

Appendix Three: References

Personal tutors are expected to provide references, where practicable, for their tutees.

UCL has specific policy guidance for members of staff (and, by default, tutors from partner organisations) for providing references. The author of a reference owes a 'duty of care' to the person about whom it is written to ensure it is true and accurate and does not give an unfair overall impression.

All references should be marked "Confidential" to the addressee and should include the following statement:

"This reference is strictly confidential and is provided to you only in connection with [NAME] and should only be used for that purpose. The above information is given in confidence and in good faith. No responsibility however, can be accepted for any errors, omissions or inaccuracies in the information or for any loss or damage that may result from reliance being placed upon it."

A full copy of the policy is included below.

If you feel ill equipped to comment use the phrase 'to the best of my knowledge' as a preface to statements about whether a student is for example honest, trustworthy, etc. If a Personal Tutor has any concerns about writing a reference for a current student, he/she should contact the Academic Lead for Personal Tutors or Divisional Tutor in the first instance.

A copy of any reference provided on behalf of UCL should be retained locally.

DATE

NAME
ADDRESS

CONFIDENTIAL

Dear:

NAME OF STUDENT

I am pleased to provide an academic reference in support of [NAME] application for an elective placement at your institution. I can confirm that [NAME] is registered with UCL as a medical student and is in good standing with the Medical School.

I have known [NAME] for three years in my capacity as [his/her] personal tutor at UCL Medical School.

[NAME] is an accomplished student. [S/he] has consistently ranked within the top decile of the medical school year and obtained a 2:1 in his/her intercalated BSc (Subject) in Year 3.

[NAME] demonstrates good clinical skills and professionalism and interacts well with patients, staff and fellow students. Comments from [his/her] clinical teachers have been uniformly positive, with particular strengths in interpersonal, organisational and communication skills. [S/he] is a friendly individual who is well respected by his peers. I have no health or probity concerns.

[S/he] will benefit enormously from this experience. I have no concerns about his ability to work well in this environment and support [his/her] application without reservation.

This reference is strictly confidential and is provided to you only in connection with [NAME] and should only be used for that purpose. The above information is given in confidence and in good faith. No responsibility however, can be accepted for any errors, omissions or inaccuracies in the information or for any loss or damage that may result from reliance being placed upon it.

Yours sincerely,

TUTOR NAME
ROLE / SITE / EMAIL ADDRESS

Appendix Four: UKFPO Structured Reference

In the later years, Personal Tutors provide a reference for Foundation School (UKFPO) applications on behalf of the Medical School via an online form.

Any students with disciplinarys or criminal convictions or other Fitness to Practise issues are allocated to the Divisional Tutor or a Medical Student Support Tutor who are better placed to provide this information. You will be informed if this is the case for one of your tutees. Sometimes FPAS applications ask for information about a student's clinical abilities. As a Personal Tutor you are unlikely to be able to answer this sort of question. Simply make this clear on any reference.

These references are brief, online 'tick box' style forms requiring a general knowledge of ability based on knowledge of their progress, portfolio, results and personal and professional attributes. Information needed can be accessed in the Medical School's electronic Academic Student Record.

STRUCTURED REFERENCE FORM

The individual to whom this reference refers has applied for a training placement and has given your name as a referee. We would be grateful if you could provide us with the information required below. Please note we can only accept references on this structured reference form. This professional reference should verify factual information only; we do not require you to provide a personal testimonial or an assessment of the individual. Your responses may be discussed with the applicant named above and/or his/her trainer. Your reference may also be made available to other departments within the NHS.

Applicant details:

Applicant name:

Applicant GMC/GDC no.:
(if applicable)

Application Ref No.:

Post applied for:

Please confirm the applicant's academic details that are covered by this reference:

Date started:

Date finished:

Your relationship to the applicant: Words allowed 200, words entered 2.

Was their attendance/timekeeping satisfactory?

Was the applicant subject to any disciplinary procedure, formal or otherwise, during their time with you?

The post applied for is exempt from the provision of section 4 (2) of the Rehabilitation of Offenders Act 1974 (exceptions order 1975). Under this order are you aware of any criminal convictions or cautions which may affect the applicant's suitability for the post?*

**It is contrary to the Act for referees not to reveal any information they may have, concerning convictions which may otherwise be considered "spent" in relation to this application which you consider relevant to the applicant's suitability for employment*

Would you be happy to work with this individual again?

Are you able to recommend this applicant for the post they have applied for?

If you have any other comments regarding this applicant and his/her application for this

post, please give details here: Words allowed 200, words entered 13.

Declaration

I confirm that I know the applicant and that the information provided in this reference is a correct record.

Name:

Contact telephone number:

Contact email address:

NB This template is reviewed annually by UKFPO and slight changes may be made

Appendix Five: Training & Professional Development

UCL Medical School runs an induction event for all new (and current) personal tutors. This will take place at 4:00pm – 6.00pm Wednesday 4th September 2019. There is a drinks reception afterwards.

There is an ongoing programme of training and professional development run online, at the UCLMS Bloomsbury site and in conjunction with UCL Area.

There is a Christmas Drinks Reception in December

Frequently Asked Questions

Do I get paid for this role?

There is no personal monetary reward for acting as a Personal Tutor but there is a monetary reward to your Division or Trust as set out above

How does all this get recognised in my job plan or appraisal?

Being a Personal Tutor is a responsible role and attracts both student load and National Undergraduate Tariff (NUT) credit.

- UCL academics are expected to act as Personal Tutors. You should inform your line manager that you undertake this key role and ensure your workload allocation takes this role into account.
- NHS clinicians should discuss this role as part of their job plan. This activity attracts funding to back-fill programmed activities.

How many students will I get?

Funding for the Personal Tutor role is based on an average allocation of three groups of five students. This is subject to variation as required.

When and where do I meet with my tutees?