

Information for Supervisors of Year 3 and 4 External SSC projects 2014 - 2015

Thank you for considering supervising an External SSC (Student Selected Component) project for a third or fourth year medical student at the University of Bristol. This guide is in 2 parts:

1. General Information: pages 1-3
2. The eSSC Handbook: pages 4-19

General Information

This document provides information about the purpose of the eSSC, the role of the Supervisor, the timetable for submitting and marking the report and our expectations of the student. Marking instructions will be sent to you later in the process. Students are able to see information about assessment of the eSSC on the University's Medical School webpages:

<https://www.bris.ac.uk/medical-school/staffstudents/assessments/students/#year3>

If you have any questions, please contact either:

Kay Russell (Year 3 Co-ordinator) medadmin-3@bristol.ac.uk; telephone 0117 33 16828

tbc (Year 4 Co-ordinator) medadmin-4@bristol.ac.uk; telephone 0117 33 17193

The Year 3 External SSC period

The eSSC period will run for 4 weeks from **6th – 31st July 2015**. Students are expected to undertake the project and to write up and submit their eSSC report during this period. Students are **not** allowed to extend their eSSC work into August. The eSSC should consist of the equivalent of four weeks' full-time work.

The Year 4 External SSC period

The eSSC period will run for 3 weeks from **13th – 31st July 2015**. Students are expected to undertake the project and to write up and submit their eSSC report during this period. Students are **not** allowed to extend their eSSC work into August. The eSSC should consist of the equivalent of three weeks' full-time work.

Objectives of the External SSC project

The eSSCs are designed to encourage the students to think creatively and independently; at the same time, the project **MUST** be academically rigorous and provide experience and learning objectives that will make the student a better doctor and ideally make them more competitive in MTAS and their early clinical career.

By the end of the External SSC period, students should be able to demonstrate that they can:

1. Plan a period of independent work with achievable aims and objectives
2. Undertake a period of independent work on a specific topic, seeking expert guidance as required
3. Learn about a specific topic in greater depth than required by the curriculum
4. Acquire new or improved skills as appropriate to the type of eSSC undertaken
5. Produce a written report, to a set word count, which clearly demonstrates what they have learned
5. Meet deadlines
6. Conduct themselves throughout in a professional manner (including their interactions with their supervisors), and conforming to ethical, legal and confidentiality requirements.

The eSSCs are important. There are external SSCs in Years 2, 3 and 4 of the medical curriculum, and they form an integral part of the medical programme. All marks contribute to the students' overall marks in the programme. For further details about how the marks affect the student rankings, please see the Medical School website: <https://www.bris.ac.uk/medical-school/staffstudents/assessments/students/#ranking>

The Role of the Supervisor

Each student must have a 'local' Supervisor, based in the University of Bristol or the Medical School's Clinical Academy network¹; this is the role which you are considering taking on. (Students who are undertaking an eSSC outside the local academy area – e.g. at an international centre of excellence, or in a non-NHS or University setting – will also require a local Supervisor, who will mark the project, in addition to the Supervisor based within the 'Out of Bristol' setting).

Supervisors are normally members of University of Bristol academic staff, including NHS staff who hold honorary contracts, or GPs or other members of staff within the clinical academy network.

A Supervisor should not be the student's Academic Mentor, a friend of the family or a family member.

Students might approach a prospective Supervisor independently, or might ask to undertake a project that has been advertised by a Supervisor or group. Either way, the student will ask the Supervisor to complete the final part of the Supervisor Agreement form. The Supervisor then signs this off electronically and sends to their clinical academy admin team as soon as possible, copying in the student and the relevant Year Co-ordinator to the email.

The role of the Supervisor is to:

- Agree appropriate aims and objectives.
- Discuss with the student the ethical aspects of the project.
- Consider any health and safety aspects of the project and discuss these with the student.
- Provide expert academic assistance as appropriate, to get the project started.
- Agree with the student the level of supervision required for the project.
- ASSESS THE PROJECT, by completing the online marking and feedback process, within 7 weeks of the student submitting the report (by 21st September 2015) whether or not the student fails other units.
- Nominate a deputy who will agree to take over supervision and/or marking, if you are unavailable for any reason.

The Supervisor will agree to give the following guidance to the student:

1. Before registration: a face-to face meeting to discuss and decide on the topic, format, approach and title of the project, and if there are any health and safety aspects to be taken into account, ethics approval needed etc.
2. A timetable is usually agreed (face-to-face, by telephone or by email) to cover the milestones for the project and the writing of the report.
3. During the eSSC period, the student might also request a further face-to-face meeting to review progress against the milestones. It might be helpful to read a draft report and give some feedback at this point too.

