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**Introduction to the Clinical MD at Ealing**

*A message from Professor Karol Sikora, Dean of Medicine*

It is a great privilege to be the first Dean of the University of Buckingham Medical School. Medicine today poses considerable challenges. Aging populations, innovative technology and a far more consumerist approach to healthcare in all societies is changing the educational requirements for doctors globally. We are creating novel courses to meet the demands of the new age giving our students the ability to be more effective throughout their careers.

**Necessity of clinical placements in Trusts**

The University of Buckingham's Clinical MD is based at Ealing Hospital, although clinical experience is gained at a number of partner Trusts including The East and North Hertfordshire NHS Trust (Queen Elizabeth II Hospital, Welwyn Garden City and the Lister Hospital, Stevenage), The Aneurin Bevan Health Board (Royal Gwent and Neville Hall Hospitals, South Wales), The Blackpool Teaching Hospitals NHS Foundation Trust and Yeovil District Hospital. A single trust does not have the capacity to provide all students with the breadth of training demanded by the Clinical MD programme, thus students must rotate through speciality placements in several Trusts. Students are responsible for the costs of their accommodation (either in Ealing or while on placement) for the duration of their studies, although the University assists in finding suitable accommodation for the duration of the programme.

**Programme enhancement**

As a way of quality management we are constantly reviewing practices and course delivery. As such, from time to time additional services or requirements may be necessary to enable the smooth running and delivery of the Clinical MD. It is important that you check for updates to this Handbook by visiting the University’s medicine pages:

http://www.buckingham.ac.uk/medicine/postgrad
Key Staff Biography and Contacts

Professor Jayantha Arnold Postgraduate Dean, Clinical Medicine Joint Director of the Clinical MD in General Internal Medicine
jayantha.arnold@buckingham.ac.uk

Professor Stephen Ash Professor of Medicine
stephen.ash@buckingham.ac.uk

Miss Miriam Averna, Admissions & Quality Management Support (Medicine)
miriam.averna@buckingham.ac.uk

Professor Peter Evans Professor of Medicine and Senior Consultant at Royal Gwent Hospital, Newport, South Wales
peter.evans@buckingham.ac.uk

Mr Barny Lord, Postgraduate Coordinator at Ealing
Barny.Lord@nhs.net

Professor Jaspal Kooner Professor of Medicine and Consultant at Ealing and Hammersmith Hospital
jaspal.kooner@buckingham.ac.uk

Professor William Lynn Professor of Medicine and Senior Consultant at Ealing Hospital
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Professor Rajat Mathur Postgraduate Dean, Clinical Medicine Joint Director of the Clinical MD in General Internal Medicine
rajat.mathur@buckingham.ac.uk

Professor Simon Payne Professor of Emergency Medicine and Senior Consultant at Chichester Hospital
simon.payne@buckingham.ac.uk

Professor Piyush Prasad Professor of Medicine and Senior Consultant at Prasad and Apollo Hospital, Agra, India
piyush.prasad@buckingham.ac.uk
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Professor John Saetta Professor of Emergency Medicine at Lister Hospital
john.saetta@nhs.net

Professor Andrew Scurr Professor of Medicine and Senior Consultant at Ealing Hospital
andrew.scurr@buckingham.ac.uk

Professor Karol Sikora adviser to the WHO
karol.sikora@buckingham.ac.uk

University of Buckingham Student Union.
students.union@buckingham.ac.uk
STARTING THE COURSE

Requirement for Attendance

The course is full time and therefore attendance to all lectures and sessions is mandatory. Any student whose attendance falls below 90% will risk their Tier 4 visa. Students must attend punctually at the beginning of each term and throughout. Failure to provide a reasonable excuse for failing to sign in by the due time will lead to late arrival fee of £100.

Registration

Joining Instructions will be sent to new students at least 1 month prior to the commencement of the course by the University Medicine Admissions department.

Upon registration, students must complete occupational health checks before they can access patients. This process may take two to three weeks, thus we request that students attend the hospital three weeks prior to their official start date if possible in order to maximise their learning opportunities while studying on the course. Please contact Barny Lord with any questions.

