University of BRISTOL

MB ChB Programme

Year 2 Student Choice

Information for Supervisors

Academic Year 2023/24

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INTRODUCTION

The Student Choice (SC) programme is one of the key elements of the MB ChB Medicine Curriculum (MB21).

Project placements are available within the University and across all the Clinical Academies within Bristol Medical School. Students could opt for a wide range of projects and locations, including hospitals, local GP practices, university departments, etc. Some projects also offer the chance to work with organisations outside the University and NHS, (e.g. with charities, residential homes and schools). All projects require students to review relevant literature. They also include a significant 'experiential' component (e.g. in a clinical, laboratory or third sector environment). It's important to note that we still accept proposals for an online-only project should physical placements not be possible.

We hope that these Year 2 student choice projects will offer our students unique opportunities to develop knowledge and skills beyond the MB ChB Medicine Curriculum.

Additionally, we believe that the SC projects will offer supervisors an excellent opportunity to carry out studies of their own interest, including projects to better know and understand the clinical and basic elements of Medicine. Such studies have the potential to result in outcomes including pilot data to inform further projects or grant applications, publications in journals, contributions to national or international conferences, etc.

This document details relevant information for supervisors about the Year 2 SC 2023/24 for Medical Students. Some key aspects are summarised here:

- Each student will choose their first choice and a further 6 projects of interest from a project catalogue that will include all available projects (7 project choices in total).
- Their first choice will be taken as the preferred choice, if students are not able to be allocated to this choice, then they will be randomly allocated to one of their six remaining choices.
- Allocation will be done centrally using a similar process to previous years.

- All projects require students to review relevant medical and/or scientific literature, as they have done previously in Year 1.
- The supervisor will mark a report written by each student summarising the main points of the project.

Possible projects offered by supervisors include studies relevant to basic or clinical aspects of Medicine. Possible topics include, but are not limited to, public health, personalised medicine, epidemiology, pharmacology and therapeutics, educational projects, humanities projects relevant to Medicine, Medical specialities, etc.

The role of the supervisor will be key to the students' experience and their guidance will form the central support throughout the duration of the project and the write-up. As such, your commitment and close supervision will be essential.

We hope that these Student Choice projects will be an engaging and valuable experience for both student and supervisor. Given the ever-changing landscape in both Clinical and University-based settings, we also believe that they will help lay the foundations for some of the new learning methods which will be adopted across the Medical School.

We look forward to hearing from you.

Dr Santi Rodriguez, Student Choice Lead year 1

Dr Rachel Sunley, Student Choice Lead Year 2 and 3

WHO CAN SUPERVISE A PROJECT?

We are keen to recruit supervisors from any Faculty within the University and the Academies. Supervisors are normally academic members of staff at the University of Bristol or NHS staff who hold honorary contracts with the University.

The main supervisor should be a permanent staff member of the University of Bristol or the NHS who is of sufficient seniority to assume responsibility for all aspects of the project; although it is perfectly acceptable for them to delegate aspects of delivery to other members of the team or a third sector organisation.

The main supervisor of each project needs to identify and name a deputy who would ensure the delivery of all the tasks involved in the project in case the main supervisor was unavailable due to a major and unavoidable circumstance.

WHAT IS THE ROLE OF THE YEAR 2 STUDENT CHOICE PROJECT SUPERVISOR?

- Propose an exciting project of your interest that can realistically be attempted in three weeks.
- Complete a risk assessment form for the project **when you submit your project proposal.**
- Discuss the risk assessment with students as soon as they start the project placement.
- Complete the supervisor agreement form once your student allocations have been confirmed. Ensure that ethical approval is in place prior to the start of the project if it is required. It is important to note that, if required, obtaining ethical approval is the responsibility of the supervisor, rather than the student.
- Undertake supervision of your students during the project period. The following meetings are compulsory, and if the project is held online these meetings should occur virtually:

- ✓ First meeting: meet with your students to discuss details required to start the project.
- ✓ Weekly meetings: meet with students at least once per week throughout the project. Weekly meetings can cover discussions about student progress and possible issues in relation to the project.
- ✓ Last meeting: meet with students on or around the last day of the project to give verbal feedback on achievements during the Year 2 SC period.
- Mark the Year 2 SC report written by each supervised student in accordance with the supplied marking criteria by the deadline stated.

WHAT ARE THE BENEFITS OF BECOMING A YEAR 2 STUDENT CHOICE SUPERVISOR?

- **Teaching**: Year 2 SC projects are a great opportunity to teach undergraduate medical students and to contribute to their overall development as effective doctors.
- **Students**: The fact that students choose their project means that they are usually very engaged and interested in their chosen subject.
- **Outcomes**: Each project will be carried out by a small number of students working collaboratively for three weeks. This increases the likelihood of producing outcomes of interest such as audits, case studies, pilot data to inform further projects or grant applications, publications in journals, posters to conferences, etc.
- **Funding**: there is a provision of MUT funding for each student undertaking a Year 2 Student Choice project.