Please note that the aim of the project is for the student to select something of interest to them that will provide them with a useful educational experience and a solid piece of work that will show their originality, independence and critical analysis skills. Students may agree to work on a research or other project which would benefit a member of staff or Department, but they must not be pressured into taking on work against their wishes, and should not be regarded as a pair of hands to do routine work.

Registration of the eSSC

¹ The University of Bristol's clinical academy network comprises: South Bristol; North Bristol; Bath; North Somerset (Weston); Gloucestershire; Somerset (Taunton); Somerset (Yeovil); Swindon; AWP; Primary Care, UoB

Once the Supervisor Agreement form has been completed and sent off, the student can register the project. All students must register their eSSC through the online process via a link within Blackboard no later than: **12 noon, Wednesday 15th April 2015**. THE STUDENT WILL BE PENALISED IF THIS IS NOT DONE ON TIME. The registration process asks for your contact details and those of someone you trust to cover for you if for any reason you are unable to meet your responsibilities as Supervisor. The student also needs to state where you are based (see footnote 1) as this will affect the funding allocation for supervision and marking.

The eSSC Report

The report is required to be 3,000 – 4,000 words in length, **excluding** references, appendices, figure legends and tables and reproductions of questionnaires or supporting documents. Students should be aware of the University policy on late submission and over-length work – see

<https://www.bris.ac.uk/medical-school/staffstudents/rulesandpolicies/>

The students have been given comprehensive guidance about writing a good eSSC report (see eSSC Handbook).

As with registration, it is the student's responsibility to ensure that the deadline is met for submitting the final report and any appended material; University penalties apply for late submission of course work.

The deadline for the student to submit the report to Blackboard, **and** as an email attachment to the Supervisor and relevant Year Co-ordinator is **12:00 on Monday 3rd August 2015**.

Marking the eSSC report

Full guidance on marking will be provided to you nearer the time. You will need to allocate a mark and give feedback. This is something that the students greatly value, and it is only fair to give them constructive thoughts about a piece of work that will have taken them a whole month. For students undertaking a group/joint project, each member of the group must produce their own original report, which will be evaluated separately.

Handbook for External SSCs in Year 3 and Year 4 2014/15

For further information see [Blackboard](#)

Dates and deadlines - Put these in your diary now!

'Out of Bristol'² eSSC initial requests

Mon 15 Dec 2014 before 12 noon - deadline for request for 'out of Bristol' eSSC approval (early decisions)

Mon 16 Feb 2015 before 12 noon - deadline for request for all other 'out of Bristol' eSSC approval

Faculty Ethics Committee – for UoB Ethics approval (start as soon as possible but no later than the deadlines below).

Fri 6 March 2015 before 12 noon - deadline for 'out of Bristol'

eSSCs Fri 10 April 2015 before 12 noon - deadline for all other

eSSCs

eSSC registration on Blackboard

Wed 15 April 2015 before 12 noon

eSSC periods

Yr3: 4 weeks commencing 6 Jul - 31 Jul 2015

Yr4: 3 weeks commencing 13 Jul - 31 Jul 2015

eSSC final report submission on Blackboard, and by email to supervisor and Year Coordinator

Mon 3 Aug 2015 before 12 noon

Year 3 Coordinator: medadmin-3@bristol.ac.uk

Year 4 Coordinator: medadmin-4@bristol.ac.uk

Useful information

² 'Out of Bristol' eSSC projects refer to those undertaken outside the geographical area outlined by Bristol University and its associated clinical academies, including international venues.

All information about the Year 3 and Year 4 eSSC, together with the supervisor agreement, project registration and submission forms, can be found on Blackboard at: www.ole.bris.ac.uk/, in the 'Year 3 External SSC 2014' or 'Year 4 External SSC 2014' course as appropriate.

What's it all about?

The Year 3/ Year 4 external SSC is the second or third of the three external SSCs in the MB ChB programme. They all give you opportunities to explore a topic that interests you, in greater depth than is needed for the curriculum, and to develop critical skills that will serve you well in your career as a doctor. Your objectives for this eSSC are to demonstrate that you can:

- develop an idea for a project that will stretch you, yet be achievable within the three or four-week eSSC period. The project must be academically rigorous: an original piece of research, audit, literature reviews or developing teaching materials for use by other students
- plan your time effectively and meet the eSSC deadlines
- find, process and interpret or produce original data and reach (and justify) your own conclusions
- work independently, under the guidance of your Supervisor
- understand and conform to ethical and legal guidelines, and conduct your work and yourself in a professional manner throughout
- produce a well-written report of a set length
- understand the limitations of your own work.

