



# Professional Values and Behaviours Committee: Guidance for Students

*November 2024*

## **Guidance for Students Meeting with Professionalism Lead after Concern Received.**

### **1. Introduction**

A concern (or concerns) has been raised and submitted about you or your conduct. This information has been triaged by the School of Medicine Professionalism, Fitness to Practise and Welfare Teams. They have decided that you should have a meeting with the Director (or Deputy Director) of Professionalism to explore the concern(s). This practical guidance is intended to explain what will happen, and to highlight support available to you during the process.

### **2. The purpose of the meeting and the role of the Director/Deputy Director of Professionalism**

The role of the Director of Professionalism in the meeting is to ensure a prompt and fair exploration of the concern raised. You will be asked for your perspective on the concerns, and given the opportunity to provide details of any mitigating circumstances (where relevant). During the meeting you will be able to reflect on the concerns raised and consider any actions that might be necessary to assure the medical school of your understanding of and commitment to your professional development. The Director (or Deputy Director) of Professionalism will be able to advise you as to the possible outcomes and the next steps before an outcome is made.

The possible outcomes are:

- No additional action is necessary
- Verbal warning
- Written warning
- Referral to Fitness to Practise
- Referral for support

In some circumstances the Director (or Deputy Director) of Professionalism may be able to advise that no additional action will be needed at the end of the meeting. However, in the majority of circumstances they will not make this decision alone and will present the circumstances to representatives of the Professional Values and Behaviours Committee (which includes lay members) who will collectively reach an agreed outcome.



### **3. Your participation in the meeting**

Due to the professional nature of the medical course, you are duty bound to meet with a member of the professionalism team to discuss and review the matters raised.

If you are unable to attend at the time offered, you can request up to two further changes. If you are unable to attend on three meeting dates offered, then the Professionalism Concern outcome will be determined by the PVBC without your input.

### **4. Who attends the meeting**

As well as yourself and the Director (or Deputy Director) of Professionalism, a member of the Student Support Team will be present to take notes during the meeting.

You are invited to bring a suitable additional person to support you during this meeting who may ask questions but cannot answer any on your behalf. This support could be a personal tutor or Support and Wellbeing Officer, but it is not appropriate to bring a fellow student or family member to the meeting. If you intend on inviting additional support to the meeting, please ensure you let us know at least 48 hours before your scheduled meeting.

### **5. What happens next?**

#### If an outcome is given during the meeting

You will be issued with a letter confirming the outcome. You will also be provided with notes from the meeting and asked to confirm their accuracy within 5 working days.

#### If an outcome is not given during the meeting

Notes from the meeting will be shared with you to check for accuracy. You will be invited to submit a reflective statement before the committee next meet.

The Intervention form, meeting notes and any reflection you choose to submit will be considered by the Professional Values and Behaviours Committee.

#### Committee Meetings

The Committee usually meets every 4 weeks. You will be advised of the date of the next committee meeting during your meeting with the Director (or Deputy Director) of Professionalism. You are not expected to attend this meeting. You will be informed of the outcome 7-10 days after the committee meeting.

### **6. Help and support**

Help and support is available. Here is a list of some of the possible sources of help and advice:

- [Education Centre Student Support Team](#)



**University of  
Nottingham**

UK | CHINA | MALAYSIA

- [University Counselling Service](#)
- [Personal Tutor](#) or other supportive members of staff in your School
- [The University Support and Wellbeing team](#), [Clinical Sub Deans or Senior Tutors](#)
- [Students' Union Advice Team](#)

The Professional Values and Behaviours Committee Policy Document provides further detail.



**Timeline for managing professionalism concerns received:**

