

Academic Programme Engagement Policy	
<b>Applies to:</b>	Faculty of Health, Social Care and Medicine: Undergraduate medicine  List of programmes this policy applies to: <ul style="list-style-type: none"> <li>• MBChB</li> <li>• MSc in Physician Associate Studies</li> <li>• Foundation Year in Medicine</li> </ul>
<b>Policy owner:</b>	Head of Department
<b>Effective from:</b>	September 2020
Engagement requirements	
<p>Timetabled teaching sessions are an essential part of the student learning experience and success. The Department expects students to:</p> <ul style="list-style-type: none"> <li>• attend all timetabled teaching sessions (both face-to-face and online);</li> <li>• engage with online resources and asynchronous delivery of teaching material on weekly basis;</li> <li>• complete learning tasks and submit assessments within published timescales/deadlines; attend written examinations and OSCE at the scheduled time</li> </ul> <p>MBChB has attendance requirements to meet GMC requirements. It is a legal requirement that undergraduate medical students undertake a minimum of 5500 hours of study (this includes Foundation Year 1 following completion of the programme) before they can be registered as medical practitioners (European Directive 93/16). Accordingly, students are expected to attend all aspects of the MBChB programme.</p> <p>The MSc Physician Associate studies programme has been mapped to the Physician Assistant Competence and Curriculum framework which outlines the minimum, 1600 clinical hours students must achieve during their programme. In addition, each of the clinical specialities has a minimum hour requirement which has been carefully mapped out against your practice placements to ensure all students can fully complete the programme, sit the National assessment and apply to enter the Managed Voluntary Register.</p>	
Attendance monitoring patterns	
<p>All teaching sessions are monitored for attendance. Attendance at face-to-face and sessions and online synchronous delivery will be recorded via Qwickly in the morning and in the afternoon.</p> <p>Failure to attend placement will be recorded through the raising concerns portal.</p> <p>Students are expected to attend meetings with their PAT at least three times within a semester. Failure to attend PAT meeting will be reported through our raising concerns portal.</p> <p>Unauthorised Absence is defined as any of the following:</p>	

Failure to notify the school or placement of absence via formal reporting mechanisms  
Failure to attend all teaching sessions without authorisation  
Leaving teaching sessions early without pre-agreed authorisation

#### Trigger points for each non-engagement level

Unauthorised Absence will be managed in accordance with the ***MED05 Raising Concerns about a Medical School Student's Health, Wellbeing or Behaviour Policy***. Within this policy, absence without due cause or notification will be treated as a professionalism issue.

Unauthorised absences are considered a professionalism issue. For isolated incidents, students will be required to meet with their Personal Academic Tutor as part of management as a minor low-level concern. An action plan will be put in place and any support needs discussed and put in place. Any further incidents of unreported or authorised absence will result in referral to the Health, Wellbeing and Conduct Panel, following the significant low-level concern process. Whilst the panel will recommend supportive measures wherever possible, it should be noted that for persistent unreported or unauthorised absences may result in referral to Fitness to Practise. When making such decisions the panel will take into consideration any previous issues relating to professionalism of the student.

#### Process for student reporting absence

##### Operational requirements of reporting sickness and absence

In the event of sickness during campus-based learning, students must inform the Medical School via the 24-hour reporting line, telephone number, 01695 650746 at the earliest possible opportunity. This **MUST** be before 10.00am. Students should state the reason for their sickness and the expected date of return. If students are unaware of their return date they must notify the Medical School upon their resumption to practice or study. Alternatively, students can report sickness/absence via the Online Reporting system (This facility can be found on Edge Hill "Student Home Page". Log in using your current Username and Password, select "Student Central" and finally, "Sickness & Absence Reporting").

Students who are unable to attend placement must inform both the Medical School and their placement area. This must be before 10.00am or before the start of their timetabled placement activity.

Students who do not comply with this requirement will be considered as having an unauthorised absence, which is a professionalism issue. It is recognised that, in exceptional cases, the nature of the illness or circumstances might prevent reporting before 10.00am. If this is the case, students should report as soon as possible including a detailed response as to why reporting could not have been done within the required timescale. Students should be aware that this may raise a low-level concern and be considered by the Health, Wellbeing and Conduct Lead, for which you may be asked to provide evidence. Students should also discuss any issues that may or have impacted upon attendance with their Personal Academic Tutor.

##### Authorised leave

Students can apply for authorised leave. This should be done at least 14 days in advance of the start date of leave requested by filling in the 'Request for Authorised Leave form' and sending to the Programme Lead or Phase Lead in the Medical School. Students should complete this form in full and provide as much evidence

as possible. If they are not able to provide evidence and/or are concerned about this, they should contact their Personal Academic Tutor. Completed forms should be e-mailed to the Placement Administration Lead who will record this and this will be included in the student's sickness, attendance and absence report. In the event of emergency, students should complete and submit this form within 7 days of the first day of leave. This should be done only if there is no alternative or in emergency situations.

Students should be aware that submission of false or misleading information is a serious professional or misconduct issue and may result in disciplinary action. By filling in and E-mailing this form students are confirming that, to the best of their knowledge, the information provided is correct.

#### **Process for assessing programme engagement**

All unreported and unauthorised absence are logged and reported by the Placement Administration Lead and sent to the Personal Academic Tutor.

An attendance monitoring group meets every month to monitor attendance and engagement across the programmes.

Professionalism is part of the summative assessment of the programmes of which engagement is a key element.