

GP4

Student Handbook

2024-25



GP4

Welcome to GP4-

Dear 4th Years,

Welcome to learning in the GP4 clerkship. Primary Care and all the GP teachers are looking forward to meeting you.

GP4 is a longitudinal integrated clerkship, and you will be in Practice for a full day every Wednesday during CMOP. Most of you will be in groups of 4.

The following drivers have shaped the GP4 clerkship

- Student-led patient consultations and clinical skills practice in small groups. We learn best by doing, our hope is you will become embedded as a team member and that the Practice will miss you when you leave. This should help you prepare for the Medical Licensing Exam - moving from being observers to actively contributing to patient care
- Evidence for the benefits of longitudinal integrated clerkships from continuity of tutor, patients and place
- Helping you prepare for the Prescribing safety assessment (PSA)

Past year 4 students have regularly commented positively on the quality and breadth of learning in their GP attachment, we hope that you enjoy this too.

We are keen to learn from you how it all works and what would make it better. We hope that you will have a great time with your GP Practice.

With our best wishes,



Dr Kimberly Bruce and Dr Lizzie Grove, GP4 co-Leads
(kimberly.bruce@bristol.ac.uk)

With thanks to Paul Edwards, Medical Student for reviewing this handbook (if you would like to also review this handbook please do email us at phc-teaching@bristol.ac.uk)

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Contact Details

- Our year 4 administrator is Jolyon Sheate
- Primary care teaching admin has a shared inbox phc-teaching@bristol.ac.uk for prompt response to emails. Please use this email for all queries relating to GP4 as it is monitored 5 days per week. Please email any concerns or queries as soon as they arise.

Speak Up Guardian

We hope the culture in GP4 supports you to feel safe to raise any concerns with your GP tutor or GP4 leads in the first instance (kimberly.bruce@bristol.ac.uk or via phc-teaching@bristol.ac.uk).

However, if you wish to speak to someone outside of GP4, the UoB Primary Care Speak Up Guardian is very willing to be contacted by you.

Our speak up guardian is Dr Imogen Llewellyn: imogen.llewellyn@bristol.ac.uk

Dr Llewellyn is a Lecturer at the University of Bristol and a GP. A speak up guardian works independently and supports you to be able to raise any concerns that you have (and ensure follow-up) and to support GP4 to further evolve as an open learning, continuously improving clerkship.

Feedback from previous students

What students said they liked in GP4

✓ **Longitudinal element:**

Best part of the year to be honest, really enjoyed GP

One of the best and most consistent clinical experiences I've had in medical school. It was great knowing that I would be able to consult and examine patients each week.

✓ **Own clinics:**

Really good opportunities for consultation skills, running clinics, clinical skills

A chance to see a variety of disorders in a welcoming and safe environment.

Having our own clinics and see patients independently, with the GP's guidance. This was very valuable to increasing my consultation skills and coming up with management independently

Overview

Wednesday structure

Every Wednesday, each student should conduct a minimum of **one student-led patient consultation**. There should be three regular contact points in the day:

1. **Check-in** including drug of the week
2. **Tutorials**/student presentations/reviews – 9 tutorials over the placement run as practice OSCEs
3. **Check-out** including skill of the week

Your tutor might adapt how they run the day, but all core elements should be covered, please inform us if you feel you are not getting the teaching that you expect.

There are also two mandatory central online teaching afternoons during GP4.

Essential GP4 pre-work will be put on OneNote one week in advance and will generally be available from noon. This includes preparation for the tutorials and drug of the week. **Please ensure you complete this in advance; it should take around an hour.**

The MLA curriculum for primary care will be covered in a variety of ways

- Tutorials with practice OSCEs
- Through the consultations you conduct with patients
- Through the consultations you observe (GP and other health professionals)
- Through carrying out authentic tasks for patients

To pass the GP4 clerkship

- Complete the Clerkship Clinical tasks – which can be found both on OneNote and MyProgress
- Attend ≥80% of GP sessions (all GP4 sessions are compulsory, and 100% attendance is expected)

The Curriculum

Student-led patient consultations

We ask for each student to have a minimum of one student-led patient consultation each week, please log this in your patient diary on OneNote.

