



BSc (Hons) Podiatric Medicine

Student Agreement

1 Introduction

By becoming a Podiatry student at the University of Buckingham, you are entering a community. University students have a great deal of personal freedom. However, there is an expectation that you will maintain a high standard of behaviour and to show respect for the property, comfort and privacy of others. We expect all students to show courtesy and consideration to all they come into contact with, including fellow students, staff members and the General Public. As a student registered for podiatric medicine programme, however, you are studying for both a university degree and a professional qualification. Patients put you in a position of trust and patient safety is paramount and podiatry students are therefore expected to demonstrate professional conduct throughout the course above and beyond that expected of other students on non-healthcare related courses at the University. Podiatry students must be aware that their behaviour outside the clinical environment, including in their personal lives and on social media sites, can also impact their fitness to practise.

The general rules and regulations of the University of Buckingham are published in the University's Handbook, available on the University's website: [handbooks](#) and when appropriate are published on suitable University notice boards and/or emailed to students. It is essential, therefore, that students familiarise themselves with the General Regulations for Students of the University [General-Regulations-for-First-Degrees](#) and other University Policies, Codes of Practice and Procedures. The University takes a severe view of any behaviour likely to damage any relationships both inside and outside the University.

This agreement makes explicit the standards expected of you as a Podiatry student. You must read this agreement carefully and certify the declaration by no later than the end of the first week of your academic year (this is usually induction week). Failure to do so will constitute neglect of obligations. The Podiatry Student Agreement will be updated annually so all University of Buckingham students are required to submit a current student agreement at the start of each academic year. Regulations are frequently updated and therefore it is important that you re-read this agreement and its associated regulations, even if you have signed a Podiatry programme Agreement previously.

This agreement lays out reasonable obligations for both podiatry students and the School of Postgraduate Medicine and Allied Health and University. By signing this document, you agree to abide by the stated expectations and understand that failure to do so could lead the School to reconsider your suitability for progression on the course.

All University of Buckingham Allied Health students should be familiar with, and at all times, subject to the following regulations and guidance:

- i. The University of Buckingham School of Postgraduate Medicine and Allied Health guidelines.
- ii. HCPC Guidance on conduct and ethics for students
<https://www.hcpc-uk.org/globalassets/resources/guidance/guidance-on-conduct-and-ethics-for-students.pdf>
- iii. University of Buckingham social media policy <https://www.buckingham.ac.uk/wp-content/uploads/2019/01/5.10-Social-Media-Policy.pdf>

2 Key responsibilities and Guidance

I agree to abide by University Rules and Regulations, including but not limited to, the following points:

that I am familiar with and will fully comply with i), ii) and iii) above

In particular, the School would like to draw to your attention to the following and the associated key codes of practice derived from the above documents. This list is not exhaustive and is not a substitute for familiarity with any of the above documents.

3 General

I agree and understand that:

- I am aware that University Rules and Regulations are published in the University Handbook and in the Podiatry Programme Handbook. Changes to Rules and Regulations will be published by being sent to my University email address, displayed upon the appropriate University departmental notice board or published on the University website. I understand that I will be provided with a University e-mail address and it is a requirement that this e-mail address is checked regularly by me for messages;
- I agree to personal data held by the University being used for University purposes including, but not limited to, student identification, the University Handbook, statistics, student progression and examinations, as well as to fulfil statutory and legal responsibilities. Data will be held for medical educational purposes, subject to student consent and study-specific University ethical approval procedures.
- I agree to examination results being sent to my University electronic mail account;
- I understand that Student data will be stored in accordance with the Data Protection Act (1998).
- I understand that I am responsible for ensuring that I am not in breach of UK Immigration Law. I understand that the University has the right to suspend my studies if at any time it discovers that I do not have valid leave to remain in the UK;
- If I am being sponsored by the University under a Tier 4 visa, I understand that I am obliged to comply with all Tier 4 regulations imposed by the Home Office. This includes ensuring that the University is kept informed of any changes in my

residential address and other contact details, paying tuition fees in accordance with University requirements and attending classes as required by University Regulations. I understand that failure to abide by the Tier 4 regulations imposed by the Home Office, and University Regulations resulting from them, may result in the University suspending my studies and informing the Home Office that my sponsorship has been withdrawn;

