

# School of Medicine, Dentistry and Biomedical Sciences

Year 5

**General Practice Placement** 



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## Introduction

Dear student and dear tutor,

Welcome to the year 5 module in General Practice, which consists of two blocks of two weeks in practice. This tutor/student guide offers support and guidance for the attachments.

The cornerstone of General Practice is consultations with patients. Patients present with a multitude of issues, often undifferentiated and unselected, often with a bio-medical and psycho-social aspect, grounded within their own specific individual context and health belief system. That is why GP is exciting, intellectually stimulating and a great place to learn and practice clinical reasoning and consultation skills.

As this is Final year the focus of this attachment is on "consolidation of clinical practice" by consulting with patients. Students should be given opportunities to assess patients with direct or indirect one-to-one supervision. The ratio of face-to-face versus telephone/video consults the student is engaged with should be in-keeping with how the practice is consulting. Students should usually 'sit in' (in person, or on a three-way phone call) with a GP initially, but very quickly should start consulting with patients on their own before presenting each patient to the GP.

Students in 2022-2023 gave very positive feedback about their final year GP placements. They become part of the team and feel they can contribute while learning.

Good luck!

If you have any questions or suggestions, please don't hesitate to contact the GPadmin team or myself.

Miriam Dolan Year 5 GP Placement Lead <u>m.dolan@qub.ac.uk</u>



## Staff Contacts

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Student Guidance Centre		http://www.qub.ac.uk/directorates/sgc/
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## Assessment

Assessment is formative and will be by attendance which will be satisfactory or unsatisfactory. Students must attend 100% unless there are extenuating circumstances. The GP Tutor should complete the assessment form at the link below and submit it as soon as the placement is complete.

#### Assessment Form for 5th Year GP Placement

The tutor will record any non-engagement with the module and any unprofessional behaviour. The tutor can at all times link in with the clinical module lead if there are serious concerns.

There is no other formal assessment of this attachment other than the Final examinations.

The GP Tutor will provide verbal feedback to each student as they progress through the attachment. This will include comments on clinical knowledge base, clinical skills and clinical reasoning and how the student interacts with patients and the practice team (professionalism).

GP Tutors are encouraged to provide some written feedback on the assessment form.

# Students missing any of their GP placement should directly contact their practice, <u>gpadmin@qub.ac.uk</u> and consult the guidance as stipulated on the portal <u>https://www.med.qub.ac.uk/Portal/prof/absence.aspx</u> which explains an absence form should always be filled in asap.

Remediation could be necessary if a minimum of 75% attendance is not achieved, with absence due to unforeseeable circumstances like illness.

## Learning Outcomes

The successful student is expected to:

- Gain further experience of General Practice
- Identify and address individual learning outcomes for the attachment (see Appendix 1 for some guidance)
- Take a focused clinical history and perform relevant physical examinations
- Develop skills in clinical reasoning:
  - o Formulate a management plan and present to the GP
  - $\circ~$  Understand the basics of the range of treatments offered in general practice, when to refer, how to follow up
- Communicate effectively with patients and the practice team
- Participate effectively as a member of the primary care team
- Attend the 1-hour zoom session on chronic pain during their first two weeks placements and a 1-hour zoom session on safeguarding of children in their second two-week placement (see under Learning activities)
- Check that their attendance form is signed off by GP (Electronic form)

#### **GP Practice to provide:**

- Name of Lead GP tutor for student (and deputy if needed)
- Programme of clinical activities for students whilst in the practice
- Venue and time to meet on 1<sup>st</sup> day Supervision and feedback to student during, and on completion of attachment

## Learning Activities

#### Essential student learning activities

Observing GP consultations (at the start)

Consult with patients with direct or indirect supervision

Write up cases/ patient notes

Engage with constructive feedback

Participate in clinical and multi-disciplinary meetings (if applicable)

# It is not recommended for students to spend more time 'shadowing' other practice team members as they will have experienced this during the year 4 GP attachment.

A 1-hour QUB-hosted remote learning session on chronic pain during ONE Friday morning of the first two-week attachment. Students will be notified by email as to which date the remote QUB remote session will occur and advised to inform their GP Tutor.

This session focuses on the challenges of managing chronic pain, and we are delighted to have the support of the charity Versus Arthritis who are providing volunteers to speak about their personal experience with chronic pain.

Meeting link and access codes:

https://uso6web.zoom.us/j/87920211346?pwd=YTlpT3dxWFBuS2RNazFvbFJKUjhkUT09 Meeting ID: 879 2021 1346 Passcode: 669985

You can click on the hyperlinks here to access some pre-reading and video materials -<u>Healthcare professionals | Reports, videos, news (versusarthritis.org)</u> - <u>Versus Arthritis -</u> <u>YouTube</u>

A 1-hour QUB hosted remote learning session on Children's safeguarding on ONE Friday Morning during the second two-week block.