Below are some consultation tips:

- Preparing
 - Do you know the reason for the consultation in advance?
 - Read the notes beforehand : recent consultations, past medical history, drug history, recent investigations
- Gathering and formulating

- Are there any recent blood tests/imaging that are relevant to the consultation? Start looking up and working this information out before discussing the patient with your GP teacher
- What examinations are needed? Does the presentation patient need basic observations (respiratory rate, oxygen sats, blood pressure and temperature)? If so consider taking these.
- Presenting to GP tutor – following prompts may help - STOP4WHAT from [COGConnect](#)
 - What? is the summary of the consultation with the salient points?
 - So What? Likely diagnosis
 - What else? Any important red flags or biases that have been missed?
 - What next? What will you do now e.g. treatment/investigation/ask for help

Please note, you should not be carrying out intimate examinations (breast, rectal, vaginal, testicular) without direct supervision by a qualified healthcare practitioner – GP or practice nurse. Where possible you should have practiced the procedure on a mannequin previously. (See intimate examinations policy on Sharepoint)

Patient Data – a reminder that no patient identifiable data of any kind (including NHS numbers, names, date of birth) should be leaving the Surgery or be put on your patient log on OneNote under any circumstances. Only anonymous notes should be made.

The UK CCC has the following advice when students document their consultations in the notes

1. Include the Student full name, role and supervisor of all students consulting e.g. Jo Kahn and Jessie Ball, 4th year Medical Students supervised by Dr Lang
2. The student should discuss and review the documentation with their supervisor before saving their entry in the medical notes
3. Some GPs may also want to add their own separate entry and summary of the consultation

In addition, we advise:

1. The GP Tutor should corroborate any abnormal clinical findings e.g. heart murmur
2. If the student’s examination findings differ from the GP Tutor’s we suggest that you re-examine the patient together to come to a consensus e.g. if the student did not hear crackles on the chest but the GP tutor did, the GP tutor asks the student to listen again.

Drug of the week

Students must pass the national PSA test, Prescribing Safety Assessment, in year 5 and sit a mock PSA in year 4. To practice prescribing and to provide equity for students across practices we have developed the ‘drug of the week’ concept.

Essential Pre-work Please read about the drug of week in advance, there is (an optional) drug of the week template on OneNote to help you prepare. Previous students have found the following book in the students’ reading list helpful for preparing for Drug of the Week “Top 100 Drugs, clinical pharmacology and practical prescribing”, Hitchings.

Skill of the week

There is a skill of the week to help practice skills in the CAPS logbook.

You should not perform any of the skills on patients until you have been taught how to perform each skill safely. Please also see the [medical school protocol for students examining each other](#) on SharePoint.

Once you have covered the skills during skill of the week GP4, many students enjoy having a supervised, student-led HCA clinic for e.g. phlebotomy, blood pressure, urinalysis etc. to practice these skills

For student phlebotomy appointments, we recommend:

- when patients are booked in with a medical student - check that the patient is happy to see a student and is aware that they are supervised by another clinician and have an opportunity to rebook with another clinician instead
- students review the patient's medical records beforehand so that they are aware of any significant past medical history and discuss any concerns with their Supervisor
- if a patient becomes distressed or you have a failed attempt consider stopping and discussing with your supervising clinician
- If an error occurs then this should be explained to the patient, documented, and discussed with your supervisor. Your surgery will have their own needle stick protocol.

Tutorials – practice OSCEs

- 9 tutorials in total. All of them cover common primary care scenarios and conditions. Most topics link in with one of the secondary care clerkships in Year 4.
- The tutorial topics are from the MLA content map for primary care – the core knowledge, skills and behaviour needed for UK practice. This includes primary care topics in gynaecology, paediatrics, sexual health, and psychiatry. To help you prepare for these, we will introduce these topics during the GP4 online teaching afternoons.
- The tutorials are written as practice OSCEs built around patient scenarios released on OneNote a week in advance.
- Order of tutorials is fixed; all students will cover the same material in the same week
- Students play the role of the doctor, examiner, and patient to gain insight into all roles
- **Essential Pre-work** will be put on OneNote one week in advance and will be available from noon. This includes questions to answer in preparation for the tutorials. During the tutorial, review and discuss your answers with your GP tutor.
- We will release the answers to this prework on OneNote every weds around 5pm

Annual Learning Disability Health Check

- **Background** The aim is to give you experience of consulting with patients with disabilities.
- Anyone who is 14 or over with a learning disability is entitled to a free annual health check (called an annual learning disability health check) at their GP Practice and we want you to either observe or consult during one of these.
- In preparation we have written online learning 'Disability Communication Skills – a refresher guide for community placements [here](#)
- These could be done via home visit.

