

## MB ChB Programme Year 5 Bulletin September 2018



Dear Students,

We hope you are enjoying the start of Year 5. This is a very exciting time in your training as you develop the standard required for working as a Foundation Year doctor. This can also be a very daunting time, given the Programme requirements and external assessments. You will receive a 'Must Read' every month or so to help you look ahead, check what essential Programme requirements are coming up so that you can plan and organise your time as efficiently as possible.

If you are in Medicine/Surgery one of your key tasks will be to complete your logbook to provide evidence of your learning in placement for **sign off at the end of this week**. As you are now senior students we recognise you are independent learners and we have considerably reduced the number of forms and tutor sign-offs to mirror Foundation practice. Well done to those who have already completed these during the course of the block. To remind you of the minimum requirements that need to be visible in your dashboard for this section of the placement sign off it is:

5 patient assessments/ week

1 patient assessment presentation / week (1 per block signed by your supervisor)

As you know, the Medical School makes every effort to ensure the assessments as fair as possible, and our colleagues from other medical schools review all assessments, but nonetheless we recognise that facing assessments can be a challenge. To support you in this process your revision period starts on 17 December 2018, 4 weeks before the exempting exams. Revision week (17-21 December) includes mandatory OSCE briefing, clinical skills revision and advice on EMQ papers. Exact dates will be emailed shortly to you through your clinical education campus administrators.

### Getting UPSAs signed off

#### What I should do beforehand

- Be proactive
- Ask at the beginning of your shift/day what skills it might be possible to do on this day,
- Ask your assessor before you start your assessment if they don't mind filling out the form straight away after you have done the skill so they are prepared to give feedback.
- Partially fill in the form with your assessor's details as much as you can before handing your iPad to the tutor to complete their feedback

#### What I should do immediately after an UPSA

Use the 'Submit' button, not the 'Draft' button. Submit within 7 days of starting the assessment.

**Remember:** Over 7 days or if the assessor's email is not known the assessor needs to validate the form. Over 14 days: your form will be rejected and you will need to retake the assessment.

If your dashboard is green then you can be assured that your UPSA is marked satisfactorily and has been validated.

#### How many should I do per block?

For non-European studies students, you should be aiming to get a minimum of 2 UPSAs and 1 UCEx or UCMD cumulatively signed off per clinical block (4 week period) **BUT** you can complete as many as possible in a block

**ES students** have less time on placements in this country so it is recommended that they try to get approximately double this number signed off per block.

*Thanks to Nicola Hubbard and Nathan Udoh, skills tutors SRFT, for their input*

### Top Tips: Using Patient Assessment forms to help you prepare for your exempting exams

Completing your patient assessment forms can quickly turn into a repetitive exercise especially if completed a while after you see the patient. If completed immediately after seeing the patient they can help you develop your clinical reasoning and identify gaps to focus on.

1. Ensure you open the patient assessment guide web clip on your iPad, so you can see the type of things you should be thinking about when choosing your key points.
2. Choose 1 or 2 to key points to focus on e.g. opening statement or discriminate for two or three consecutive assessments to improve this aspect .
3. Ask a doctor to listen to your summary of the assessment (it takes 2 minutes). Show them the guide and which part you are focussing on and ask for feedback on just that component. Though you do not need them to sign the form doing this will help you check whether you have gathered and interpreted the information accurately.
4. This will help you develop your clinical reasoning to provide more accurate differential diagnoses and management plans.

With best wishes

**Nuala O'Donoghue**  
Academic Lead Year 5

**Alan Grayson**  
Associate Lead Year 5, Semester 1

**Kurt Wilson**  
Associate Lead Year 5, Semester 2

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## Polite Request from your Central Administrator, [Julie Heynes](#):

I hope you are enjoying Year 5 so far. Below is a reminder of some key University and Programme Deadlines taking place this month:

Date	Deadline	Further information
Friday 21 September	Deadline for applying for a <b>self-arranged</b> <a href="#">SSCP</a> or <a href="#">QEPEP</a> for Semester 2	Log in to <a href="#">eForms</a>
Friday 28 September	Annual <b>Criminal Record Declaration</b> needs to have been submitted	Log in to <a href="#">eForms</a>
Sunday 30 September	University financial <b>Registration Deadline</b> , after which a late fee of <b>£200</b> applies	Via <a href="#">MyManchester</a> Contact: <a href="mailto:ssc@manchester.ac.uk">ssc@manchester.ac.uk</a>
1 – 12 October	Period for indicating preferences for Semester 2 blocks: <a href="#">SSCP</a> , <a href="#">QEPEP</a> , <a href="#">Population Health</a>	Log in to <a href="#">Medlea</a>

Please also note the upcoming timeframes for Foundation Programme (FP) and Academic Foundation Programme (AFP) applications:

From 24 September	Registration period opens
From 1 October	Application window opens
Friday 12 October (12 noon)	Application deadline

*NB: Those returning from Intercolation on a Masters degree programme will be provided with a letter confirming their results to use in their application – for queries contact [intercolation@manchester.ac.uk](mailto:intercolation@manchester.ac.uk)*

There is some guidance on 1MedInfo about the [FP application process](#), and advice regarding [the AFP applications](#).

The UKFP also produce a useful [Applicant's Handbook](#) full of information (highly recommended if you have any queries!).

## Polite Request from your Sector Administrator:

**Lorraine Sanders – Year 5 South Administrator**

Hope all is going well on placement for you. I have been getting quite a few requests regarding self-arranging of QEPEPs and SSCPs, mainly around who you can self-arrange with. Please refer to the guidelines on 1Med [here](#) (Year 5 -Teaching and Learning – QEPEP - Practicalities) and in the handbook [here](#). Sharon has asked me to let you know that your ePPD reviews will take place from 26 November to 14 December– individual review dates to follow next month. Please get in contact with me if you are having any issues or you need guidance on any aspect of Year 5. I will try to help or put you in contact with the correct person.

## Sector Year Reps:

**South Sector**- we need a rep, please contact the Student Experience Team if you are interested in taking in this role, many thanks! Contact: [helen.franklin@manchester.ac.uk](mailto:helen.franklin@manchester.ac.uk)

## Request from the PPD Portfolio Team:

**Dr Julia Humphreys- Academic Lead for Personal and Professional Development - Years 3-5**

Please find attached a couple of responses to FAQ's recently posed by your colleagues:

### **Elective (for those exceptionally completing an Elective in Year 5)**

As you will be returning to Year 5 in academic year 2018/19 and completing an Elective, this will result in a minor change to your PPD Portfolio ILOs and evidence required: You will follow the same set of ILOs as your fellow Year 5 students, but you will not be required to complete the QEPEP reflective piece (Section 2a - Review 2). Instead, you will complete your Elective and Elective forms as usual - but these will not be a required component of PPD Portfolio evidence. Please refer to the ILOs on [OneMed](#) for further information.

### **Clinical Learning Log**

ILO 3 for PPD - There is no requirement to complete a patient log, the only log you will need to complete for a Satisfactory Review 1 & 2 in Year 5 is the Prescribing Log. Again, please refer to the ILOs on [OneMed](#) for further information.

Wishing you the best of luck for a successful year.