WHEN WILL THE YEAR 2 STUDENT CHOICE PROJECTS TAKE PLACE?

The Year 2 Student Choice projects in 2023/24 will run in a 3-week block at the beginning of the academic year.

Student Choice Block A will run from Tuesday 12th September 2023 to Friday 29th September 2023

Student Choice Block B will run from Monday 2nd October 2023 to Thursday 19th October 2023

For a summary of key dates, please see below the 'Timeline for Year 2 Student Choice 2023/24'.

WHAT TYPE OF PROJECTS CAN BE PROPOSED IN YEAR 2 STUDENT CHOICE 2023/24?

Supervisors are welcomed to submit multiple projects, and only one proposal is necessary per project.

The projects can be delivered either in the traditional face-to-face or the online-only format. Please specify the delivery modes in the application form. For example, face-to-face proposal project: a rheumatology placement including clinics, multi-disciplinary meetings, patient consultations and critical appraisal of new medications; Online-only version: virtual multi-disciplinary meetings, online tutorials, literature review of new medications.

HOW DO I PROPOSE A YEAR 2 STUDENT CHOICE PROJECT?

In order to be eligible, potential supervisors will need to apply by filling in a standard web form with information about the project and its feasibility (either face-to-face or online-only). Please provide maximum and minimum numbers of students that can be taken, details about the supervisor(s) and any other relevant information about the project, including ethical approval and other aspects.

All applications will be reviewed by the Year 2 Team and if successful will be added to a catalogue that will be made available to the students.

Please complete the Year 2 Student Choice Project Proposal form and a risk assessment for the project placement by Monday 27th March 2023. Please email your risk assessment (template attached) to medadmin-2@bristol.ac.uk

HOW DO STUDENTS CHOOSE THEIR PROJECT?

Students will choose their projects from an online catalogue. The outline of the project and further details that you provide on your application form will be used for the catalogue entry.

Students will make their selection of 7 project choices, with their first choice as the preferred one, by 5pm Friday 12th May 2023.

HOW ARE PROJECTS ALLOCATED TO STUDENTS?

The Year 2 Team will allocate students, aiming to allocate them to one of their 7 choices. Each student will choose their first choice and a further 6 projects of interest from a project catalogue that will include all available projects (7 project choices in total).

Their first choice will be taken as the preferred choice, if students are not able to be allocated to this choice, then they will be randomly allocated to one of their six remaining choices. If this was not possible, then students will be offered a meeting with the Academic Lead and a list of available choices.

- Allocation will also depend on the minimum and maximum number of students offered by each supervisor. Specifically, if the minimum of students required by a supervisor to run their project is not met then the supervisor will have the opportunity of not running their project during this academic year. This would avoid a situation specific to some projects where a minimum number of students is required to make them viable.
- If any project is withdrawn by a supervisor due to insufficient number of students, then students who selected these projects will be reassigned to another of their chosen projects (or one which has spaces available).

Once allocated, we do not allow students to switch projects (apart from in exceptional circumstances).

The allocation process is not on a first come, first served basis or in order of preference of either students or supervisors. Therefore, we do not encourage students to approach individual supervisors in advance of making their selection as this contact will not influence the allocation.

Please note that the order in which students listed projects on the application form does not imply their ranking. The students are aware that their remaining 6 choices are not in order of preference.

PROJECT AGREEMENT FORM

Once the student has been allocated to a project, both supervisor and student will need to agree in writing to carry out all tasks required in the project placement. By signing this agreement/contract, the supervisor will ensure that the project takes place at a required standard to enable completion by the student and complete the marking of the report. Likewise, the student is also aware of their responsibilities. This is a two-way contract with obligations on the student as well as the supervisor. Failure of a supervisor to comply with this agreement/contract may result in withdrawal of their project from the catalogue in the current academic year and/or in future years.

Please note that there may be unexpected and unavoidable reasons by which a student allocated to your project may not be able to undertake it in part or in full. These are due to unusual and exceptional circumstances which might include health reasons, failure to progress to Year 2 (due to failure of exams, withdrawal, suspension of studies, etc.).

Due to the nature of the allocation process, we will not normally be able to replace any student(s) unable to undertake your project.

CHANGE OF SUPERVISOR

In the case of the supervisor being unable to undertake their supervision and/or assess the student(s), they will need to identify appropriate cover. This cover must ensure the required standard for all the tasks involved in the project placement, which remains the responsibility of the principal supervisor of the project (usually the person submitting the project proposal). The original supervisor needs to write to the Year 2 Admin Lead (medadmin-2@bristol.ac.uk) with details of their project and the named cover, explaining why it is no longer possible for them to undertake the supervision and/or assessment and certifying that the project will be delivered to the agreed standard.