## Students should be in the practice the days of the ZOOM sessions as they only last 1 hour.



#### Desirable (but not essential) student learning activities

Learning General Practice is an excellent digital textbook for both students and GP tutors. You can access it at this link <u>https://www.med.qub.ac.uk/Portal/year4/primary/docs/Learning\_GeneralPractice.pdf</u>

'Out of Practice' activities e.g. Case conference, Palliative care meeting, educational meeting

Accompany GP to visit a patient with a terminal illness

Review a variety of practice Significant Event Analysis (SEA) reports

Spending an evening 'on-call' in Out of Hours (OOH) service

Plus, many more types of activity at the GP tutor's discretion.....

<u>Self-directed learning-</u>Virtual Primary Care Videos https://vpc.medicalschoolscouncil.org.uk/

This online resource was available to students in 4<sup>th</sup> year. Logon details will be unchanged, but students will have access to a different "video surgery of patients." Students can view as many of the videos as they feel help their learning during the placement. The videos are of diverse, real life primary care consultations recorded in Birmingham, Bradford, Bristol and London. Every consultation has been tagged for clinical and educational content and is accompanied by a brief summary, associated learning points, references and suggested student activities.

If you have difficulties accessing the resource, please email m.dolan@qub.ac.uk

## Professionalism

The student should be able to demonstrate the generic attitudes essential to the practice of medicine as embodied in the GMC document "**Outcomes for Graduates**" (http://www.gmc-uk.org/education/undergraduate/undergrad\_outcomes.asp ).

The student should display an appropriate professional attitude towards the patient, their relatives and members of the multidisciplinary team caring for the patient. It is expected that students would be familiar with GMC guidance for medical students: professional values and fitness to practice <u>http://www.gmc-uk.org/education/undergraduate/26602.asp</u>

The student should also begin to appreciate the benefits of continuity of care by a physician for an individual patient with chronic disease.

## **Course Evaluation and Feedback**

On completion of the clinical attachment the student will be asked to complete an evaluation form to give feedback on the course. The comments will be treated in strict confidence. Positive and negative comments will be noted in an effort to disseminate good practice throughout all the teaching practices and address any deficiencies that have been highlighted.

#### Year 5 GP Placements in C25 (starting academic year 24-25)

In 2024/25 the GP placement in year 5 will be extended to 7 weeks as part of the new C25 curriculum. Students will sit their written finals (MLA <u>https://www.gmc-uk.org/education/medical-licensing-assessment</u>) before starting their year 5 placements. The C25 year 4 programme will see them 'immerse' in practice, spending 4 blocks of 2 weeks on their longitudinal placement in the same GP practice. The focus in Year 5 will continue to be Preparation for Clinical practice by consulting with patients under (direct or indirect) supervision. Concepts like multi-morbidity and complexity, overdiagnosis, preventing disease and promoting health, Medically Unexplained Symptoms/Functional Illness will also be central to the placement.

At this stage, in preparation for C25 year 5, we are very keen to collect your ideas and suggestions.

#### **Students**

#### https://forms.office.com/r/iZPefcZw3v

This link brings you to a brief survey evaluating the Zoom session on chronic pain with volunteers of the charity Versus arthritis. The volunteers hugely value your personal feedback.

The survey also seeks your suggestions on how the GP placement in year 5 can be further developed in C25.

#### **Tutors**

#### Tutor survey

This link brings you to a brief survey seeking your suggestions and ideas on C25 year 5 GP. Placements. As a tutor you are acutely aware of the learning opportunities that lie in practice, and how to tap into them giving the students an in-depth, impactful learning experience and preparing them for being a doctor.



## Appendix 1- Learning Self-Assessment

Students could complete the following learning needs assessment prior to the commencement of this attachment. The purpose of this tool is to help students to identify key areas that they need to focus on in their studies.