Use of IT Services/Email Policy

Email
All students will be set up with a University email account. Details on how to log in will be sent to the student by our IT department or can be viewed here: http://www.buckingham.ac.uk/studentlife/it-services/email/webapp. For quick reference please see Appendix 4 of this handbook.

An NHS email address will also be set up for the student by the administrators at Ealing Hospital. We therefore recommend that an automatic forward from this account to the University is set up so that important emails and updates are not missed.

Moodle

The University’s Virtual Learning Environment (VLE) with quick access to lecture notes, further reading and other people on the course https://vle.buckingham.ac.uk/

Tuition fees

The fee for Clinical Programmes and the MSc by Research in Clinical Science is £28,500 per annum. Membership of the Royal Society of Medicine with associated benefits, is included in the tuition fees. Stage payments of £14,750 are possible and these incur a credit charge of £500 per instalment. A first payment of £14,750 is required on acceptance, with a second
payment of £14,750 due before commencing the MD programme. The next payment is due before the start of the second year and another six months later. For the 2-year MD, the total cost will be £57,000. Full payment for the duration of the programme at entry attracts a fee reduction of £1000.

Candidates MUST NOT pay any agent or representative of the university or any person claiming to be such an agent or representative of the university, any monies whatsoever, in any currency, as these costs are borne by the university directly.

Payment methods
All fees are to be paid in pounds sterling. For different methods of fee payment, please refer directly to the methods of payment page. All payments will be acknowledged by email. No responsibility will be taken by the University for any payments made to any other bank account or to individuals.

Additional administrative charges applicable to candidates sponsored for full registration by the GMC.

Failure to pay
Please refer to clause 2.9 - 2.13 in the General Regulations for Students of the University here with regards to sanctions for non-payment of tuition fees:

Tuition Fee Refunds
If a student withdraws from the programme, or fails to register, then an administrative charge of £5,500 will be retained (except for overseas applicants unable to obtain a visa, who will normally be refunded in full upon receipt of an original visa refusal letter). The remainder of any money paid will be refunded.

GMC Sponsorship

The University of Buckingham School of Medicine is a GMC-approved sponsor for full registration. Successful candidates will be granted full registration by the GMC at the end of first three months of their MD programme, which will enhance the clinical experience for these candidates. Provided candidates’ performance remains satisfactory during the remaining MD training, full registration will be valid permanently following the successful completion of the MD programme. The GMC will receive regular feedback from the University regarding the candidates’ progress during the tenure of the MD training.

Having full GMC registration will also allow candidates to do locum work, within the UK Home Office regulations. The full GMC registration will be valid indefinitely, providing that the
candidates’ progress has been satisfactory during the MD process, and subject to obtaining the MD degree successfully.

Candidates who are not eligible for GMC registration by sponsorship will be given every encouragement to sit the PLAB examination, and all candidates will be encouraged to sit MRCP(UK), should they so desire.

Applications for sponsored GMC registration

For general information on how to apply, see Entry requirements and application process.

In addition to meeting our entrance criteria, those seeking sponsored GMC registration must:

- Not have previously applied for registration with the GMC or failed the PLAB test.
- Have worked full-time for at least 2 years in a hospital after the completion of one year rotating internship.
- Supply a full curriculum vitae to the Admissions Officer and Admissions Tutor.

The University of Buckingham Medical School will then invite such candidates for a tele- or video-conference interview with the professorial staff. The candidates will be interviewed on their curriculum vitae, clinical knowledge, communication skills and research & ethics.

Candidates who are accepted on our MD programmes and who are successful in the tele/video conference interview will be offered a place on our MD program will be asked to deposit the first installment of tuition fees. These candidates will then have a 3 month induction period during which they will be closely monitored and continuously assessed. On the completion of induction, the candidate’s progress will be reviewed by the faculty panel. Once the faculty panel has given a favorable report, the candidates will have a structured formal interview by the professorial faculty. If the candidate is successful in the structured interview, his/her name will be put forward by the medical school to the GMC for award of full registration by sponsorship.

Scholarships

Very few scholarships or bursaries are available to the candidates for the MD programmes at the present time and the availability of these will be announced on this website as and when they become available.