The Year 3 and Year 4 eSSC requires more independence and originality than the Year 2 eSSC, and the projects are marked accordingly. As well as being enjoyable and a chance to be creative and original, you should exploit this eSSC to help you in your future career. You could aim to:

- develop a special interest – anything from hands-on research or medical education to medical humanities
- go for one of the Faculty eSSC prizes
- present work from your eSSC at a local, national or even international meeting
- write up your project as a paper for publication in a medical or scientific journal.

Each of these possibilities may give you some advantage in the intense competition for F1 posts and potentially for subsequent job applications.

What topic can I choose?

Some eSSC projects are offered by prospective supervisors on Blackboard; you can then contact the supervisor to discuss if this is something you would like to do and if they still have a space for you to do this. The choice is entirely up to you – but obviously this should be something you will enjoy working hard

on for three or four weeks. You can also find a supervisor who would be willing to supervise a project of your own. There are a few other provisos:

- the topic will usually relate to material you've already covered in (i.e. not sexual health or obstetrics in Year 3 as these can be done in the Year 4 eSSC)
- subjects covered in Years 1 and 2 can be appropriate, as long as you do not repeat work from your Year 2 eSSC
- revision guides are excluded
- the topic and the type of project (see below) should help you to build up a good eSSC portfolio
- the project must be feasible: you should check with your Supervisor that you will be able to finish and write up the work within the three or four week eSSC period.

If in doubt about whether a topic is appropriate, please contact your Year Coordinator.

What type of project can I do?

It's up to you to decide how best to work up and present your ideas. Most eSSCs fall into the categories listed below, but this doesn't exclude other formats. Your eSSC should demonstrate academic rigour. Discuss your plans with your Supervisor.

1. *Quantitative or qualitative research*

With good planning and supervision, it is possible to complete and write up an original research project within the three or four weeks of the eSSC period. Most projects will be based around a pre-existing data set. You will need to check early to see if you need ethical approval for your work: discuss with your Supervisor, see [Appendix A](#) and visit <http://www.uhbristol.nhs.uk/for-clinicians/clinicalaudit/>. You will need to include a copy of any ethical approval with your eSSC report.

2. *Clinical experiences*

'Experiential learning' could include a series of case reports or other lessons from your clinical experience. Writing up such projects must involve more than simply describing what you've done or how the cases presented. You'll be expected to show that you've looked into the literature and have pulled out particular aspects that are interesting, topical or informative and that have changed your own or others' approach to the problem. You should also show that you've thought about the limitations of your own work as well as the literature and should include a reflective account of your learning (for some ideas on doing this, see Race P, 2003, *How to study*, Part II, 'Getting your reflections on paper' – full reference given at the end).

3. *Clinical audit*

This involves seeing how current activities compare against best practice or accepted standards. Clinical audit projects do not require NHS ethics approval but must be registered with the relevant Trust's Clinical

Audit Department. You should also note that there can be a fine line between 'audit' and 'clinical research' – which does need full ethical approval. For guidance, visit <http://www.uhbristol.nhs.uk/for-clinicians/clinicalaudit/>

This site also contains a very useful set of 'How to' guides for clinical audit. Please include a copy of your Trust registration of your audit in your eSSC report. See [Appendix A](#) for more information on ethical approval of projects.

4. *Literature review*

A literature review is much more than a description of what has been written about a subject. You will need to identify and read relevant publications, but most marks will be given for your ability to understand, summarise and critically evaluate the available information and to identify any gaps in knowledge. For further guidance you can search the internet for 'how to write a literature review'.

5. *Developing educational material for students, patients or general public*

The material can be in various formats – hard copy, video, downloadable from the web or e-learning. In addition to producing the material itself, you will need to write a full eSSC report which explains the need for the work; what is new and original; how you evaluated your material (and responded to feedback from your target audience); what you have learned; and what you believe to be the benefits and the limitations of your work.

6. *Taught courses*

A successful eSSC can be built around a taught course, in or outside the University. Appropriate content could include medically-focused foreign languages, statistics or complementary medicine. The course should take up at least two weeks (Yr4) or three weeks (Yr3) of the eSSC block; if less, it could be combined with another activity. Some assessment may be built into the course, but in order to satisfy the objectives of the eSSC, you will still need to produce a full report explaining the purpose of the course; a critical review of the content and teaching methods; and a reflective account of what you have learned and how this compares with the aims of the course and your own expectations.

Where can I do my eSSC?

