tutor,
    - contact and availability
    - when they can expect 1:1 meetings with you
  - Student’s responsibilities to attend meetings & maintain contact
  - Discuss the role of other sources of support

The first meeting

- 1:1 Meeting
  - Ask them questions to get to know them
  - How has the introductory week been
  - Ensuring the student has access to / received all relevant info
  - Your role as Personal Tutor,
    - structure of the relationship
    - what they can expect from 1:1 meetings with you
  - Student's responsibilities in maintaining contact

The first meeting

- Special circumstances
  - Students with disabilities
  - Returning students

Building a relationship

- Approachability
- Listening
- Recording conversations
- Professional boundaries

Discuss positives

- Personal development
- Professional development
- Choosing SSCs / iBSc
- Study skills & time management
- Projects, papers and presentation skills
  - Praise and encouragement

What not to discuss

- Misconduct → student support
- Significant health issues → student support
- Funding → student support
- Visas etc → student support

Review meetings

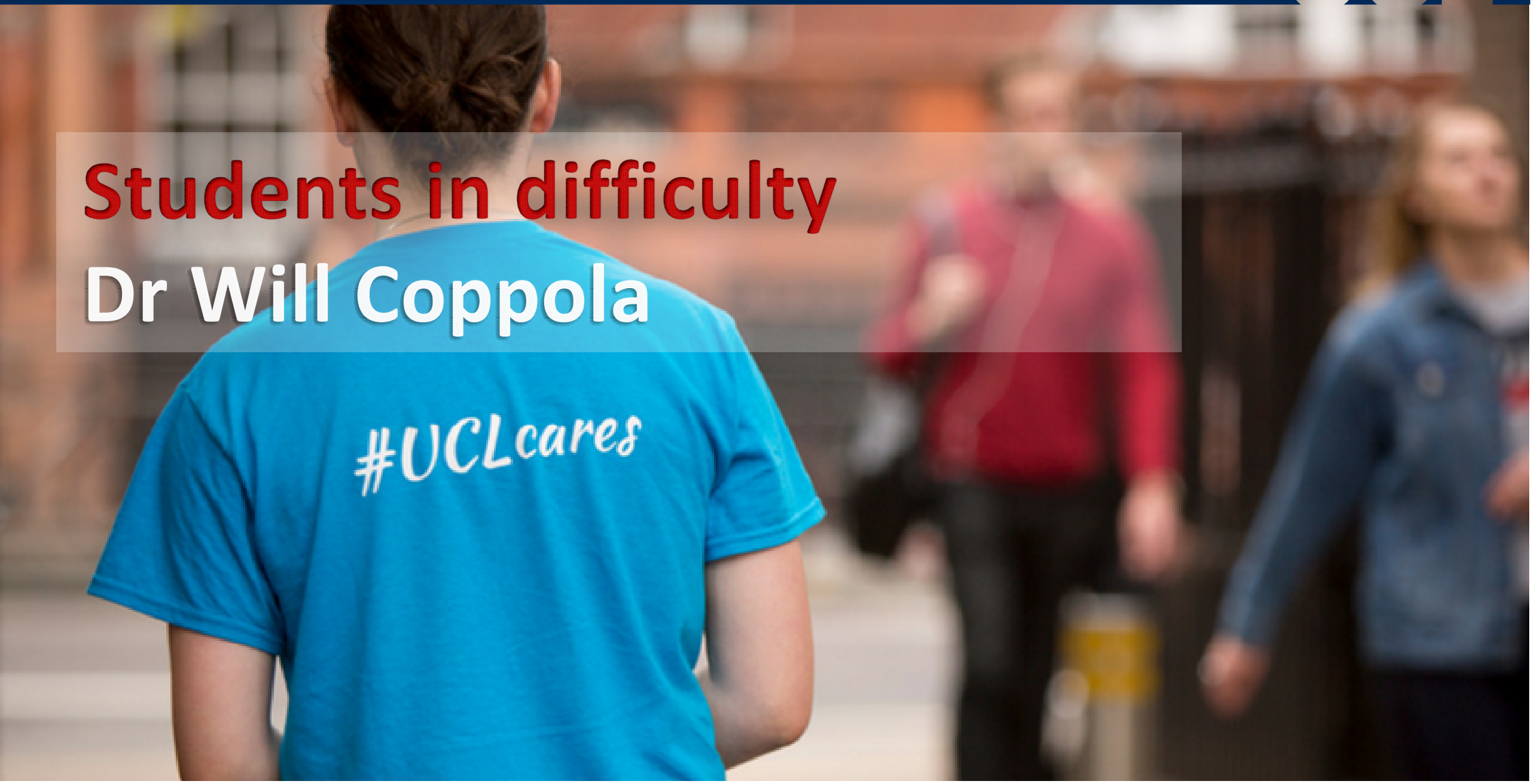
- Progression
- Getting most from academic feedback
- Achievements
- Interests
- Career plans
- Examination preparations
- Reflections