- If I require a visa to study at the University, I give permission for the University to give my personal data to the Home Office if requested for visa purposes. I also give permission to the Home Office to provide personal data to the University if the University needs to determine my visa status in the UK;
- I understand that if my studies are extended beyond the normal period of study for any reason, such that I will be required to apply to the Home Office for a further Tier 4 visa for leave to remain in the UK to complete my studies, the University has the right to refuse the issue of a Certificate of Acceptance for Studies (CAS), if the University is of the opinion that the conditions attaching to the specific visa application would result in it being refused by the Home Office.
- I will reside, where possible in commuting distance of the University for each term. The School considers within a 20 mile radius from the centre of Crewe as being the ideal distance beyond which commuting may have a negative impact on the learning experience (<http://www.distance-calculator.co.uk>).
- During Clinical placements, where possible, I must reside within commutable distance of the predominant clinical Local Education Provider;
- I should provide the School with an emergency contact number and notify the School immediately of any changes to my address or the information I submitted on application or enrolment;
- I must wear my identity badge in a prominent position at all times when on School or health service premises;
- I must not wear clinical uniform outside of the clinical area when on campus.
- Although I have a Criminal Record (DBS) Check before entering the course, I must immediately inform University of Buckingham School of post graduate medicine and allied health if subsequently within or outside the UK;
- I am investigated for an alleged criminal offence;
- I am charged with a criminal offence;
- I have accepted a Police Caution;
- I am convicted;
- I accept the option of paying a penalty notice for disorder at the upper tier penalty level (in England and Wales), a penalty notice under the Justice Act (Northern Ireland) 2011 or a fixed penalty notice under the Antisocial Behaviour etc (Scotland) Act 2004;
- I receive an anti-social behaviour order whether as the result of civil or criminal proceedings.

- I am expected to attend all components of the course throughout the podiatry programme;
- Professional commitments including clinical attendance should always be highest priority over cultural expectations and beliefs;
- I will demonstrate respect to all patients, relatives, carers, peers and staff (academic, medical, allied health professional, support) and that I will not allow views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age or social status to prejudice my interactions (refer to the university Code of Practice for Equality, Diversity);
- I will inform the School as soon as possible if I have or if I suspect any learning difficulty (including dyslexia) or any other disability (refer to University Disability Policy);
- Bullying behaviours are unacceptable. The University of Buckingham Student Anti-bullying Policy provides a list, albeit not exhaustive of such behaviours (refer to PGMAH Student Anti-bullying and Harassment Policy and Whistle-blowing Policy);
- I am expected to maintain a professional boundary between myself and my patients, anyone close to the patient and members of staff;
- I respect the right of patients to refuse to partake in teaching;
- I will not pass off the work of another as my own or allow my work to be acquired by another person for presentation as if it were that person's work. These types of misconduct are referred to as plagiarism and collusion respectively;
- I will not partake in cheating in an examination;
- I will not retain or remove examination material from an examination room;
- I will not
 - i. obtain signoff for activities which I have not attended or completed;
 - ii. sign for another person in a register or attendance list;
- I must not personally record tutorials, seminars or lectures. Some of these events will be recorded for your perusal;
- I must not be dishonest or participate in fraud, including dishonesty outside the professional role. Falsifying research, financial fraud and fraudulent CVs or other documents will have a significant bearing my ability to remain on the course (refer to guidance on Student Misconduct, neglect of Academic and Professionalism Obligations).

4 Drugs and Alcohol and Anti-social behaviour

I agree and understand that:

- It is a criminal offence to deal in or use illicit drugs (refer to University Policy on Drugs and Alcohol).
- Possession, dealing or misuse of drugs, even if there are no legal proceedings are considered Fitness to Practise issues;
- The University does not tolerate violent or dangerous behaviour by students;

- Drunk driving is considered a Fitness to Practise issue (refer to Code of Practice for Fitness to Practise);
- Alcohol consumption that affects clinical work or the work-environment is considered a Fitness to Practise issue;
- Anti-social behaviour bring the University into disrepute and is contrary to University Regulations and is considered a Fitness to Practise issue (refer to University Code of Conduct and Good Neighbour Guidance).