GP4 afternoon online sessions

You will be in GP Practice for the morning only on these days and then taught centrally online in the afternoon. This is protected time and you cannot take a flexible annual leave session. Details will be sent nearer the time, attendance will be monitored.

The Compulsory Stuff

Mid and Endpoint Reviews

There are 2 review points during GP4, a midpoint (week 7) and endpoint (week 18) review. By the endpoint review, you should have a complete clinical log, completed all their GP4 clinical diary tasks and your attendance should be $\geq 80\%$ (GP4 sessions are compulsory, and 100% attendance is expected)

Workplace Based Assessments (WBAs) – MiniCex and CBD

You need 1 x MiniCex and 1 x CBD for GP4. These are formative assessments to help you identify learning needs, and we have allocated time during the clerkship to allow your tutor to do these. Please ensure you tick '**primary care**' clerkship when doing this, so they get saved in the correct place for the Exam Board.

Attendance monitoring in GP4

GP4 sessions are compulsory, and 100% attendance is expected and patients have been booked in especially to see you. However, if you are at risk of not getting $\geq 80\%$ attendance, we will email your and your GP tutor.

Practice OSCEs

There are 9 practice OSCEs during the tutorials and we hope that this will give you sufficient practice in GP4 for your OSCEs.

Important Information

Before your first day in GP4

- Sign a **DBS statement** - declaring that your DBS status has not changed, completion is monitored
- Sign the [primary care confidentiality statement](#) – completion is monitored
- Complete the mandatory training on e-lfh. Completion is monitored.

Expectations of GP4 students – attendance and professional behaviour

- GP4 sessions are compulsory, and 100% attendance is expected, patients have been booked in especially to see you. If you are unable to attend a GP session, please let your GP teacher know in advance of the session. We monitor attendance and will follow up all non-attendance if no legitimate reason has been given.
- There are **no flexible annual leave days (FALD)** in GP4. You can still apply for planned absence (which will count towards your 80% attendance) by emailing phc-teaching@bristol.ac.uk (e.g. for cultural/religious celebration, bereavement etc.) and you should also inform their GP tutors of this.
- In Year 4 Wednesday afternoon teaching is compulsory. In exceptional circumstances e.g. regional sports team, students can apply to the University in advance of starting Year 4 to attend matches etc. Students would still need to get ≥80% attendance to pass the GP4 clerkship.
- Complete the GP4 clerkship clinical tasks to pass the clerkship.
- You should expect to be assigned a named supervisor (GP tutor) for each session in Practice and be clear who this is. This supervisor should be present in the same clinical building in all student clinics. During the student led clinic all patients seen in person should be reviewed before they leave the practice, and all telephone consultations and home visits should be discussed.
- During GP4 your GP tutor may also need some time during the day to provide clinical care to their patients. During this time you could do preparatory work for the next tutorial/drug of the week or follow up patients you have previously seen.
- Fill in the student end of placement survey (emailed to you)
- **Professional behaviour** – you need to always adhere to the GMC code of practice for clinical students. This includes
 - Treating all patients with respect (including respecting confidentiality)
 - Treating all staff and colleagues with respect (including not disrupting their teaching)
 - Attending all teaching on time and adhering to the clinical dress code.
 - Do not use your mobile phones or computers for private use during teaching
 - Being honest and handing in all required paperwork/assessments to deadlines
 - Taking care of your health and seeking help if your health may impact on patient care (e.g. ensure vaccinations are up to date, report any change in your health circumstance to the University Occupational Health, let your GP tutor know if you need any workplace based adaptations)

- Make clear arrangements with your teacher/colleagues and communicate promptly
- Introduce yourself as a medical student, correct patients who refer to you as 'doctor'
- The following list are some examples of poor professional behaviour which may trigger a student concern form
 - Relationships with patients e.g. failing to follow instructions, being disrespectful towards other healthcare professionals and students, persistently disrupting teaching
 - Probity – e.g. fraudulent behaviour, requesting money/gifts from patients
 - Learning e.g. persistent lateness or non-attendance, not responding to feedback, sending personal messages or posting on social media during teaching sessions
 - Health e.g. drinking or drug problem (may be referred to the Disability and Health Panel)
- GP teachers have been asked to assess your professional behaviour. If they have concerns, they should discuss these with you and give you a chance to improve. If you do not act on the feedback or if the concern is of a particularly serious nature the GP should report their concerns to the faculty office. In our experience, this is a rare event.
- **Boundaries** – patient sometimes ask more of you than you are comfortable to do. Setting boundaries is part of professional growth
 - Use your judgement and be courteous, saying 'No' politely if necessary
 - Don't give medical advice which you do not know the answer to – suggest the patient speaks to the GP
 - Avoid involvement with the patient or family outside the attachment
 - You may be asked for your views and beliefs. You are entitled to these, but do not impose them on the patient or your colleagues.
- **Confidentiality and consent** – never discuss what you have heard, even anonymously outside the appropriate setting (clinical/teaching). Particular care should be taken in public areas (on a bus for example). You should not take any written or taped records which have patient details on. All clinical cases must be anonymised.
- **Car insurance** - The University of Bristol "Travel Reimbursement Policy and Procedures" document advice about car insurance states
 - It is the student's responsibility to make sure they have adequate insurance for their own private vehicle if used to travel to study sites. Students are reminded that driving without motor insurance is a criminal offence.
 - Insurance certificates show whether cover for "business" use is included, if not shown as included, students must check with their insurance company before using their motor vehicle to travel to rotations

