

## Guidance on use of the “Request for Intervention Form”

### Introduction

1. The “Intervention Request for a Medical Student” procedure helps identify medical students experiencing professional, academic, personal or health problems enabling the school to secure the appropriate level of support.
2. Filling in an intervention request form is important as it is part of the systems in place to assess the developing professionalism of medical students. In most cases when a concern is received a student receives advice and support to address the area of concern. Unless a concern is known, remedial support and advice cannot be given.
3. The development and assessment of professional behaviour is part of the UG medical curriculum as specified in GMC Outcomes for Graduates (2018) including that related to students being aware of the importance of their own health. It is important that attitudes and behaviour are assessed so that students can be supported in developing professionalism and in rare serious cases that action is taken so that the safety and care of patients is not jeopardised. The GMC publication Medical Students Professional Values and Fitness to Practice gives further details.
4. The intervention request form is designed to provide an effective means of communicating concerns about medical students to the Medical School so that appropriate action may be taken to address such concerns and help a student in the domain of developing professionalism. All medical students sign a code of conduct on entry to the medical course which describes fully the attitudes and behaviour which are expected of them. Logbooks and study guides further specify areas around conduct and behaviour. Medical students are expected to follow local guidance in NHS premises related to conduct, dress, infection control, health and safety.
5. The GMC has revised its advice on Good Medical Practice and concerns about a student map onto this professional guidance as follows in the table on the next page
6. The form may be used by clinical staff responsible for supervising medical students, by other academic staff, by administrative staff, health professionals with whom the student might come in contact or by patients and members of the public.
7. The form may also be used by medical students who have concerns about a fellow medical student. Medical students have a responsibility to report any issues that may have a bearing upon the professionalism of others who may come into contact with patients. It may also be used for self-referral.
8. This procedure accompanies the ‘Whistleblowing’ code of practice which gives guidance on how medical students should raise concerns about behaviour or practice in the University or the NHS which does not involve a medical student. The ‘Whistleblowing’ code of practice and the ‘Intervention Request Form” are designed to complement each other.
9. Completion of an intervention form usually results in the student having a meeting to address the issue through education and pastoral care. It is only in exceptional cases, or where a pattern of unprofessional behaviour has emerged, that referral to the Fitness to Practise process would be considered.
10. This form will be kept on file for three years after graduation and may be used if there is a subsequent FTP investigation.

<b>Domain</b>	<b>Sub domain</b>	<b>Examples of concern *</b>
Knowledge, skills and performance	<p>Develop and maintain your professional performance</p> <p>Apply knowledge and experience to practice</p> <p>Record your work clearly, accurately and legibly</p>	<p>Not making good progress in developing clinical skills</p> <p>Failure to attend scheduled teaching sessions or tutor sessions</p> <p>Not attending appointments or meetings</p> <p>Lack of commitment</p> <p>Not maintaining appropriate professional boundaries</p> <p>Inappropriate dress</p> <p>Failure to respond to the training environment despite support</p> <p>Working beyond specified limitations. Failure to follow guidelines or instructions.</p> <p>Poor record keeping in logbook or similar</p> <p>Illegible handwriting</p> <p>Failure to maintain confidentiality</p>
Safety and quality	<p>Contribute to and comply with systems to protect patients</p> <p>Respond to risks to safety</p> <p>Protect patients and colleagues from any risks posed by your health</p>	<p>Failure to comply with instructions around infection control</p> <p>Any action that might lead to patient safety being compromised</p> <p>Failure to report witnessed inappropriate attitude or conduct by another person</p> <p>A health issue (withdrawn, depressed, anxious)</p> <p>A health issue that may need a review by Occupational Health</p> <p>Alcohol or substance misuse</p>

Domain	Sub domain	Examples of concern *
Communication, partnership and teamwork	Communicate effectively Work collaboratively with colleagues to maintain or improve patient care Teaching, training, supporting and assessing Continuity and coordination of care Establish and maintain partnerships with patients	Not responding to communications (emails, telephone calls, letters)  Poor communication skills  Poor interaction with colleagues or staff  Being rude to staff or colleagues  Inappropriate use of language  Inappropriate conduct in teaching session  Unable or unwilling to work as part of a team
Maintaining trust	Show respect for patients Treat patients and colleagues fairly and without discrimination Act with honesty and integrity	Poor interactions with patients  Rudeness to patients or their relatives  Examination of patients without permission or consent  Inappropriate discrimination. Bullying or harassment  Dishonesty. Breach of codes or regulations.  Criminal caution or conviction  Falsifying attendance record  Falsifying a logbook signoff  Plagiarism or cheating

\*Some of these areas might be more appropriately dealt with through the "Support Request for a Medical Student" form

## Notes

1. Intervention forms raised anonymously will not normally be considered.
2. All concerns will be treated in confidence but we cannot guarantee that the identity of the person raising the concern will not be revealed. In the rare event of a concern about a student proceeding to the fitness to practise committee, only in exceptional circumstances will their identity **not** be disclosed.
3. If you have concerns about specific details on the form being raised with the student, please note this on the form (you may also discuss these concerns with one of the Directors of Professionalism, who can be contacted through the email used to submit the form).
4. Raising concerns maliciously, recklessly or irresponsibly will be considered to contravene the Nottingham University Code of Conduct for Medical Students and may result in a Fitness to Practice referral in itself.