**UCL MEDICAL SCHOOL**

Medical School Administration

MBBS Student Selected Components (SSCs)

**SSC Proposal Form**

**2022-23**

**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 year 1 ([mbbsy1@ucl.ac.uk](mailto:mbbsy1@ucl.ac.uk)) or Gilda Andreani year 2, ([mbbsy2@ucl.ac.uk](mailto:mbbsy2@ucl.ac.uk)), SSC Administrators, UCL Medical School, Medical Student Administration, Room G11, Rockefeller Building, 21 University Street, London. WC1E 6DE.

**Please ensure that your proposal is submitted by the 1st February in order for it to be considered for the next academic year.**

# Section 1: SSC Provider’s Details

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

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| SSC provider’s full name: |
| Name of provider’s host institution/hospital: |
| SSC provider’s contact address: |
| SSC provider’s contact phone number: |
| SSC provider’s email address: |
| SSC provider’s position/job title: |
| SSC provider’s UCL Department/Division/Institute/Affiliation (You do not need to have an honorary contract as your affiliation is to the Division most closely linked to your speciality)\*: |
| SSC provider’s NHS body/Private healthcare provider/Charity\*: |
| Administrative contact details (if applicable): |

**\***In order to secure prompt funding payments, these sections must be completed.

|  |
| --- |
| Does this SSC incur any administrative costs, resources, equipment, consumables? If so, please provide details of these. Please indicate whether these are one-off expenses and/or recurrent expenses: |
| Have you discussed these costs and requirements with your Head of Department/Trust/Teaching Lead/Director of Finance? |

# Section 2: SSC Proposal 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.

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| Proposed SSC title: |
| Proposed subject area: |
| SSC proposal outline (please give a brief description of what this SSC will entail): |
| Aims of SSC: |
| Learning objectives: |
| SSC weekly activities:  Week 1:  Week 2:  Week 3:  Week 4:  Week 5:  Week 6:  Week 7:  Week 8: |
| Method(s) of assessment (please provide details on what and how you will assess this SSC and how this relates to the learning objectives. Please also include details of the assessment type, the % allocated to each part of the assessment, the word limits/length of presentations etc.). Please refer to the assessment section of the ***Management Guide for SSC Providers*** when completing this: |
| Why would this SSC be of interest to a year 1 or 2 student? What generic skills would students develop? |
| How does your proposed SSC meet one or more of the *GMC Outcomes for Graduates*? For guidance, please see <https://www.gmc-uk.org/education/standards-guidance-and-curricula/standards-and-outcomes/outcomes-for-graduates/outcomes-for-graduates>  Professional values and behaviours –  Professional skills –  Professional knowledge - |
| Location (please provide details of where your SSC will take place. Please see ***Section 4 Off-Site Location*** for further details): |
| Does your proposed SSC require DBS clearance? For guidance, please see  <https://www.ucl.ac.uk/students/policies/conduct/disclosure-and-barring-service-dbs-applications> |
| Does this SSC involve volunteering activities? If so, please provide further details: |
| Does this SSC have any prerequisites? |
| Any additional information that students would find helpful: |
| Can your SSC be run remotely via Teams or Zoom? |
| Please provide details for your contingency plan in case you are unable to deliver your SSC sessions. |
| Please provide details of your SSCs sustainability for future years. |

|  |  |  |  |
| --- | --- | --- | --- |
| **SSC Block Options** | **Dates** | **Minimum number of students required for your SSC to run (minimum class size is 8)** | **Maximum number of students you can take** |
| Year 2 Block 1  (Friday pm) | 28th Oct – 16th Dec | 8 |  |
| Year 1 Block 1  (Thursday pm) | Nov – Jan TBC | 8 |  |
| Year 1 Block 2  (Thursday pm) | 26th Jan – 16th Mar | 8 |  |
| Year 1 Double-Block  (Thursday pm) | Nov - Mar TBC | 8 |  |

Please note that if fewer than 8 students select your SSC, it may be postponed until the following year.

# Section 3: SSC Description For The Student Moodle Page

Please note that the students will read this section of your proposal and will use this description to make their selection (200 words max.).

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# Section 4: 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.

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| --- |
| Will you require us to book you a room? If ‘No’, please provide location details of the room that you plan to use: |

# Section 5: Off-Site Locations:

If you wish to take students off-site (or to a hospital/clinic setting), you will need to complete an ***Off-Site Agreement;*** please see ***Appendix 2***. This document is an agreement between UCL and the host institution signed by the lead of the institution/trust/clinical facility giving permission for UCL students to be on the premises and agreeing to the terms in ***Appendix 1.*** This agreement sets out what is expected of both parties. If you have any further questions regarding this, please contact Melanie Hill ([m.hill@ucl.ac.uk](mailto:m.hill@ucl.ac.uk)).

# Section 6: Risk Assessments:

For SSC occurring away from UCL premises and for SSC that involve activities other than lectures/discussions, i.e. lab work, a risk assessment may be required. Please attach a copy of your Risk Assessment to your SSC Proposal. For guidance, please see https://www.ucl.ac.uk/safety-services/policies/2021/jul/risk-assessment.

|  |  |
| --- | --- |
| Title and number of Risk Assessment: |  |
| Date of Risk Assessment: |  |
| Name of person Risk Assessment signed off by: |  |

# Section 7: Signature of SSC Provider

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

I confirm I have read the ***Management Guide for SSC Providers,*** and I agree to follow the requirements of the ***Service Standards*** set out in ***Appendix 1*** of this proposal form.

I confirm that I have carried out a Risk Assessment (if required) for the proposed SSC and attached a copy to this proposal.

I confirm that I have made arrangements for any costs to be met and have had confirmation that any funding I expect to receive is correct.