If you have problems, please discuss this with the Student Choice Academic Lead Santi Rodriguez (Santi.Rodriguez@bristol.ac.uk) or Dr Rachel Sunley (dh19881@bristol.ac.uk).

WHAT ARE THE FUNDING ARRANGEMENTS TO SUPPORT A YEAR 2 STUDENT CHOICE PROJECT?

Most students are supervised by staff working in University of Bristol Schools and Academies (including the virtual academies of Psychiatry and Primary Care). These "provider organisations" receive "Medical Undergraduate Tariff (MUT)" in exact proportion to the length of the SCP (in this case three weeks) and the number of students signed up. The MUT rates are subject to annual review and details are available on request.

Provider organisations have varying arrangements with individual supervisors with respect to compensation. It may be for instance that supervisors who are doing their supervision in NHS or University time are not paid additionally. Provider organisations can also subcontract SCP supervision to external organisations and individuals. For example, GP practices are remunerated by Primary Care for setting students up to run audits and quality improvement projects. Providers can negotiate rates of remuneration based on the extent of the supervision offered.

Exceptionally payment can be made directly to organisations outside the University/Academy structure such as charities. Money cannot be paid directly to individual supervisors and must flow through provider organisations. MUT funding to provider organisations is stored centrally and reimbursement made to the parties concerned once the Student Choice project has been completed and student numbers confirmed.

ACCOMMODATION AND TRAVEL COSTS

The School / Trust / Primary Care / organisation where each supervisor is based should provide accommodation locally to students undertaking project placements outside of Bristol or, alternatively will be able to reimburse students for travel costs if they are expected to travel daily from Bristol to the location where the project will take place.

SUBMISSION OF PROJECT REPORT BY THE STUDENT

The deadline for students to upload their Year 2 project reports to Blackboard is one week after the end of their project placement.

The deadlines for uploading Year 2 project reports to Blackboard will be:

Block A: Midday, Monday 9th October 2023

Block B: Midday, Monday 30th October 2023

ASSESSMENT PROCESS

Each student must produce a written report that will be assessed.

This independently written report needs to summarise the main points of the project together with any appendices. It is mandatory and it will be considered as summative assessment.

Each written report will consist of a maximum of 2,000 words (excluding references and appendices)

Each report will be marked by the corresponding supervisor. Some moderation will be done centrally to ensure consistency between markers.

In addition to the written report, each student must contribute to the creation of a conference-style poster and a brief presentation of the poster. This is mandatory and will be used as summative assessment, but the supervisor does not need to be involved in this process.

- The production of the poster and accompanying presentation is a self-directed task which the students will carry out in groups of their own choosing.
- All posters will be presented at an online poster conference in January 2024 and will be marked by a judging panel based on the specific marking criteria (this will be given to students in advance). Marks will be centrally moderated by the Year 2 Team and will be used to award prizes for the high achievers.
- Students will receive further details about the collaborative poster submission, poster presentation and Student Choice Poster Day Conference nearer the time.

KEY CONTACTS

Academic Staff Contacts

The Academic Leads for Student Choice are Dr Santi Rodriguez (santi.rodriguez@bristol.ac.uk) and Dr Rachel Sunley (dh19881@bristol.ac.uk).

Administrative Staff Contacts

The Year 2 Admin Lead is Jack Lee (medadmin-2@bristol.ac.uk)

The Year 2 Admin Support is Valerie Au (medadmin-2@bristol.ac.uk)

Open the call for new Year 2 Student Choice	Friday 10th February 2023
Deadline for project proposals from supervisors	**Monday 27th March 2023**
Deadline for revisions (if required)	Friday 21st April 2023
Supervisors informed about approved projects	Tuesday 2nd May 2023
Catalogue of projects released to students	Friday 5th May 2023
Deadline for students to pick a project	Friday 12th May 2023
Supervisors informed of student allocation numbers	Late May / early June (Friday 26th May)
Supervisors contact students re first meeting	**June 2023** (Once supervisor agreement and all student agreement forms have been returned)
Year 2 SC Block A	Tuesday 12th September 2023 - Friday 29th September 2023
Year 2 SC Block B	Monday 2nd October 2023 – Thursday 19th October 2023
Deadline for project report submission Block A	Midday, Monday 9th October 2023
Deadline for project report submission Block B	Midday, Monday 30th October 2023

Deadline for marking Block A	**Midday, Monday 23rd October 2023**
Deadline for marking Block B	**Midday, Monday 13th November 2023**
Student Choice Poster Day	Thursday 11th January 2024