Student Union

The SU Office

The Students’ Union Office organises events throughout the year, including the Annual Buckingham Duck Race, the Graduation Ball and coach trips to places of interest during the
vacations. There are also a number of sports clubs and societies that students can join. The office can also help with things such as sending faxes and document/assignment binding.

**Merchandise**

A selection of University and School clothing and gifts are available here:

http://www.buckingham.ac.uk/student-life/merchandise/

**NUS cards**

The Students Union is affiliated to the NUS (National Union of Students) and Buckingham students can apply for a NUS Extra card which entitles the holder to discounts on travel, entertainment, shopping and eating out etc. Click on the button below for more information (external link): Please note students may only apply for a card once they are a registered Buckingham student.


**Oyster cards**

**Eligibility for the 18+ Student Oyster Card**

- Students must be registered, full time students for at least 14 weeks in order to apply for a Transport for London 18+ Student Oyster Photocard.
- Part-time students are not eligible for this scheme.
- Students of 18 years or over are only eligible to apply for the 18+ Oyster card, not the 16+ Oyster card.

**How to apply for the 18+ Student Oyster Card**

Students should apply online for the TfL student photo card.

To complete the application they will need:

- The university/college enrolment number
- The course dates
- A digital photograph
- A credit/debit card to pay the £10.00 application fee

**Student Support**

The Student Welfare Department is responsible for the day-to-day care of students. Welfare exists to support the students’ academic learning and to cater for their welfare and emotional needs. We want students to feel supported throughout their time at the University and aim to be the point of contact if they want to discuss any welfare issues.
Postgraduate Medical School Manual 2017

Our department consists of a Senior Welfare Adviser, a Welfare Officer, a Learning Support and Disability Adviser, a Counsellor and two Secretaries.

The Senior Welfare Adviser and Welfare Officer offer support, advice and a referral service to students experiencing or wanting to discuss any welfare issue. For help with personal concerns, emotional/physical health, safety and general well-being, they can be contacted on +44(0)1280 820200 or internal extension 2200 or by email:

student.welfare@buckingham.ac.uk.

Registry

One of Registry’s main functions is the maintenance of all student records. It is therefore essential that all information provided by the student is up-to-date. They must keep Registry informed of any changes in personal details, such as: contact address, telephone number and next of kin. Letters that can be requested from the university’s Registry department, include:

- Bank letters
- Student status letters
- Visa letters
- National Insurance Number letters
- Graduate letters

Students should give at least three working days notice for the production of any letter.

Tel: 01280 820205

Email: registry@buckingham.ac.uk

Alternatively, please contact Barny.Lord@nhs.net

Events in Buckingham

For up to date information please visit:
http://www.buckingham.ac.uk/admissions/joininginstructions/social

The University Handbook

It is important that all students familiarise themselves with this. Please visit:
http://www.buckingham.ac.uk/life/handbook
PLACEMENT AT EALING

Ealing Induction Material

Induction materials will be sent directly from the Ealing trust closer to the start date.

Local Ealing Information

Please contact Divya Manglam: divya.manglam@nhs.net who will be able to provide students with local Ealing information.

Course/Programme Overview

Detailed theory teaching and clinical training is given in all sub-specialities of General Internal Medicine with emphasis on clinically relevant, state-of-the-art and topical issues. The following medical sub-specialities will be comprehensively covered in a structured way over 2 or 3 years for the University of Buckingham Clinical MD programmes:

- Cardiology
- Respiratory Medicine
- Gastroenterology
- Infectious Diseases
- Emergency Medicine
- Diabetes and Endocrinology
- Critical Care including ITU
- Nephrology
- Radiology
- Neurology
- Dermatology
- Haematology & Oncology
- Rheumatology
- Ethics and Law in Medicine
- Audit and Dissertation (module taught at Buckingham)

The entire curriculum will be taught over 8 terms (for the 2-year MD) or 12 terms (for the 3-year MD) of 10 weeks duration each, with one module per term and 4 terms each year. Students taking the combined Research cum Clinical MD programme will take the MSc in Medical Research in the Clore Laboratory in their first year and then follow the 2-year MD programme.
## Typical weekly timetable