This will depend on the nature of the topic and the availability of a Supervisor and any specialised facilities. The University of Bristol and the clinical academies (hospitals and primary care) provide a vast range of excellent opportunities and Supervisors. You are free to do an eSSC anywhere within this network. **It is only under exceptional circumstances that you will need to go elsewhere – defined as 'Out of Bristol'.**

For details about how to apply for an 'Out of Bristol' eSSC, see on Blackboard the document: '*Out of Bristol' Year 3 and Year 4 eSSC Policy 2014/15*, and the accompanying request form. We will ask you for any further information we need to reach a decision, and will let you know in early March whether your application has been approved. Without approval, you cannot do the project and will have to find an acceptable alternative within the University/Academy network.

Who can supervise my SSC project?

Supervising an eSSC demands time, expertise and an understanding of what the eSSC aims to achieve. Supervisors are normally academic members of staff at the University of Bristol, including NHS staff who hold honorary contracts, or GPs or other members of staff within the clinical academy network.

You need to start as soon as you can to look for a Supervisor. He/she must be prepared to supervise you during the three/four-week eSSC block and to mark your project and give you feedback afterwards. You will have an initial meeting to agree the project and timetable, and your supervisor needs to sign off an agreement form before you register your project. There may be a further meeting half-way through the eSSC period, when you will present the work you have done so far and your plans for writing up the project; your Supervisor will give you feedback at that stage about the strengths and weaknesses of your project. After that, you will be expected to complete the project and write-up by yourself.

As mentioned above, an 'out-of-Bristol' project must also be co-supervised by an approved Supervisor in the University of Bristol or the clinical academy network.

Your Supervisor should not be your Academic Mentor, a friend of the family or a family member.

What do I have to produce?

The end-product of your eSSC is a written report, together with any appendices. Your work will be assessed only from the report. Your eSSC report is entirely your own work, even if it stems from a joint project with other students. If working with others, it's sensible to check with them before you submit your projects that you have not inadvertently used similar wording that might be picked up by the University's highly-sensitive plagiarism detection software.

The eSSC report is your top priority. Any other reports or articles – e.g. from an audit or research project – must be written up separately and cannot be submitted instead of a formal eSSC report.

The eSSC report

Preparing this will help you to develop essential writing skills, which will be invaluable for writing papers, reports and even routine medical correspondence. Your report should be written clearly, engagingly and concisely (within a defined word limit). It will usually be laid out like a scientific paper, and all reports must

be properly referenced. You will lose marks for poor grammar, typographical errors, sloppy or inadequate referencing, and for under-shooting the word limit. See the eSSC marking criteria and feedback information on the Medical School Assessment pages - <https://www.bris.ac.uk/medical-school/staffstudents/assessments/students/>

The report is required to be 3,000 – 4,000 words in length, excluding references, appendices, figure legends and tables and reproductions of questionnaires or supporting documents.

You must ensure that you do not fall foul of the University's regulations on plagiarism, which carry severe penalties. It is also really important that you understand the University policy on late submission and over-length work – see <https://www.bris.ac.uk/medical-school/staffstudents/rulesandpolicies/>

Some guidance on the format of the eSSC report

How you present your report is up to you, as long as you explain clearly why you did it, what you found out, what it means and what you've learned from the experience. Here are some (non-proscriptive) suggestions for structuring your report:

Introduction (approximately 500 words)

- Why is the topic important? Set the scene, referring to the literature as needed.
- Why did you choose it?
- What are your aims and objectives? Briefly explain the layout of your report.

Main body of the report (approximately 2,000 words)

Methods: what you did and where, e.g.

- for a literature review: search terms and strategies, how you selected papers
- for an audit: where, how and over how long you gathered data and compared them with existing guidelines; include Trust audit guidelines
- for a research project: description of methods and databases, study populations, statistical methods; include ethical approval and consent
- for an educational project: how you developed, evaluated and refined your material; how you found out about learning theory
- for an experiential project: where and for how long your clinical placement took place, how many patients you reviewed, and their clinical details; include consent and ethical approval, and ensure that all data are anonymised

Results: what you found, e.g.

- the outcome of a literature review, audit or research project (focus on the most important findings)
- what the target audience thought about your educational material
- the key learning points for you and others, that emerged from an experiential project

Discussion: what your findings mean, for the project and the wider context, e.g.:

- did you achieve your aims and answer the big question? If not, why not?
- has your work settled uncertainty in the field, or added to it? Why?
- will your findings change your own practice? Should others do likewise?

Conclusions (approximately 300 words)

Close your report with a succinct and punchy summary of what you set out to do, what you found and what it means, highlighting your recommendations for improved practice and further research.

Reflection (approximately 750 words)

An honest view of what you've gained (or not) from the project.