		I feel very confident about this	I feel quite confident about this	I need to learn a bit more about this	a I need to learn a lot about this
	Care of acutely ill people				
	Chest pain	0	0	0	0
	Shortness of breath	0	0	0	0
	Acute coronary syndromes	0	0	0	0
	Anaphylaxis	0	0	0	0
	Acute appendicitis	0	0	0	0
	Acute asthma	0	0	0	0
	Meningitis	0	0	0	0
]	Ectopic pregnancy	0	0	0	0
	Cancer				
	Early recognition of common cancers	0	0	0	0
]	Palliative care	0	0	0	0
	Care of children / young people				
	Common childhood infections	0	0	0	0
	Common minor problems	0	0	0	0
	Care of older patients				
	Dementia	0	0	0	0
]	Falls	0	0	0	0
	Women's health				
	Menopause	0	0	0	0
]	Menstrual cycle problems	0	0	0	0
	Breast lumps	0	0	0	0
	Pre, ante and post-natal care	0	0	0	0
	Combined contraceptive pill	0	0	0	0
]	Emergency contraception	0	0	0	0
]	Men's health				
	BPH	0	0	0	0
60.	Testicular lumps	0	0	0	0
4	/				

Diseases of the mind				
Depression	0	0	0	0
Insomnia	0	0	0	0
Alcohol and drug misuse	0	0	0	0
Anxiety	0	0	0	0
Cardiovascular problems				
IHD	0	0	0	0
Hypertension	0	0	0	0
Heart failure	0	0	0	0
Peripheral arterial disease	0	0	0	0
Primary prevention of cardiovascular disease	0	0	0	0
Secondary prevention of cardiovascular disease	<sup>e</sup> 0	0	0	0
Digestive problems				
Constipation	0	0	0	0
GORD	0	0	0	0
IBS	0	0	0	0
Dyspepsia	0	0	0	0
Abdominal pain	0	0	0	0
Rectal bleeding	0	0	0	0
Weight loss	0	0	0	0
ENT problems				
Ear wax	0	0	0	0
Otitis externa	0	0	0	0
Otitis media	0	0	0	0
Sore throat	0	0	0	0
Sinusitis	0	0	0	0
Hay fever	0	0	0	0
Eye problems				
Conjunctivitis	0	0	0	0
The red eye	0	0	0	0
Retinal detachment	0	0	0	0
Temporal arteritis	0	0	0	0
Metabolic problems				
Diabetes	0	0	0	0
Thyroid disorders	0	0	0	0
Obesity	0	0	0	0
Hyperlipidemia	0	0	0	0
Respiratory problems				
Asthma	0	0	0	0
COPD	0	0	0	0
Cough	0	0	0	0
Respiratory tract infections	0	0	0	0

<b>Musculoskeletal problems</b> Back pain Common injuries and sprains Osteoarthritis Inflammatory arthritis Gout				0 0 0 0
<b>Skin problems</b> Acne vulgaris	0	0	0	0
Eczema Common skin infections Psoriasis	0 0 0	0 0 0	0 0 0	0 0 0
<b>Renal problems</b> UTIs Chronic Kidney Disease	0	0	0	0 0
<b>Neurological problems</b> Headaches Epilepsy Symptoms of SAH Stroke				
<b>Other</b> Influenza Shingles 'Dizziness' 'Tired all the time' Gastroenteritis Glandular fever				



### Appendix 2- Student Code of Conduct for Remote Medical Consultations

As a QUB medical student, you may be asked to participate in a supervised remote GP consultation during a GP placement. You may also be asked to interview a patient or family unsupervised.

When speaking to a patient or family remotely you are expected to:

- 1. Follow joining instructions from your GP practice tutor or QUB tutor. This may include supplying a mobile phone number in addition to your email address so they can contact you and send details to enable you to connect. You should only contact the patient using the methods agreed by the supervising GP. Under no circumstances should you use any unapproved apps or software to contact the patient.
- 2. Ensure that you are alone in a room where you can remain undisturbed during the consultation. To ensure patient confidentiality, it is important that no-one is able to overhear the conversation in an adjoining room or outside.
- 3. Ensure any device you are using has all available security settings activated. Close any unnecessary software / apps that are running in the background.
- 4. Ensure any notes taken during the consultation are anonymised and discarded appropriately
- 5. Delete any patient data such as phone numbers or email addresses are disposed of upon completion of the consultation.
- 6. Not make any recording (audio or visual) of the consultation.
- 7. Always appear and sound professional. This includes your background if participating in a video consultation as well as complying with the medical school's dress code.
- 8. Explain your role as a medical student and confirm the patient's consent to participate in the remote consultation.
- 9. Mute your microphone when only observing the consultation and if you are observing a video consultation keep your camera turned on.
- 10. Refrain from trying to examine any patient during a video consultation without the Supervising GP present.

Non-adherence to these rules may result in exclusion from further supervised remote GP consultations.