Occupational Health, Vaccinations

- It is your professional responsibility to ensure vaccinations e.g. Hep B are up to date and if they are not please contact Occupational Health
- It is your responsibility to inform your GP teacher if there are any restrictions needed during your clinical placements e.g. from occupational health
- It is your responsibility to report any change in your health circumstance to the University Occupational Health e.g. worsening of disability, illness, unexpected caring responsibilities, bereavement etc.

University of Bristol policy for dress code in clinical areas

All students will be provided with grey University of Bristol scrubs which they may choose to wear during the placement. Scrubs ensure students are easily identifiable as Bristol medical students, decrease the need to buy smart clothes for clinical placements and help with student financial hardship. If students are wearing scrubs during travel, they should only travel directly to their GP placement and cover their scrubs and identity badges whilst in transit.

There is a detailed Medical School dress code policy which includes guidance for alternative smart-causal clothing for clinical placements if students or GP practices prefer this, or if the scrubs have not yet been distributed. However, we wanted to highlight the following from the University 'dress code for clinical areas' policy:

- Wear shoes which are smart, neat, clean and comfortable. Shoes should ideally have closed toes and soft soles. In a change to previous policy, clean **trainers** are now regarded as acceptable footwear
- All students may wear smart knee length **shorts** during periods of warm weather or where appropriate for medical reasons. These must be plain.
- **Jewellery/adornments** that can be worn include
 - Medical alert jewellery
 - One plain symbolic band ring
 - One plain bracelet e.g. Kautuka (religious thread worn on the wrist by Hindus) or Kara (plain steel or iron bangle worn by Sikhs) for religious reasons provided this is washable
- **Head covers** for religious (e.g. hijab, turban, kippah, headscarf) or medical reasons (e.g. alopecia, chemotherapy treatment etc.) are acceptable
- **Niqab** (facial covering) worn for religious reasons. Students are expected to remove their niqab on placement to ensure that they are identifiable, and ensure communication is effective with patients, members of the public and/or colleagues
- Some students may want to wear plastic **disposable over-sleeves** – elasticated at the wrist and elbow – to cover forearms during patient care activity for medical (e.g. wounds) or religious reasons. They must be put on and discarded in exactly the same way as disposable gloves. Strict procedures for washing hands and wrists must still be observed. If a student requests over-sleeves please contact phc-teaching@bristol.ac.uk to discuss.

We understand that individual GP Practices may have their own dress code policy which may be different to the Medical School one. In this case the GP Practice dress code would take priority, but we have asked your GP tutors to inform you of the details of their dress code before the placement starts and ask you if you have any questions about this.

Learning Resources

OneNote – here you will find

- Template for drug of the week
- Patient log
- GP4 student handbook
- Clerkship clinical tasks
- Master Timetable
- Weekly update – including prework, tutorials and answers

Recommended Textbooks

- Essential primary care - textbook. Edited by Blythe, A & Buchan J. Chichester : Wiley Blackwell, 2017.
- Simon, Everitt & Kendrick. Oxford Handbook of General Practice 5th Ed
- Hopcroft & Forte. Symptom Sorter 6th Ed
- Hitchings. The Top 100 Drugs, clinical pharmacology and practical prescribing, 2nd Ed
- Moin, Atlas of Black Skin, 2020
- Mind the Gap – a handbook of clinical signs on black and brown skin

Medical Student Prizes in Primary Care

Each year we award Year 4 prizes to students for excellence in primary care. This is for academic performance, professionalism, all round talent and enthusiasm for general practice.