### Monday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-11:30</td>
<td>Radiology</td>
</tr>
<tr>
<td>11:30-13:00</td>
<td>Gastroenterology</td>
</tr>
<tr>
<td>13:00-14:00</td>
<td>LUNCH</td>
</tr>
<tr>
<td>14:00-16:00</td>
<td>Bedside Teaching</td>
</tr>
</tbody>
</table>

### Tuesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30-11:00</td>
<td>Clinical Skills</td>
</tr>
<tr>
<td>11:00-12:30</td>
<td>Journal Club</td>
</tr>
<tr>
<td>13:00-14:00</td>
<td>LUNCH</td>
</tr>
<tr>
<td>14:00-16:00</td>
<td>Bedside Teaching</td>
</tr>
</tbody>
</table>

### Wednesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30-11:00</td>
<td>Clinical Skills</td>
</tr>
<tr>
<td>11:00-12:30</td>
<td>General Medicine</td>
</tr>
<tr>
<td>13:00-14:00</td>
<td>LUNCH</td>
</tr>
<tr>
<td>14:00-15:30</td>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>15:30-17:00</td>
<td>ITU</td>
</tr>
</tbody>
</table>

### Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:30-</td>
<td>Endocrinology</td>
</tr>
</tbody>
</table>
11:00

11:00-12:30 Emergency Medicine

12:30-13:30 Hospital Grand Round

14:00-16:00 Bedside Teaching

Friday

09:30-11:00 Respiratory Medicine

11:30-13:00 Cardiology

13:00-14:00 LUNCH

14:00-16:00 Bedside Teaching

*Please note that this weekly timetable is subject to change from time to time to incorporate further consultant and specialist teaching.

In addition to the above timetable, students will be embedded in medical firms on a rotational basis and must follow the work of that firm, including acute medical takes.

A full programme specification is available by contacting medicine-admissions@buckingham.ac.uk

Local feedback forum

Currently, there is a weekly informal feedback session attended by teaching fellows. We also request formal biannual and end of placement feedback from students. Student contributions are essential to the continuing improvement of our provision so we strongly encourage students to complete these feedback questionnaires when possible.

Ealing Library Resources

Students on placement can borrow up to 3 books for 2 weeks. To join the library, students will need to complete a library registration form, and hand it to the library staff. This allows access to the library outside of normal working hours (9am - 5pm, Monday to Friday). This includes weekends, public holidays and nights. Students should contact library staff if they wish to use this service.
Bookstock

We have a multi-disciplinary bookstock consisting of over 2000 titles covering a wide range of health-related subjects. They include medicine, surgery, nursing, midwifery, rehabilitation and management. Students can search our book catalogue online. Choose EAL in the drop-down menu labelled “Library Selection”, then enter the book details (title, author etc.). If the student requires a book or article that cannot be obtained from library stock we may be able to order it for them (for a small charge) via our inter-library loan service. We are happy to receive suggestions for books students would like to see purchased for the library. Any book purchases must fulfil the criteria laid out in the library collection development policy.

Journals

We have a range of current journal subscriptions that reflect the multi-disciplinary nature of our stock. Our journals include the Lancet, Nursing Times and Physiotherapy. We also have access to over 2,500 online full-text journals and some online books via a free password.

Coombs Library (West London Mental Health Trust)

Located on the first floor of the Trust headquarters, this library's book and journal collection is largely focused on mental health. Ealing staff can use this library for reference and to borrow books (students will need to register separately).

West London Medical Journal

This is the official journal of the Postgraduate Centre, Ealing Hospital published by The University of Buckingham Press. WLMJ is published four times a year. It is published electronically as an open access journal and hard copy is available on demand. The Journal is aimed at a wide spectrum of medical audiences and will publish case reports, original research and review articles. We welcome articles, for review and publication, by medical staff both nationally and internationally. All articles will be fully peer reviewed and subjected to the standard editorial process. Articles for publication should be emailed to Mrs Chris Ward, Education Services Manager, Ealing Hospital at chris.ward@nhs.net

We are also equally keen to encourage medical students to publish work done in relation to their Bachelor of Science projects and other articles of interest. We are confident that the journal will mature into a major international publication of interest to medical students and doctors in training. The West London Medical Journal is a quarterly, free, print and open access online journal publishing the best peer reviewed material submitted by postgraduate medical students from the UK. The journal provides a forum to publish for final year medical students, junior doctors and those at ST1 and ST2 level of training.
Accommodation

Hospital accommodation

If you choose to stay in hospital accommodation the Postgraduate Centre can introduce you to the appropriate department and advise you on the procedures for rental payments.