## Appendix 3- Residential Accommodation

#### Booking and Reimbursement Process - Guidance for Students 2023-2024

#### **Eligibility:**

- 1. Only practices more than 15 miles from Queen's Lanyon Building, BT7 1NN, (shortest route available on Google Maps) are considered residential.
- 2. If allocated to a residential practice and you do not stay with relatives or friends, you can stay in Bed and Breakfast (B&B) accommodation. Alternatively, you can opt to travel daily at your own expense. The Department of Health will not pay travel expenses.
- 3. Students may contact the local hospital to determine if there is accommodation available (https://www.med.qub.ac.uk/Portal/core/attachment.aspx). The hospital is under no obligation to provide accommodation or transport during your GP placement. Please follow the normal hospital and SUMDE booking procedures but make it clear that you are on your GP attachment not a hospital attachment. You will be charged for use of the accommodation which can be reimbursed by following the procedure set out below.
- 4. The Department of Health will pay a target allowance of £33.75 per night when staying in accommodation on a B&B basis. If the B&B rate is more than £33.75 specific written authorisation of the higher cost must be given by Queen's University Belfast. See information below on booking. If you fail to indicate higher costs when seeking authorisation for the booking you may be held responsible for paying B&B costs.

#### **Booking:**

- 5. Students are expected to book their own B&B accommodation. A list of B&B's where students have stayed previously is available via the Medical Education Portal. **PLEASE NOTE: THIS IS NOT A RECOMMENDED LIST.**
- 6. **Year 5 students staying in Hospital accommodation during the** Assistantship, must return their room keys to the bookings office before commencing their GP attachment. Alternatively, students wanting to stay in Hospital accommodation during the GP attachment must confirm availability and payment policies with the Hospital bookings office while giving as much notice as possible. **Students staying at Hospital accommodation while on GP attachment <u>must</u> gain prior approval from Queen's.**
- 7. Students may book other accommodation if they wish, **however please note that Airbnb bookings will NOT be authorised or reimbursed**. All B&B bookings are subject to booking and reimbursement procedures outlined below. Students may use the following link to the NI Tourist Board for information on available B&Bs in Northern Ireland (<u>http://www.discovernorthernireland.com/</u>).
- 8. Students must contact the B&B directly and **not use online booking websites. Booking fees incurred through the use of agents or websites will not be reimbursed**.
- 9. When enquiring about a B&B, state that you are a Queen's medical student as you may benefit from a discounted rate.
- 10. Students must seek **approval for the proposed booking prior to finalising the details with the proprietor** from Centre for Medical Education (CME) staff, by completing the GP B&B Approval form (Part 1) and emailing it to: <u>gpadmin@qub.ac.uk</u> The form can be found on the Medical Education Portal.
- 11. You will receive an email from Queen's permitting you to make the booking or seeking clarification if necessary. Please respond promptly to any requests for clarification.
- 12. Students should email details of the **confirmed booking**. Failure to do so may result in students being held responsible for paying B&B costs.
- 13. Students must email any changes to the booking to gpadmin@qub.ac.uk
- 14. The maximum number of nights that can be claimed during any one clinical placement week is five i.e. Sunday Thursday.

- 15. Students must pay for any additional nights stayed.
- 16. Students must pay for any nights booked which they subsequently **did not need and did not cancel with the required notice set by the B&B or Hospital,** as this is deemed an unnecessary expense.

#### Payment:

- 17. B&Bs may request that students pay for accommodation on departure. Students must pay the B&B and request a receipt. Please ensure that only accommodation costs are on an itemized receipt. Any other expenses, e.g. booking fees, evening meals etc. must be paid for by the student.
- 18. Some B&Bs may accept payment by Queen's. Students should request an invoice on departure to submit to the SUMDE Office. The invoice should include the following;
  - B&B Name and Address
  - Date of receipt/invoice
  - Receipt/invoice number
  - Student's full name
  - Dates stayed and number of nights resided in B&B

• Rate per night with total amount (including VAT if applicable) 19. Alternatively, the B&B may email the invoice to the SUMDE Office.

#### Subsistence:

- 20. Daily subsistence of £10.62 can be claimed following a night in the B&B whilst still on attachment. There is no subsistence for students staying with family or friends; in self-catering accommodation; in hospital residential accommodation or for timetabled teaching within Queen's.
- 21. Claim forms are available on the Medical Education Portal and should be submitted with supporting documentation (receipts/invoices) to the SUMDE Office **within two weeks** of the end of the placement. If submitting by email, for payment security protection, please ensure you submit through your **qub.ac.uk email address**.
- 22. The SUMDE Office is responsible for approving claim forms. Queen's Payments Office issues payment to students.
- 23. The payment process takes approximately four weeks from the date of submission of the claim form. If you have any queries regarding payment processing, please email the SUMDE Office at <u>sumde@qub.ac.uk</u>

#### SUMDE Office

On Behalf of Department of Health 4th Floor, Department of General Practice 1 Dunluce Health Centre Dunluce Avenue Belfast BT9 7HR Email: <u>sumde@qub.ac.uk</u> Telephone: 028 9097 2318