- what you've learned and which new skills you've acquired or improved upon
- how valuable do think your work has been? How could it have been better?
- where things drifted off course, and why, and what you did. What would you have done differently?
- where does it take *you*? Are you inspired to dig further (or just give this a decent burial?)

Acknowledgements (brief but important)

Don't forget to thank your supervisor and any other colleagues and patients (anonymously) who have helped along the way.

Appendices

These should be referred to in the text. They could include:

- questionnaires that you have developed, used and evaluated
- results of surveys evaluating your project work
- educational material: paper copies, examples from on-line tutorials, videos
- case histories
- audit guidelines
- detailed results from research projects (note that all data must be fully anonymised).

Please prepare two copies of any non-electronic material (paper copies, videos, etc.), to go to your Supervisor and the 2nd Marker.

References

These must use the Vancouver format, as in the *BMJ*, *Lancet*, *New England Journal of Medicine* and most other medical journals. The references are cited in brackets in numerical order (1), as they appear in the text (2), and then listed at the end of report in the following style:

1. Race P. *How to study: practical tips for students*. Saffron Waldon: Blackwell, 2003. ISBN 140510693X
2. Drew S, Bingham R. *The student skills guide*. Aldershot: Gower, 2001. ISBN 0566084309
3. Hall GM (editor). *How to write a paper*. London: BMJ Books, 2008. ISBN 1405167734
4. Pears R, Shields G. *Cite them right: The essential referencing guide*. Newcastle: Pear Tree Books, 2010. ISBN 0230272312

These are also useful reading and sources of information for your eSSC.

For details about how your project will be marked and what feedback will be given, see the eSSC assessment information on the Medical School Assessment pages - <https://www.bris.ac.uk/medical-school/staffstudents/assessments/students/>

Getting the most out of your eSSC project

Prizes are offered for the best Year 3 and Year 4 external SSC projects. These students will be invited to give a 10-minute oral presentation about their work, before a judging panel to include the External Examiner for SSCs. All Year 3 and Year 4 students and eSSC Supervisors will be invited to this event, which will take place in the spring of 2016.

We hope that you might feel inspired to spread the word about your eSSC project, perhaps by submitting an abstract to a national or international meeting, or writing it up as a paper for publication. Your Supervisor will be able to advise, and the Academic Leads will be happy to help as necessary.

A step-by-step guide to your external SSC (see also [Appendix C](#))

Step 1: Choose your topic and type of project; identify your supervisor

Identify a topic you are interested in and consider how you would like to explore it further. See above for types of topic and types of project. If inspiration isn't quite there, try the following:

- a list of potential topics offered by experienced Supervisors is posted on Blackboard. These range from clinical audit and database-centred research to medical humanities and clinical language learning.
- think of people whose teaching has inspired you, or whose research has fired your imagination, and contact them to see if they can suggest a suitable topic.

See above for who is eligible to supervise eSSCs. If you're stuck for a suitable Supervisor, try the following:

- someone who has inspired or impressed you during your course
- check the lists of topics and Supervisors on Blackboard
- look up the [University's Directory of Experts](#) for particular areas of interest

Step 2: Draft your aims and objectives

You need to think through your aims and objectives before your first meeting with your Supervisor. This will require some background reading, and it's a good idea to send your draft to your Supervisor in advance.

Aim: this is a clear statement of what you want to achieve (the 'what').

Objectives: these are what you are going to do to achieve your stated aim (the 'how').

Some examples:

- *Topic:* Modern management of aortic valve disease
Aim: To expand my understanding and experience of the treatment of aortic valve disease
Objectives: (1) do a clinical placement in a specialised cardiac surgery unit, covering at least 30 shifts and clinics; (2) read the literature, focusing on risks and benefits of the new procedures; (3) write up my experiences in a reflective manner, including three case studies.
- *Topic:* Does living in a city disadvantage people recovering from alcoholism?
Aim: To compare the support available to recovering alcoholics in rural and urban areas.
Objectives: (1) research websites and literature produced by alcohol rehabilitation services in selected towns and rural areas; (2) develop questionnaires to interview alcoholics and rehabilitation workers, adhering to NHS guidelines for research ethics; (3) analyse the differences in provision between the two settings; (4) describe these differences and how they compare with previous reports and ideal levels of support; (5) make practical suggestions for improvement.
- *Topic:* Do surgical wards adhere to national guideline for treating infections?
Aim: To conduct an audit of how everyday practice on surgical wards in BRI compares with national guidelines
Objectives: (1) find the national guidelines and understand their rationale; (2) undertake an audit on selected wards in the BRI, adhering to the Trust's rules on audit; (3) write up the findings and make suggestions for improvements in practice, if appropriate; (4) reflect on the project and how it could have been improved.
- *Topic:* An on-line tutorial about psychosis
Aim: To improve future third-year students' understanding of psychosis
Objectives: (1) learn how to produce on-line tutorials; (2) develop an on-line tutorial about psychosis, with special emphasis on concepts that third-year students find difficult; (3) evaluate a draft tutorial, using third-year students, and make any necessary improvements; (4) submit the tutorial; (5) write a full SSC report describing the project's aims, methods, tutorial design and how it relates to learning strategies, evaluation and modification; and my reflections on the new skills acquired and how the project could have been improved.