Payments will be made directly to the hospital trust.

Private accommodation

If you choose to stay in private accommodation you are responsible for contacting the landlord directly. The Postgraduate Centre will be able to advise you on various websites and help you to search for private landlords.

Payments will be made directly to the landlord / agent.

Find out more

Please contact Barny Lord (Postgraduate Coordinator) on the following email address barny.lord@nhs.net for any accommodation queries.

The Royal Society of Medicine

http://www.rsm.ac.uk/members/
# TRUST INFORMATION

## Placements

- **Ealing Hospital, London**
- **Blackpool Victoria, Lancashire**
- **Royal Gwent Hospital, Newport, South Wales**
- **Yeovil District Hospital, Yeovil, Somerset**

## Key Placement Contacts

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Admin</th>
<th>Email</th>
<th>Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dr Linda Hacking</strong></td>
<td>Yvonne Coyle</td>
<td><a href="mailto:Yvonne.coyle@bfwhospitals.nhs.uk">Yvonne.coyle@bfwhospitals.nhs.uk</a></td>
<td>Blackpool Victoria</td>
</tr>
<tr>
<td><strong>Dr Rajendra Sinha</strong></td>
<td>Tracy Jones</td>
<td><a href="mailto:Tracy.jones@ydh.nhs.uk">Tracy.jones@ydh.nhs.uk</a></td>
<td>Yeovil District Hospital</td>
</tr>
<tr>
<td><strong>Prof Peter Evans</strong></td>
<td>Angela Bajjada</td>
<td><a href="mailto:Sara.marshall@wales.nhs.uk">Sara.marshall@wales.nhs.uk</a></td>
<td>Royal Gwent, Newport, Wales</td>
</tr>
<tr>
<td><strong>Prof Jay Arnold/ Prof Rajat Mathur</strong></td>
<td>Divya Manglam</td>
<td><a href="mailto:divya.manglam@nhs.net">divya.manglam@nhs.net</a></td>
<td>Ealing</td>
</tr>
</tbody>
</table>
IMPORTANT INFORMATION FOR OVERSEAS STUDENTS

Rules on locum work

The majority of overseas students are entitled to work up to 20 hours per week during term time and full-time during vacations.

Occupational Health requirements

After registration, all students will need to have an occupational health appointment.

The following is a list of requirements students need to fulfill for clearance on to wards:

- Hepatitis B laboratory report showing a negative surface antigen within the last 6 months; and where possible a satisfactory Hepatitis B antibody level.
- Hepatitis C laboratory showing a negative status.
- HIV laboratory report showing a negative status.

(The above laboratory reports should where possible be stamped as an identified validated sample i.e. photographic ID was verified by the person taking the blood.)

- Evidence of two MMR vaccine or a positive blood test to measles and where possible a positive blood test to mumps.
- A positive blood report to rubella.
- A definite PMH of chicken pox or a blood test to verify the same.

Students will also be required to attend the Ealing Occupational Health Department to verify all of the above, and to undertake TB screening. If they were given a chest x-ray on arrival to this country they should bring the result with them.

We will be looking for evidence of a BCG scar and we will have to undertake a health assessment relating to TB screening; make appropriate recommendations or carry out tests and / or send for investigations.
STUDENT ASSESSMENT

Exam Rules

Each candidate’s progress is monitored on an ongoing basis and the degree will be awarded subject to successful completion of the programme and passing exit examinations at the end of each course. These involve external examiners to maintain consistent, high standards and are mainly in an objective structured clinical exam (OSCE) or Viva format.

The award of a Clinical MD in General Internal Medicine is made to those candidates achieving a score of 50% or more in all eight courses. Every effort will be made to help and support candidates. Candidates are offered one opportunity per course to re-sit exit examinations. This incurs a charge of £500 to cover administrative costs.