Final meeting

- Transition
- Achievements
- UK Foundation Programme
- Career plans
- Reflections

Students in difficulty

Dr Will Coppola



UCLMS Academic Student Record (ASR)

Mr Taylor Bennie

Careers Guidance

Dr Calum Leckie

UCL Careers
Support for MBBS students

Calum Leckie

Deputy Head & Careers Consultant

UCL Careers

UCL Careers
What we do for all students

- One to one appointments, mock interviews, applications advice
- Sector specific Themed Weeks & Fairs
- Skills workshops (Careers Consultant & employer led)
- Internships (sourcing & funding)
- Online graduate vacancies
- Department –Specific support

MBBS – Specific Support

- **David Clegg** Careers Consultant with a medicine focus (Undergraduate provision, Training courses for Yorkshire & Humber, East Midlands SHAs)

- Year Group – specific career planning **seminars** & workshop (SJTs)

- One to one '**Medical School Appointments'**
  - Bi-monthly, 30 minutes, via skype or telephone.
  - Booked up to two weeks in advance via MyUCLCareers.
  - Advertised on Moodle. Target Years 4, 5 & 6
  - In Nov: 40 minute AFP Mock Interviews, TBC *(21 in 2018)*

Medical School Careers Appointments: Common Themes

Sept 2018 – Mar 2019

- General specialty advice - 36
- Alternative careers for doctors - 13
- AFP / ACFs - 9
- Medical work abroad - 7
- General Foundation Programme advice - 6
- Career breaks - 1

Specialties of Interest (Most Common)

- Surgery - 6
- GP, GP extended roles - 5
- Public Health - 3
- Global Health - 2
- Psychiatry - 2
- Ophthalmology - 2
- Paediatrics - 2
- Intensive Care - 2

Other Support

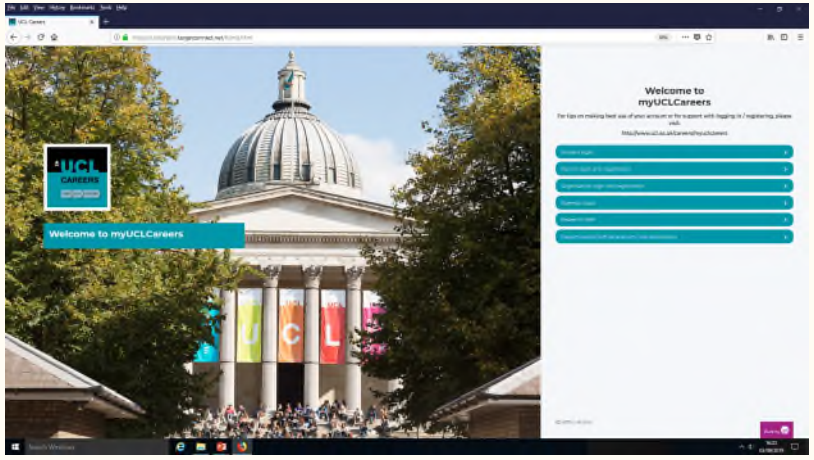
For those who decide not to continue with an MBBS;

- An **on-demand careers counselling** appointment (up to 60 minutes) can be provided by contacting, or visiting, UCL Careers

For any student within the *UCL School of Life and Medical Sciences*

- **Life & Health Sciences Appointments**
- Booked online via MyUCLCareers, 20 minutes
- With Careers Consultants with academic backgrounds in; *Population Health, Cell Physiology, Psychology, Genetics (two have PhDs)*