Step 3 – Meet your Supervisor

See above for who is eligible to supervise eSSCs. If you're stuck for a suitable Supervisor, try the following:

- someone who has inspired or impressed you during your course
- check the lists of topics and Supervisors on Blackboard
- look up the [University's Directory of Experts](#) for particular areas of interest

You should plan to contact your Supervisor early in spring 2015 and certainly well in advance of the registration deadline for your project as you will need a preparatory meeting well before the deadline. Remember that even academics and doctors have holidays.

At the first meeting, you should go through the 'Information for Supervisors and 2nd markers' booklet (print this out and take a copy along). This will help you to understand the Supervisor's role. You should also discuss the following:

- your aims and objectives. Be flexible: after discussions with your Supervisor you may find that your plans are not feasible or will require modification. Your Supervisor may have other ideas which you choose to pursue instead.
- your timetable and planning. Are the times you have allowed realistic? When will your Supervisor sign the agreement form? When will the half-way meeting take place? Note your Supervisor's periods of leave and work around them.
- how you can contact your Supervisor during the project.
- health and safety in the setting where you will do your project
- any ethical and regulatory issues. Do you need to submit an application for your research project to the NHSRES or the Faculty Ethics Committee, or to register your audit with the relevant Trust? Will you need to obtain the consent of patients or volunteers?

Your Supervisor will need to agree to undertake supervision of your project – see Appendix B. You need to send them the agreement form to sign off (you can download this from Blackboard). This acts as a kind of contract between you and the Supervisor. The Supervisor then needs to send on the form to the Year Coordinator. If, for some reason, you subsequently decide not to go ahead with the project and have identified a different supervisor, you must contact them immediately as they may be able to offer the project to someone else. This is a matter of professional courtesy. Once your Supervisor has signed the agreement form, you are ready to register your eSSC.

Step 4: Registering your eSSC

You must register your eSSC before the deadline – **Wednesday 15 April 2015 – before 12 noon**. **All students must do this – even if you have made a request for and been approved to do an 'out of Bristol' eSSC**. Starting an eSSC without registering is a serious breach of professional behaviour that usually leads to disciplinary action under University regulations; see:

www.bris.ac.uk/Depts/Secretary/regresprac.html

Registration is done using the online link on Blackboard. The University applies penalties whenever work is registered or submitted after the deadline: <https://www.bris.ac.uk/medical-school/staffstudents/rulesandpolicies/>

If you believe that circumstances beyond your control prevented you from meeting the deadline, you should complete an extenuating circumstances form and provide evidence. The form is available on the Medical School website: <https://www.bris.ac.uk/medical-school/staffstudents/student/excircs/>

Valid extenuating circumstances include illness (you will need to provide a formal doctor's letter) and serious personal or family problems. Excuses that are *disregarded* include your supervisor being away, your own absence from Bristol for whatever reason, delays in obtaining information from host institutions, and computer failure (so back everything up!).

Step 5: Doing your project

If you run into any problems while doing your project, contact the Year Coordinator in the first instance.

- try to ensure that you have access to email if at all possible
- plan your time carefully; do not leave writing up until the last minute
- keep copies of all your work, especially computer backups
- follow all health and safety guidelines in operation in your workplace
- make sure you understand the rules on plagiarism (see below)

For projects involving contact with patients

- you must respect patients' confidentiality at all times. Information that can identify a patient must not be stored or used outside Trust/GP premises.
- unless you have their explicit consent, patients cannot be photographed. You must be sure that they understand why they are being photographed; who may see the image; and that their image will be uploaded to the internet. In case of doubt, no picture should be taken. You must contact the Medical Illustrations Unit of the relevant hospital if you wish to take images of patients.

