

## Student Referral Form Info for GP Tutors

Sometimes issues come up with students that can't be easily or fully resolved at practice level. In these instances there is the option to complete a student referral form to share your concerns with the medical school. This document is designed to share best practice and resolve any worries GPs may have.

- Guidance for referrers e.g. situations that may trigger a referral form, more information and the online student referral form and more information is available [here](#)
- The referral process is supportive and developmental, with the aim of developing reflective professionals. Please be aware that the form (minus your contact details) will be shared with the student so any content should be appropriately worded and include facts and **not** opinions
- Please discuss the referral with the student and your Year Lead before submitting a form, below include some FAQs the students may have. Please keep a copy of the referral form for your records

The majority of referrals made about students do not result in fitness to practice implications, or the need to report information to professional bodies.

- In 98% of cases, the case is dismissed, the student is referred to other support services to help them manage a welfare or health issue that has led to the behaviours underlying the concern, or it is found to be due to a one-off error of judgement or low level slip in standards that can be addressed through the issue of a Formal Warning to the student. Less than 2% of cases in any academic year will lead to a referral to a full FTP (fitness to practice) Panel hearing.

MDU has the following advice when writing reports generally:

- Write in the first person. The reader should have a good idea of who did what, why, when and to whom, and how you know this occurred. In other words, rather than 'The patient was examined again later in the day', it is far more helpful to say 'I remember asking my registrar, Dr John Smith, to examine the patient again later on the same day, and according to the notes he did so.'
- The report should be capable of standing on its own. Do not assume the reader has any background knowledge of the case.

### FAQ

#### 1. How long does the student referral process take?

After receiving the student referral form, it will be sent to a Case Investigator who will triage the form and investigate the issues raised. They will then make a decision on the outcome, which could be one of five:

- a) No further action
- b) Refer to an Occupational Health assessment
- c) Refer to pastoral support (e.g. Senior Tutor)
- d) Refer to a programme representative if it's a low-level professionalism concern
- e) Take the case to the next stage (meeting with Case Investigator) as it is complex or more serious

No matter which outcome is decided upon, the Case Investigator will complete an Outcome Form.

Students should usually expect to receive acknowledgement of their Student Referral Form within 5 working days of submission, and should expect to receive an Outcome Form within 10 working days of resolution.

**2. If the case is closed or not progressed any further does it stay on their permanent record and who would see that?**

If the case is closed or not progressed further, the information will be held on file until the student graduates. It will then be deleted. It won't be submitted to the GMC as part of the FTP Reporting Procedure for all students in their final year; we only inform the GMC about students who receive a formal warning or above.