I confirm that I will report all absent students immediately via the[***Absence Report Online Form***](https://uclms-asr.app/absence)link.

I confirm that I will return feedback to my students and the SSC Admin Team within 4 weeks.

**I understand that if I fail to follow these requirements, my SSC will be decommissioned.**

|  |  |
| --- | --- |
| SSC provider’s signature: |  |
| Date: |  |

# Section 8: Signature of Head of Department/Teaching Lead

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| --- | --- |
| Name of HoD/Teaching Lead: |  |
| HoD/Teaching Lead’s signature: |  |
| Date: |  |

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.

# Section 9: SSC Advisory Group Approval of Proposal

The above SSC proposal has been approved as provisionally fulfilling the course requirements to complete the MBBS degrees.

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| --- | --- | --- | --- |
| SSC Academic Lead signature: |  | **SSC Number:** (Provided by SSC Admin Team) |  |
| Date: |  |

# *Appendix 1 – SSC Service Standards 2022-2023*

We expect all SSC providers to comply with the following service standards. Please read the points below carefully; you will need to confirm that you and your organisation are able to comply with these requirements. We need this assent before we can promote information about the SSC you offer through our service.

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

* To regularly review and update your *SSC Proposal Form*, any major changes will need to be approved by the SSC Advisory Group.
* To provide accurate, current contact details to your students and the SSC Admin Team.
* To provide accurate details of your SSC, including a description, aims and objectives, location, full assessment details, word limits, % weighting per assessment and detailed marking criteria.
* To offer an element of choice, whether in exact activities or choice of project, where possible.
* To provide a welcoming learning environment for students, including an induction covering all necessary aspects of health and safety (including ground rules, 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.
* To ensure that students are appropriately supervised at all times, with regard to their involvement in services including clinical, non-clinical or voluntary work; that students receive the necessary training in basic procedures by qualified staff employed by the host institution to ensure the risk of injury is minimised.
* To have a named person who is responsible for student supervision and support.
* To provide the training and checks necessary for students to carry out their assigned tasks.
* To provide supervision and support for teaching and learning of a quality and quantity appropriate to the SSC and the location.
* **To maintain an accurate record of all attendance and report all student absences immediately via the** [***Absence Report Online Form***](https://uclms-asr.app/absence) link.
* To provide students with feedback on their progress throughout the SSC, including a final grade and detailed written feedback at the end of the SSC.
* To be responsible to the University for certifying the satisfactory completion of the SSC and awarding an overall grade, this task may not be delegated to student contributors.
* To provide names of student coordinator(s) and their role (this expressly excludes the above sign off for the satisfactory completion of the SSC).
* **Ensure that final grades are sent to the SSC Admin Team** within 4 weeks of the set deadline**.**
* Inform the SSC Admin Team as soon as possible if there will be difficulty delivering the agreed SSC.
* Inform the SSC Admin Team if any student is experiencing difficulty with the SSC or raises concerns over the professional behaviours.
* To accept full liability for all students allocated to you and ensure that you can meet any liabilities through an adequate insurance policy or through other provisions.
* Where placements involve clinical contact, to have in place clinical negligence insurance for the supervision of UG medical students.
* To thoroughly risk assess all activities and premises prior to the start of the SSC.
* To ensure students' health, safety, and welfare and provide students with the same degree of Health and Safety support as provided to employees.
* If relevant, to obtain patient consent in compliance with the University’s process and policy for Patients in Medical Education (<https://www.ucl.ac.uk/medical-school/current-mbbs-students/z-policies-and-faqs#patients-edu>).
* To ensure that students 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 treat personal information about students confidentially and to be compliant with the key themes outlined by the General Data Protection Regulation.
* If working with vulnerable adults, to have an adequate vulnerable adults policy in place.
* If working with children and young people, to have an adequate child protection policy.
* To deal with sexual harassment seriously and in line with Students’ Union UCL’s Zero Tolerance campaign (<https://studentsunionucl.org/policy/up1605/zero-tolerance-to-sexual-harassment>).
* To have an equal opportunities statement or policy in place.

**SSCs not adhering to these requirements or SSCs that receive persistently bad student feedback will be decommissioned.**

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

* To manage and monitor compliance with the service standards.
* Ensure students are fully registered at UCL with the right to study in the UK.
* Ensure DBS screening prior to the commencement of the SSC.
* Ensure OH clearance prior to the commencement of the SSC.
* Ensure that students have been issued with the Medical Student code of conduct setting out obligations and standards of professional behaviour (<https://www.ucl.ac.uk/medical-school/current-mbbs-students/z-policies-and-faqs>).
* Provide support if you have problems or questions about the students allocated with you.
* 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 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, which 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.
* To mediate in any dispute between you and any students placed with you if requested by both you and the student.
* To update information about your SSC on our website and keep your information secure and compliant with the General Data Protection Regulation

# *Appendix 2 – Off-Site Agreement*

By completing this ***Off-Site Agreement,*** you are also confirming that you and your organisation are able to comply with the ***Service Standards*** set out in ***Appendix 1***.

**For the period from 1st September 2022 to 31st July 2023**

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| --- |
| SSC title: |
| SSC providers name: |
| SSC activities off-site: |
| Location (please provide details of where your SSC activities will take place, e.g. ward, clinic name etc.:  Please note that authorisation must be obtained to take students onto wards/clinics/theatres. |
| Please state whether this SSC is unremunerated or payment is expected: |

|  |  |
| --- | --- |
| SSC providers signature: |  |
| Date: |  |

|  |  |
| --- | --- |
| Lead for Placement Provider (name): |  |
| Lead for Placement Provider (position): |  |
| Lead for Placement Provider (signature): |  |
| Date: |  |

***Please print off two copies of this Off-Site 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)