Step 6: Submitting your eSSC project

The deadline for submitting your eSSC report on Blackboard, **and by email to your Supervisor and Year Coordinator is Monday 3 August 2015 – before 12 noon.**

To submit your eSSC, complete the submission and plagiarism statement sheet and attach this to your report. The submission and plagiarism sheet is available on the Blackboard eSSC site. The report and all appendices must be put into PDF format and then:

- **emailed to your Supervisor and Year Coordinator** (any non-electronic appendices can be delivered later). Unless you have been advised otherwise by your Supervisor, a paper copy will not be required.
- **uploaded to Blackboard** - Please make sure you have attached the file before pressing 'submit' on Blackboard as you have one chance to submit.

The same penalties apply for late submission as for missing the registration deadline- see <https://www.bris.ac.uk/medical-school/staffstudents/rulesandpolicies/>

Appendices

A – Ethics approval

B – Supervisor Agreement Form

C – eSSC step-by-step guide summary

Appendix A – Ethics Approval for eSSCs

Ethics approval for eSSC projects within the UK

If your project involves NHS patients or relatives or carers of patients you may need NHS Research Ethics Committee (NHS REC) approval. You can ascertain this (and other criteria) by visiting the HRA website <http://www.hra.nhs.uk/research-community/before-you-apply/determine-whether-your-study-is-research/>. There is also a leaflet that can help you decide: <http://www.hra.nhs.uk/documents/2013/09/defining-research.pdf>. You may also seek guidance about whether your project is research, clinical audit or service evaluation, from the HRA helpdesk at hra.queries@nhs.net. If your project involves NHS patients or relatives or carers of patients but is classed as an **audit** or **service evaluation** you must gain audit or service evaluation approval as appropriate (**see below***).

If your project does not involve NHS patients or relatives or carers of patients, you may still require ethics approval from the Faculty of Medicine and Dentistry Committee for Ethics (FMDCE). This may be the case if your project involves contact with people such as staff, students or the general public e.g. interview, telephone or questionnaire responses. In this event, it may require FMDCE approval even if using NRES guidance it appears to be an audit or service evaluation.

Before selecting a project you should consider whether it might require ethics, **audit*** or **service evaluation*** approval. If this is the case, you should start the application process well in advance of the anticipated start date for your project. All information and forms relating to NHS REC applications are to found at <http://www.hra.nhs.uk/documents/2014/05/rec-application-process-flowchart-v6-0-19-may-2014.pdf>, with application completed in IRAS (<https://www.myresearchproject.org.uk/Signin.aspx>) and for FMDCE applications at <http://www.bristol.ac.uk/fmd/ethics/>.

The FMDCE application process is relatively straightforward and aims to provide constructive criticism. For advice and guidance on ethical issues relating to all SSC projects, contact Mr Liam Mckervey, Co-ordinator, (contact details on FMDCE website). General information about good research practice may be found at <http://www.bristol.ac.uk/secretary/studentrulesregs/researchprac.html>

*For **audit or service evaluation approval** you should contact the audit office of NHS trust where you will be undertaking your project for application guidance and forms. At UHBristol, the contact for service evaluations is Paul.Lewis@UHBristol.nhs.uk, and for audit it will depend on the speciality relevant to your project:

Isabella To: Diagnostics and Therapy, Cardiac Services

Isabella.to@uhbristol.nhs.uk

Richard Hancock: Children's specialties

Richard.hancock@uhbristol.nhs.uk

Chrissie Gardner: Surgery, Anaesthetics and Critical Care, Dental, Ophthalmology

Chrissie.gardner@uhbristol.nhs.uk

Trudy Gale: Medicine, Oncology and Haematology

Trudy.gale@uhbristol.nhs.uk

Jonathan Penny: Obstetrics & Gynaecology, Neonatology, ENT (Adult)

jonathan.penny@uhbristol.nhs.uk

Proposal forms and information on audit can be found at:

<http://www.uhbristol.nhs.uk/for-clinicians/clinicalaudit/>

In order for the audit teams to manage demand on their resources in July, you should contact them at the time you are preparing your project proposal. They may be able to guide you with designing a worthwhile project – they often have a list of priority project topics that you may want to get involved with (i.e. projects of high value to the Trust / patient care where willing volunteers are required). It is not helpful, for example, if you leave it to the last minute and contact them out of the blue in the week that the eSSC period started requesting medical records to be pulled.

Ethics approval for eSSC projects outside the UK

Research undertaken by University of Bristol students should meet, as a minimum, the ethics standard required by this University, regardless of its place of conduct. Where projects take place outside the UK, it is the responsibility of the student to make all reasonable efforts to determine in advance whether the project requires local ethics approval from a properly constituted and independent ethics committee/board in the country concerned. Where such a committee/board exists to review the type of research being proposed, the student must apply for, and receive, ethics approval before the project commences. Written evidence of local ethics approval having been sought and given must be made available to the University of Bristol on request.