Examinations, in the form of Objective Structured Clinical Examinations (OSCEs), are held at the end of each 10 week term and involve the participation of an external examiner.

The General Internal Medicine module is assessed by written exam (30%), clinical audit (10%) and dissertation on a clinical topic (60%).

1. Clinical MD in General Internal Medicine: Completion. A candidate who has completed twenty-four months of study (360 credits) with a pass mark of at least 50% in all courses, will be awarded the Degree of Clinical MD in General Internal Medicine.

2. Resits. Students who fail one or more course are allowed one resit (unless there are extenuating circumstances) at a cost to the student of £500 per examination to cover the additional costs of clinical examinations. Resit marks will be limited to 50%.

3. Resubmission of course work. Students are able to resubmit any course work achieving a failing grade, and marks will be limited to 50%. While individual component marks are limited for resubmitted material, the overall mark of a course containing a combination of coursework and examination will not be limited to 50%.

Dissertation guidelines

1) Overview

A dissertation is a key component of doctoral degrees, allowing students to display skills consistent with a degree at this level. They should be able to identify a relevant topic, show an understanding of the field, perform a systematic analysis, interpret their findings and present their work in an appropriate format.

Students are expected to submit audits and case studies for inclusion in the West London Postgraduate Medical Journal, and these may be used as the basis of a dissertation. While any material published in the Journal may be included, this should be accompanied by a more in-depth analysis, particularly if a multi-author study was involved. Students should make clear their contribution to collaborative work.
Alternatively, students may negotiate a topic of interest with a senior clinical colleague, for example they may wish to pursue a scholarly investigation of a topic in medical law.

2) Assessment

The dissertation contributes 60% of the marks of the Innovation course. Dissertations are double marked by teaching fellows or other relevant members of staff. Marks are awarded for:

Presentation

Factual information

Comprehensiveness

Interpretation

Referencing

Each section is worth 20 marks. 50% is the pass mark.

3) Plagiarism

The University has a strict plagiarism policy. The dissertation must be the student’s own work and submissions will be evaluated using Turn-it-in software. Students found to have plagiarised others work (including cutting and pasting from the internet) will face sanctions ranging from exclusion from the programme to a requirement to resubmit, depending on severity (described in the University’s plagiarism policy: http://www.buckingham.ac.uk/wp-content/uploads/2011/01/handbook-regulations.pdf#page=17).

4) Re-submission

Students will have the option to re-submit a dissertation achieving a failing grade (less than 50%). All resubmitted theses are capped at 50%.

5) Structure

a. Length: 10000-20000 words (excluding references, figures, tables and any material published in the WLPMJ)
b. Font size: 11pt
c. Spacing: 1.5
d. Loose bound
e. Structure:
   i. Title Page (name, title, year, a statement that the dissertation was submitted as part of the Degree of Clinical MD in General Internal Medicine, The University of Buckingham)
   ii. Acknowledgments (including a statement of contribution to collaborative work)
   iii. Table of contents
iv. Literature review/ introduction  
v. Rational for subject matter  
vi. Critical analysis  
vii. Future work  
viii. References. All source material (including any images) must be acknowledged. For citations, use a numbered referencing style, such as Vancouver (e.g. (1) Authors, initials, (year), Title, Journal, Volume: Pages). Cite URLs as follows: (2) www.ncbi.nlm.nih.gov, give last date accessed.  
ix. Published material/ material in preparation for the WLPMJ

6) Support

a. Topic

Students may negotiate a topic with a senior member of clinical staff, or develop work already in preparation for the WLPMJ

b. Clinical supervisor

Students are assigned a clinical supervisor to assist their studies

c. Milestones

i. Outline.

One month should be allowed to create an outline plan of the dissertation.

ii. First draft

A further four months is allotted to create a first draft

iii. Final draft

Allow one month for the final draft

The dissertation should be ready by the last week of the final term, or six months from setting, whichever is sooner.