5 Dress Code and Appearance

I agree and understand, in accordance with the PGMAH Dress Code, that:

- I am expected to maintain appropriate standards of dress, appearance and personal hygiene so as not to cause offence to patients, teachers and colleagues.
- My appearance should not be such as to potentially affect a patient's confidence in my professional standing;
- As a minimum, clothing should cover the body from the shoulder to the knee and tattoos should not be offensive.
- I must adhere to University clinical policy where
 - i. clinical dress should be changed as soon as possible after patient care activities, and must not be worn for any other activities occurring outside of the care environment. It must not be worn in any other area other than clinical areas. For example, it must not be worn in the library, canteen or lecture rooms etc. and must not be worn whilst travelling to and from the university; either by public transport or car.
 - ii. Footwear in all clinical areas should be 'sensible' and should be a practical example of good footwear for patients. Shoes should be 'closed in' and protect the feet from possible sharps injury.
 - iii. Students should appear professional, being neat, tidy and well groomed. Long hair, both for hygiene and safety reasons, must be tied back whilst working in all clinical areas.
 - iv. Nail polish is not permitted and should be removed before entering clinic. Any cuts/abrasions on the hands must be kept covered until healed. All jewellery, other than wedding bands, and ear studs, must be removed before entering the clinical areas.
 - v. The chewing of gum is prohibited at all times during clinical practice
 - vi. Personal identification, in the form of lapel badges bearing your name must be worn. You should also introduce yourself to all patients, as they have a right to know who is looking after them
- Staff choosing to wear a veil will be required to uncover their face whilst engaged in client contact as it can interfere with effective communication, (NHS Employers , 2011, Cheshire and Wirral partnership trust, Dress code policy IC19, 2013).
- The face may only be covered in a clinical area when using personal protective equipment such as a mask when required for health and safety reasons.

- At the same time students who wish to wear a veil when they are not in clinical contact – such as in breaks, or during their lunch, or walking around the buildings are allowed to do so.
- Where asked students must be prepared to remove their veil if asked to check their identity against their ID badge, when on university premises or by the placement provider.
- I must adhere to the local NHS Trust Policy on infection control in clinical areas and areas used for clinical skills training.
- All Trusts adopt a 'bare below the elbow' policy in these areas including guidance on what jewellery is acceptable. Where, for religious reasons, members of staff wish to cover their forearms or wear a bracelet (e.g., the Sikh Kara) when not engaged in direct service user care, they must ensure that sleeves or bracelets can be pushed up the arm and secured in place for hand washing and direct service user care activity (Department of Health, 2010).
- In a clinical environment where you are required to be bare below the elbow to control infection, disposable sleeves can be used to meet health and safety requirements whilst also meeting the needs of staff and students who may wish to have their arms covered for religious reasons.
- Headscarves worn for ethnic, religious and cultural reasons should be no longer than shoulder length, plain dark colour, laundered and changed daily and should not 'hang' in such a way as to make contact with patients and provide a potential for cross infection/contamination during direct patient care.

6 Patient Safety

I agree and understand that:

- I should be registered with a GP to ensure access to independent and objective medical care;
- I am required to keep my immunisations up-to-date and I must provide all details and evidence to the Occupational Health Service (refer to PGMAH Occupational Health Questionnaire and Screening Consent form);
- I am required to inform the School as soon as possible of any medical condition, including mental health problems, which may affect my ability to practise safely;
- I will act quickly to protect patients from risk if I have good reason to believe that a student colleague or health professional may not be fit to practise, by reporting such concerns to a senior member of staff or Student Experience Lead in the School. In circumstances where unprofessional behaviour does not compromise patient safety, I should consider informing the clinical educator in the first instance;
- In light of the Francis Report, I will act quickly to protect patients from risk if I am concerned that basic fundamentals of care are not being met. I should report my concerns to a member of staff responsible for care in that clinical arena and inform my clinical educator.

7 Information Governance and Confidentiality

I agree and understand that:

- I will treat information about patients as confidential;
- I will only look up clinical results which have direct relevance to my current clinical attachment in my capacity as a clinical apprentice. It is unacceptable to for example look up my own clinical results as well as those of my family, friends, peers and staff. I understand that if such behaviour comes to the attention of the School, it will result in immediate referral to the Fitness to Practise Committee;
- Holding clinically identifiable information on non-encrypted mobile media or media out of the healthcare setting is unacceptable; Staying logged on to a computer in the workplace when I am no longer at the workstation is unacceptable;
- I will not discuss patients with other students or professionals outside the clinical setting, except anonymously. I am aware that confidentiality can be compromised in the workplace such as on the ward, on public transport, in hospital lifts, on hospital corridors and in eating establishments within the hospital, to name a few.

8 Social Media

I agree and understand that:

- I will maintain a professional approach including patient confidentiality when communicating publically. This applies to both speaking and writing in the media, even if I do not identify myself as a podiatry student;
- The standards expected of podiatry students do not change because I am communicating through social media.
- That when using social media, communication intended for friends or family may become more widely available. This applies not only to email and commercial sites such as Facebook, Twitter and YouTube but also contributions to blogs, message forums and email lists.
- I should be aware that content uploaded anonymously can, in many cases, be traced back to its point of origin.

