

## Confidentiality and information governance

All students sign an annual confidentiality and good medical practice statement. The wording of this is below:

### *Good Medical Practice*

This form sets out the professional standards that we expect you to uphold during your time on placement in Primary Care and includes a data protection training module. Completion of this data protection training module is an annual requirement. In total this should take around 20 minutes to complete.

All medical students have a duty to follow the guidance in Good Medical Practice and should adhere to the MBChB rules which can be found here: [Rules and policies \(sharepoint.com\)](#)

Medical students should have defence union membership which provides important benefits.

You are expected to listen to patients and respect their views, privacy and dignity and their right to refuse to take part in teaching.

It must be clear to patients that you are a "student doctor" and not a qualified doctor, it is best to avoid the term "trainee" as this may cause confusion.

You should not allow personal views about a person's age, disability, lifestyle, beliefs, origin, gender or sexual orientation to prejudice your interaction with patients, teachers, or colleagues.

### *Confidentiality*

You are bound by the principle of confidentiality of patient records and patient data. You will need to complete the [Confidentiality Form for 23/24](#) before starting your placement. You should not discuss patients outside the clinical setting. It may be appropriate to discuss anonymised cases in general terms for learning or improvement of patient care. Any personal notes you make must be anonymised. Explicit consent from a patient should be gained and documented if you disclose identifiable information about them.

The same principles of confidentiality apply if you are consulting with patients when you are not on clinical premises. For example, if you are conducting a video or telephone consultation, you must ensure that no-one else can see or overhear this consultation. This includes members of your family or housemates. You should not attempt to record the consultation.

If you are using your own device, you must read and abide by the university's Mobile and Remote Working Policy <http://www.bristol.ac.uk/media-library/sites/infosec/documents/ISP-14.pdf>

If you are undertaking telephone consultations from your own device, you should take steps to hide your caller ID and delete your call history at the end of the day.

If you haven't already done so this academic year, please complete the data protection training module 'Data Security Awareness Level 1' on e-Learning for Healthcare: [https://portal.e-lfh.org.uk/myElearning/Index?HierarchyId=0\\_37759\\_38902&programmeld=37759](https://portal.e-lfh.org.uk/myElearning/Index?HierarchyId=0_37759_38902&programmeld=37759). This is an annual requirement for all NHS staff. You may have completed this module last year, and if you feel confident, you have the option to take the assessment without doing the reading.

## Student mandatory training

Students should complete these modules before they start year 4. Completion is monitored.

1. Health, Safety and Welfare - Level 1
2. Data security awareness level 1
3. Infection Prevention and Control level 1

4. Infection Prevention and Control level 2 – **includes information on PPE and COVID-19**
5. Resuscitation adults - level 2
6. Resuscitation paediatric - level 2
7. Fire safety - level 1
8. Moving and Handling - level 1
9. Safeguarding children – level 2
10. Safeguarding adults – level 1
11. Health, safety and welfare
12. Mental Capacity Act and Adult Safeguarding
13. Chaperones and Consent
12. Equality and Diversity and Human Rights - level1
13. anaphylaxis – an introduction to anaphylaxis and recognising and managing anaphylaxis
14. Mental capacity act and adult safeguarding

## Occupational Health, Vaccinations and COVID-19

- It is the student's professional responsibility to ensure other vaccinations e.g. Hep B are up to date and if they are not the student should contact Occupational Health
- SSP (Student support plan) – if students have an SSP, we will inform you via email and let you know any recommended adjustments needed for their clinical placement, but we will NOT give any other information about the specific medical condition. We are still currently awaiting SSPs for returning intercalating students and will email these as soon as we have them
- It is the responsibility of the student to report any change in their health circumstance to the University Occupational Health
- Last year the Academies organised the annual flu vaccination and COVID-19 vaccinations for students

### University of Bristol policy for dress code in clinical areas

This year the University is planning on providing students with personal scrubs, which should be given out in the near future.

The full policy is available on Blackboard and includes:

- Wear clothing which covers the body from the neck to the knee as a minimum
- Tie back long hair
- If you wear jewellery it should be simple and minimal (Do not wear ties or loose/dangling jewellery)
- Wear shoes which are smart, neat, clean and comfortable. Shoes should ideally have closed toes and soft soles. In a change to previous policy trainers are now regarded as acceptable footwear
- Wear specific clinical attire (e.g. scrubs) where this is required by your Placement
- You should not wear:
  - Jeans
  - Sports clothing, casual clothing (e.g. T-shirts) or combat clothing
  - Clothing with prominent logos or pictures
  - Clothing which exposes bare midriffs, short shorts/skirts/dresses, low tops, vests
  - Nail varnish, gel or false nails – you will be asked to remove these prior to seeing patients