7) Study skills

Support is given in the following areas:

a. Finding information, use of library resources  
b. Microsoft word:  
   i. Creating tables  
   ii. Working with images  
   iii. Referencing
Audit Guidelines

Definitions of Clinical Audit and Effectiveness

Clinical audit
"Clinical audit is a quality improvement cycle that involves measurement of the effectiveness of healthcare against agreed and proven standards for high quality, and taking action to bring practice in line with these standards so as to improve the quality of care and health outcomes."

New Principles of Best Practice in Clinical Audit (HQIP, January 2011)

National guidance on conducting an audit

The publication “A practical guide to Clinical Audit” is endorsed by NICE, the Clinical Governance Support Team (CGST) and the National Audit Governance Group (NAGG) and provides valuable information and methodologies for conducting effective clinical audits. The more recent criteria and indicators of best practice in clinical audit, produced by the Healthcare Quality Improvement Partnership (HQIP), has detailed information on how to ensure effective audits are conducted.

Key ingredients for a successful audit project

Valid topic - the audit topic should relate to a local problem or a national initiative
Robust criteria and standards - audit criteria and standards should be evidence based
Appropriate sample size - data collected needs to be representative of the population
Valid and accurate data - data needs to be accurate, current and available
Small and focused - small audits which measure a few elements are more productive
Get the team involved

How to write an audit report

Clinical audit reports contain some essential elements.

Front page - The report should clearly state the name of the organisation, clinical directorate, project title, audit lead and date.

Table of contents - Can be helpful, especially if your report extends to eight or more pages.

Executive summary - A brief paragraph at the start of the report that encapsulates the main thrust of the report - similar to abstracts for articles published in clinical journals.

Background - This should be a paragraph outlining the rationale for doing the audit.

Aims & Objectives - These have been defined on your Audit Proposal Form.

Standards - If you are measuring against standards, guidelines or benchmarks, you need to state what these are and where they come from.

Methodology - You should state your chosen population for this study and say how you selected the sample for your audit. You need to state the size of your sample and how it has been calculated, as well as how you collected and analysed your data.
Results - State how many patients were included in the audit and if your data was incomplete, explain why.

Anonymity: Neither individual healthcare staff nor patients should be identifiable in your report.

Conclusions
Try to make a list of bullet points - avoid long paragraphs.

Recommendations - Where appropriate, make recommendations for change. Make sure they are realistic and achievable.

Action plan - After the report has been written and presented at an audit meeting, write an action plan saying who will be responsible for carrying out changes and a time scale in which they will do it (this should have been agreed at the meeting). If appropriate, set a date for a re-audit.

Bibliography - If you have referred to published evidence (journals, books) in your report, it is good practice to list these for the reader.

Appendices - Include a copy of the pro-forma or questionnaire that you used for data collection as an appendix to the report.

Publication of Results

Following the final examinations, all results must be approved by the University’s Exam Senate. Transcripts will be released as soon as possible thereafter to the Postgraduate Centre in Ealing Hospital, but this process can take up to six weeks. Degree certificates are awarded at an annual convocation held in Buckingham in mid-March, to which students are invited (information will be published on the University’s website well in advance). If students are unable to attend, certificates will be sent out to the most recent address that the Registry has on file. Please contact Registry (registry@buckingham.ac.uk) with regards to queries on transcripts or certificates.

Graduation

Graduation for the School of Science and Postgraduate Medicine takes place on Friday 16th and Saturday 17th 2018.

During the Ceremony each graduand will be presented to the University Chancellor, Baron Tanlaw of Tanlawhill. When it is your turn to receive the degree, one of the Marshals will ask you to rise and move quietly towards the front of the Church. Please watch the Marshals so that you are ready to leave your seat when asked.

When your name is called, walk forward, mount the platform and approach the Chancellor. He will shake your hand and may say a few words to you. A photograph will be taken of you and the Chancellor at this point, so turn slightly to your right. Dismount the steps and walk down the centre aisle to the back of the Church. A member of staff will guide you to where to collect your Certificate and back to your seat.
At the end of the Ceremony, process out of the Church, following the Academic Procession, leaving by the Main Door. Once outside the Church please move clear of the door, so that the exit from the Church is not obstructed. Graduates and guests should then make their way to the marquee on Beloff Lawn.