9 Patients

I agree and understand that:

- I will treat information about patients as confidential. This includes ensuring that no patient can be recognised or identified from your undergraduate clinical write-ups;
- I must make it clear to patients that I am a podiatry student, not a qualified podiatrist.
- If I have a clinical encounter with a patient
 - i. I am encouraged to record the encounter in the patient's notes. These notes should be accurate and legible accounts of the history and examination with a

- minimum of abbreviations. They should be dated and signed, with the words 'student podiatrist' appearing clearly beside the signature.
- ii. I must not put personal comments in the patient notes as the Data Protection Act 1998 allows patients access to their notes.
 - iii. I should inform staff if I have been particularly concerned about something said or detected, for example if a circumstance might include a statement of suicidal intent by a patient.
- I am required to physically examine patients as fully and as intimately as is clinically necessary in order to establish a clinical diagnosis, irrespective of gender, culture, beliefs, disability, or disease of the patient;
 - I must establish specific consent from a patient before performing any examination and reconfirm specific consent for any intimate examination (femoral pulse);
 - i. As part of informed consent, these patients should be made aware that this examination is being performed for teaching purposes.
 - ii. It is good clinical practice to record in the patient's medical notes that consent for an intimate examination has been obtained.
 - iii. One student only should perform an intimate examination on any individual patient on any one occasion.
 - iv. A chaperone must be offered to all patients undergoing intimate examination.
 - If a patient and his/her carer or family initiate a handshake, I should accept this offer as a matter of courtesy;

10 Myself

- I agree and understand that I am expected to:
- pursue my studies with positive commitment throughout my course and beyond; read and assimilate all information provided to me so that I know where to turn for information, guidance and support; check Moodle and e-mails regularly to ensure that I am fully informed of any changes to the course, including teaching, learning, assessment and Personal Tuition arrangements;
- participate in all learning activities of the curriculum, including dissection and direct observation and examination of patients (including that involving touch);
- make appropriate effort to establish a support network of peers to help me personally and academically;
- monitor my own academic progress by seeking continuously to test my understanding and knowledge by any means available including self-tests, portfolio material and formative assessments;
- identify deficiencies in my knowledge and understanding early and seek help actively from curriculum resources, my peers and appropriate academic staff;
- reflect on my study skills and seek advice to remedy any difficulties I identify;
- recognise when my well-being is compromised by personal or other difficulties and seek appropriate professional support at the earliest possible stage;
- cooperate with those trying to help me through difficulties, and be receptive of their support;

- recognise that the School will monitor my progress and conduct, through a formal 'Concerns' procedure, and that you may be graded on a 'traffic light' concerns scale (refer to Code of Practice for Concerns Group);
- be proactive in maintaining contact with my Personal Tutor and to inform the school if there are any serious difficulties in gaining access to my Tutor;
- attend all timetabled sessions except during authorised absence for medical, or other reasons, deemed by the School to warrant absence;
- work outside normal working hours, including evenings and weekends, during some clinical placements.
- self-certify any absence of up to 5 days caused through minor illness and to understand that repeated self-certification will be investigated by the School;
- understand that significant absence or absence at the time of assessment requires formal medical certification;
- submit by required deadlines all course work and other assignments required for the course, except where there is explicit agreement with the School for deferral due to certified illness or other reasons deemed by the School to warrant deferral;
- accept responsibility for reading all questions and instructions on your assessment papers and demonstrate the level of academic attainment required by the Examiners in each year of your course.

11 My Peers

I agree and understand that I am expected to:

- prepare adequately for all classes, in particular small group and clinical sessions;
- be punctual in my arrival at all timetabled teaching sessions, especially clinical and community-based sessions;
- foster a sense of supportive community in the Medical School by looking after one another and collectively helping the Medical School to look after you;
- act with integrity towards your peers, refraining from defamation, protecting reputations and honouring confidentiality;
- use respect and courtesy in communicating, by whatever means, with peers;
- engage thoroughly with my peers, making a full and active contribution in all small group sessions;
- respect and promote the contributions of my peers in all small group sessions such that I actively facilitate the learning of all participants, without discrimination;
- promote the learning of my peers during lectures by refraining from talking, understanding that talking during lectures is unacceptable and may lead to a requirement to leave and be recorded as absent (and to recognise that this holds true for other teaching environments in which silence is required);
- switch off mobile phones during teaching sessions and in health service settings.