Bookings & Contacts

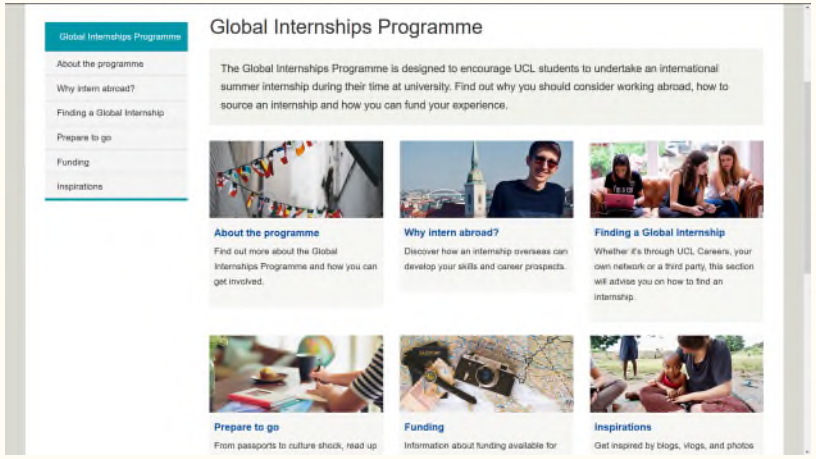


MyUCLCareers Booking

- www.ucl.ac.uk/careers/myuclcareers
- Sign in with usual logon & PW

Service Location

- 4th Floor, Student Central, Malet Street
- 020 3549 5900
- careers@ucl.ac.uk
- www.ucl.ac.uk/careers



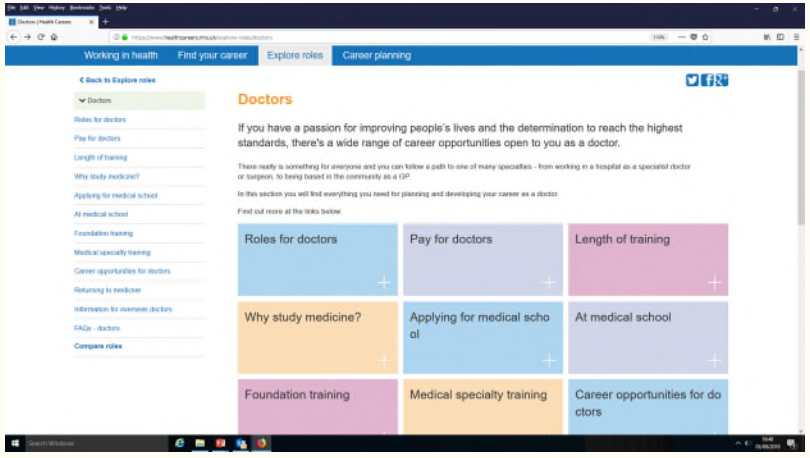
Extracurricular

- Volunteering: http://studentsunionucl.org/volunteering
- Medical Research: http://acamedics.org/
- UCL Careers Global Internships Programme

Other Resources

Medical Careers

- www.healthcareers.nhs.uk/explore-roles/doctors - Foundation Training, Medical Specialty Training



Training & Development

Dr Scott Rice

TEACHING & LEARNING

Personal tutoring

Personal tutoring

Personal tutoring is about supporting students' learning during thei

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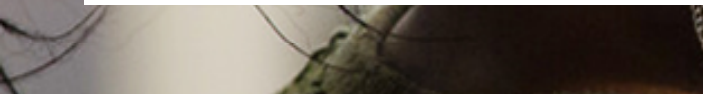

Support and resources for personal tutors

It is important that staff, particularly Personal Tutors, have full information about how support is provided to their students and what role they play in this.

Staff responsible for supporting students can get guidance and help by speaking to the Arena Centre for Research-based Education, particularly if they are uncertain about how to deal with a situation they have not come across before.

Education Committee: Personal tutoring guidance and support for UCL

Further Information

Personal Tutoring case studies

How to engage students in a small to medium cohort of undergraduates

11 December 2018

Plans for the future

Review of the Programme

Questions & Answers

Dr Scott Rice

scott.rice@ucl.ac.uk

@drscottrice