In countries where a formal mechanism for ethics approval does not exist for the type of project proposed, it is the responsibility of the student to confirm with their local Supervisor or responsible person in that country that their project does not raise any local ethical issues. All attempts should be made to obtain written confirmation of this. If a project falls into this category, formal ethics approval must be obtained from FMDCE prior to starting the project. In the event that it is established that there are formal ethics approval routes in an overseas country, but despite repeated attempts to contact the ethics board no response is obtained, evidence of this correspondence should be retained (for the FMDCE) and the process for countries where there is no formal mechanism for ethics approval should be followed.

Appendix B – Supervisor Agreement Form

NB for information only

Downloadable e-version available on Blackboard

University of Bristol - FACULTY OF MEDICINE & DENTISTRY - MB ChB Programme
Supervisor Agreement Form - Year 3 and 4 external SSCs - 2014/15

Student: Please start to complete this form and then pass to your prospective supervisor. After you have discussed your eSSC project and they have agreed to undertake this, your supervisor needs to complete the rest. You are then able to complete the online registration process on Blackboard no later than Wednesday 15 April 2015, 12 noon. You should make yourself aware of the penalties for late submission - <https://www.bris.ac.uk/medical-school/staffstudents/rulesandpolicies/>

Supervisor: Once you have agreed to act as supervisor for the student detailed below, please email this form to the appropriate Year Coordinator no later than Wednesday 15 April 2015, 12 noon, and copy in the student as well as your Academy or Primary Care Admin contact as appropriate.

Year 3 Coordinator: medadmin-3@bristol.ac.uk Year 4 Coordinator: medadmin-4@bristol.ac.uk

If, for some reason, either as the student or the supervisor, you are not able to continue with this agreement, you must contact each other immediately, copying in the relevant Year Coordinator.

PART 1 – student to complete

Student Name:

Year of study:

Telephone number: (mobile if possible) **Email address:**

Title of proposed project:

Aim of project:

Objectives of project:

- 1.
- 2.
- 3.
- 4.

PART 2 – supervisor to complete

Name of Supervisor:

Academy or organisation *:

Email (compulsory):

Username (for those with UoB access):

Hospital / Department:

Work Phone (compulsory):

I have seen the eSSC Information for Supervisors and 2nd Markers document (delete as applicable) **Yes/No**

I have identified a deputy who is willing to help out if I am unavailable (delete as applicable) **Yes/No**

I have had a satisfactory discussion with the student regarding the aims, objectives, conduct, ethical issues and health & safety aspects of the project. (delete as applicable) **Yes/No**

I understand that the student might request a mid-point meeting (delete as applicable) **Yes/No**

I agree that I am willing and able to mark this student's project by 21 September 2015 (delete as applicable) **Yes/No**

Signed:

Date:

Data Protection Information: This information will be held and processed by the Medical School Curriculum Office to enable supervisors to be contacted regarding any queries regarding the marking or supervision of the students SSC. It will also be used to provide numerical information to the University of Bristol, local NHS Workforce Development Confederations and Clinical Academies regarding where SSC supervisors are employed – this information will be aggregated and no information regarding individual staff will be identifiable. Academy Medical Deans will be supplied with the details of staff supervising SSCs in their Academy only.

*Please indicate where you are based as this will affect the funding allocation: **South Bristol; North Bristol; Bath; North Somerset (Weston); Gloucestershire; Somerset (Taunton); Somerset (Yeovil); Swindon; AWP; Primary Care; University of Bristol; other (give details)**

Appendix C - The eSSC step-by-step guide summary

Choose your topic and type of project; identify your prospective supervisor

- See Blackboard for list of projects
- Something that has always interested you
- Someone whose teaching or research has inspired you
- 'Out of Bristol' projects have separate application request process

Draft your aims and objectives

- The 'WHAT' and 'HOW' of your project

Meet your supervisor

- Allow plenty of lead-in time!
- Discuss project; aims and objectives; planning; ethics approval; health & safety
- Identify a deputy
- Send supervisor the agreement form

Register your project

- Follow instructions on Blackboard!
- Deadline 12 noon – Wednesday 15 April 2015
- Make yourself aware of penalties for late registration!

Do your project

- See the eSSC marking criteria and feedback information on the Medical School Assessment pages - <https://www.bris.ac.uk/medical-school/staffstudents/assessments/students/>
- Year 3: 4 weeks from 6 Jul - 31 Jul 2015
- Year 4: 3 weeks from 13 Jul - 31 Jul 2015

Submit your project

- Follow instructions on Blackboard!
- Deadline 12 noon – Monday 3 August 2015
- Make yourself aware of penalties for late submission!