12 Staff

I agree and understand that I am expected to:

- be proactive in maintaining regular contact with my Personal Tutor, informing them of my progress and raising promptly any issues which might affect my academic progress (refer to Personal Tutor Code of Practice);
- respond promptly to communications from my Personal Tutor and other members of staff;
- interact with all staff in the School and Trust settings in a respectful manner, both verbally and in written or electronic communications;
- accept that academic support outside normal timetabled sessions, whilst often available, is necessarily limited by staff resource and is only available upon specific request, each request being judged on its merit;
- contribute to evaluation of the curriculum by providing timely, constructive, thoughtful feedback on teaching when requested;
- accept that decisions of the Board of Examiners are not negotiable;
- accept that qualitative feedback may, where appropriate, be provided on my performance in assessments to enhance my subsequent learning and exam technique, but that the School has a policy of not releasing detailed mark breakdowns.

13 The School of Postgraduate Medicine and Allied Health

I agree and understand that I am expected to:

- sit all my assessments in Crewe, including, if necessary, re-sit exams which may fall in vacation time;
- inform the School promptly if illness or some other cause prevents me from attending, or meeting deadlines, or affects your academic progress (refer to PGMAH Attendance and Leave Policy);
- inform teaching staff at hospitals or in GP practices as soon as possible if you will be unable to attend timetabled sessions;
- notify the School immediately of any development which may have an effect on your ability to practise, or on the good name of the School and / or the profession.

14 The Public

I agree and understand that:

- the podiatry profession's overriding duty of care to the public may, on rare occasions, require a breach of patient confidentiality but to seek advice from experienced professionals before making such a breach;
- in the interests of public safety, and in your own best interests, information pertinent to your educational achievements and to your fitness to practise, may be

shared by the University of Buckingham School of Postgraduate Medicine and Allied Health with training providers, employers, regulatory organisations and other podiatry schools.

15 The School's responsibility to you

We will:

- ensure that there will be Lead persons responsible to the Dean of the School for ensuring that the standards prescribed by the HCPC are met;
- provide advice on appropriate conduct and attitudes at the start of your course and as the course proceeds;
- specify clear learning outcomes for you;
- provide as many teaching staff as our resources allow;
- ensure that teachers are competent to teach and appraised of the learning objectives and standards that need to be attained;
- strive to deliver teaching as scheduled;
- provide a wide range of learning opportunities and recognise a diversity of learning styles;
- provide clinical experience in primary care, hospitals and other settings appropriate to practice;
- ensure that there are equivalent opportunities for all students;
- provide you with appropriate curriculum information and a range of study materials designed to enable you to learn effectively, and monitor for yourself the state of your understanding and knowledge;
- provide identified routes for you to obtain subject specific guidance for self-study from appropriate academic staff; provide you with the opportunity of formative assessment;
- assess you fairly and regularly;
- provide, where appropriate, feedback on assessment performance (but not a detailed mark breakdown);
- provide opportunities for you to give feedback on all major elements of the course;
- be responsive to feedback;
- recognise excellence and acknowledge it;
- foster an attitude of approachability and openness in relations between students and the School;
- provide you with written guidance about the School support services available to you and how you may access them;
- provide an identified staff member as a Personal Tutor;
- provide ready and rapid access to appropriate members of the programme team who are experienced in dealing with the pastoral problems of podiatry students and able to refer on to more specialised support services if necessary;
- maintain appropriate confidentiality;

- provide information about, and ready access to, University-wide Student Support services.

16 Outcomes of the Podiatry programme

I understand that:

- on successful completion of the undergraduate course, I will receive my BSc (Hons) degree, and will be eligible to apply for registration with the Health and Care Professions Council (HCPC), as Chiropodist / Podiatrist [protected titles] – with annotations to prescription only medicine administration (POM-A) and prescription only medicine –sale/supply (POM-S).

Acknowledgements: The content of this agreement has benefited considerably from a similar agreement produced by the University of Buckingham Medical School.

University of Buckingham Podiatry programme Pre-course agreement

Name of student:

Student Number

Declaration

I hereby certify that I have read and understood the University of Buckingham Podiatry Programme Precourse Agreement and agree to adhere to it. I understand that failure to do so could ultimately result in the School reviewing my progress (by referring me to the Board of Examiners and/or the Fitness to Practise Committee, both of which have the power to terminate a student’s course). I consent to the disclosure of any information held by the University relating to me in the circumstances described above.

I understand that having certified this declaration, failure to have read this agreement and associated regulations cannot be used as mitigation.

Signed..... Dated.....

Signed (on behalf of the School of Postgraduate Medicine and Allied Health)

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