



Professional Values and Behaviours Committee (PVBC)

School of Medicine Policy

The School of Medicine's PVBC Committee is established to:

- Consider students whose conduct raises concerns that their professionalism falls below expected standard
- Oversee the process following receipt of a request for intervention form, which can be raised by any individual as per the issuing guidelines. Intervention forms may also be raised following discussions at exam boards, student support panels, and other academic and professional committees. All Intervention Forms raised will initially triaged by a team consisting of the Director and/or Deputy Director of Professionalism, Fitness to Practise Lead(s) and the Director of Student Wellbeing.
- Receive referrals following an unsatisfactory sign-off in the professionalism component of a clinical attachment (where relevant) or when concerning patterns of professionalism are identified through longitudinal monitoring of professional development.
- Have the authority to issue students with the outcome of 'no additional action', if, after discussion with the student it is felt that behaviour *does* reach the standards expected of a medical student as set out by the General Medical Council, or there is insufficient evidence to prove otherwise.
- Provide assurance to the Teaching, Learning and Assessment Committee on the appropriateness and equity of actions taken with respect to monitoring the conduct of students, and promoting professional behaviour in a manner in keeping with the standards expected by the General Medical Council.
- Undertake an annual audit of Intervention Form data and detect any emergent patterns which would be useful for Education Centre leadership and the School Leadership Board.
- Provide governance support to the Lead(s) for Professionalism who have oversight of the professionalism curriculum of the School. The committee will oversee the provision of guidance relating to teaching and assessment of professionalism.
- Consider applications for Commendations for Excellence in Professionalism.



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1. Following receipt of an Intervention Request Form, the Directors of Professionalism will review the form, working together with the Director of Student Wellbeing and the Lead for Fitness to Practise. At this review process, it will be decided which of the following initial responses are the most appropriate:
 - a. Attendance at a meeting with the Director of Professionalism (or their deputy) to discuss the contents of the form
 - b. Referral to the Fitness to Practise
 - c. Referral to the Student Support team. (this may occur in addition to (a) or (b) or be the only outcome of the initial form review process, where it has been decided that the contents of the form are appropriate for a Support Form rather than a professionalism concern.)
- 1.1 For serious concerns, the Dean of Education or their nominee will decide whether cases should be referred directly to an appropriate committee, procedure or agency for consideration. Depending on the nature of the concern and whether there have been previous expressions of concern, the student may be referred to one or more of the following:
 - a) The Academic Offences Committee
 - b) The Senate Disciplinary Committee
 - c) The Fitness to Practise procedure.
 - d) Any other appropriate University procedure, for example to comply with the Dignity (harassment) Policy.
 - e) An external body such as an NHS Trust or, if criminal activity is suspected, the Police.
2. **Student meeting with Director of Professionalism or their Deputy.**
 - 2.1 A meeting with the Director of Professionalism, or their deputy, will be arranged to discuss the content of the Intervention Form. The Director of Professionalism or their Deputy shall be accompanied by a member of the School of Medicine Student Support Team for purposes of note taking, students will be given at least 5 working days' notice of the meeting.
 - 2.2 The meeting notes shall be anonymised. The student pronouns will be they/them and student initials will be changed to a numeric identifier created for the purposes of anonymising professionalism data. Students will be requested to review the notes from the meeting, and any changes will be visible to the Committee.



- 2.3** Students are entitled to have a supporter present during the meeting. The student should confirm the name and status of their supporter in writing to MS-Professionalism@nottingham.ac.uk no later than 24 hours before the meeting. The supporter should either be the student's personal tutor, a Student Union (SU) advisor, a member of university staff, senior tutor or clinical sub dean. The supporter may take notes on the student's behalf, and ask questions, but may not answer questions on the student's behalf. The individual supporting the student is not attending the meeting as an advocate or character witness.
- 2.4** The Director of Professionalism, or their deputy, will ensure that the student is advised of appropriate support and wellbeing provisions within the University.
- 2.5** Following the conclusion of the meeting, The Director of Professionalism or their Deputy may:
- a) Decide the Intervention Form is determined as not appropriate and recommend for negation, if confirmed,
 - b) Complete a Support Form, this may occur in addition to a), c), or d).
 - c) Decide that an outcome of 'no additional action' is appropriate
 - d) Refer to the Professional Values and Behaviours Committee (PVBC) for a decision on outcome (see 3.6 for possible outcomes)
 - e) Refer the case on to the lead for Fitness to Practise or the Dean of Education for review.
- 2.6** At the initial Professionalism meeting with the Director of Professionalism or their Deputy, in some circumstances the student maybe informed of the outcome within this meeting or within 10 working days (except in exceptional circumstances).
- 2.7** Where the student's case is referred to the PVBC for further discussion, the student will be informed of the next committee meeting date and receive notice of their outcome within 10 working days of the meeting date.

3. Composition of the Student Case Discussion Meeting.

- 3.1** A full Terms of Reference can be given to students upon request which outlines the membership of the committee, the Terms of Reference is also available on the University webpage.
- 3.2** Details of attendees at Student Case Discussion Meetings are not disclosed to Students or their nominated supporter.



- 3.3** Committee members will be provided a list of students to be discussed at the next committee meeting, members must declare if they have a conflict of interest. Should a conflict of interest be declared by any member of the Committee, the member will be excluded from the student/s discussion.
- 3.4** The Committee meets approximately once per month. Students are not expected to attend the meeting and will be informed of an outcome within 5-10 working days following the committee meeting date.
- 3.5** The Committee will have access to the Intervention Form, the notes from the meeting which will be anonymised, a reflection (should the chose student to submit one), and any other relevant information submitted to MS-Professionalism@nottingham.ac.uk. Any submission should be sent to MS-professionalism@nottingham.ac.uk no later than 24 hours prior to the committee meeting.
- 3.6** The Committee can give one of the following outcomes.
- a) Referral to Support
 - b) Form Negation
 - c) No Additional Action
 - d) Verbal Warning
 - e) Written Warning
 - f) Referral to Fitness to Practise.

Should a student be referred to the Fitness to Practise procedure, the Director of Student Wellbeing will allocate a school supporter for the student, this is usually an Academic member of staff from the Student Support Team. The student may choose to seek support from other avenues such as SU education advisors, or their personal tutor. Further guidance can be found in the Fitness to Practise procedure.

4. Request for commendation

- 4.1** We expect students to display high standards of professionalism throughout the programme. Sometimes, however, a student may act in a way that sets them apart from their peers, by demonstrating exceptional professional behaviour. Any individual may complete a [commendation request for excellence in professionalism form](#) as per the form's issuing guidance. This form is then distributed to the PVBC members for consideration at the next suitable meeting.



5. Appeals

A student may appeal against any outcome decided by the Professional Values and Behaviours Committee using the Academic Appeals procedure.

The policy and procedure for an appeal are set out in the [Quality Manual](#). Grounds for an appeal can be reviewed in the [Quality Manual](#).

6. Confidentiality

The personal data of students will be processed by [the University in compliance with the Data Protection Act](#).

Relevant information held by the PVBC will be shared with external bodies such as the General Medical Council and the United Kingdom Foundation Programme.

The request form will be kept on file for 6 years after graduation and could be used as evidence in a Fitness to Practise investigation.