



Lancaster University
Medical School

Lancaster Medical School

MBChB

Year 5 Handbook

2023/24

Foreword from the Director of Year 5 and Director of Studies

Dear Year 5 Student,

It may seem like only five minutes since you were starting first year, but here you are, about to embark on your final year at Lancaster Medical School. Many congratulations!

This handbook outlines what you can expect, and what is expected of you, in the year ahead. It is divided into two parts – the first outlines the different portfolio elements, and the second gives details about the different clinical placements. Please take time to read it, especially in the first few weeks when there is a lot of information to take in.

The main difference from earlier years is that Year 5 is primarily an ‘apprenticeship’ year, designed to help you make the transition from medical student to doctor. During each of your attachments, you will be actively engaged in the clinical work of the teams and departments. You will need to take a much more active role in your own learning than in earlier years. In so doing, not only will you get the most out of your attachments, but you will also be better prepared to be a doctor.

I really hope you enjoy Year 5, make the most of your placements and the opportunities they present and we look forward to helping you make it as successful as possible.

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Introduction to the Year 5 Programme

Aims & Outcomes of final year

Final year aims to help you develop as an independent professional. The year is designed to build on your previous years of learning and experience to help you meet the requirements set out in Outcomes for Graduates (2019) under three headings of *Professional values and behaviours, Professional skills, & Professional knowledge*

In 2023-2024 the five rotations, along with the PFP programme and E-portfolio, allow students to:

- Prepare for entry to the Foundation years (by shadowing an F1 during WARD placement).
- Experience emergency and long-term care in the hospital and community (by completing Emergency Medicine (ACUTE), WARD and community (COMP) placements).
- Explore two specialities in more depth (by completing two Selectives in Advanced Medical Practice - SAMP- placements).
- Lay the foundations for future post-graduate learning (through the use of a reflective, case-based E-portfolio and the associated PETA process).

In final year students will take what they have learned into practice, apply their skills, learn to make decisions and evaluate their own performance. They are expected to act professionally, developing both “practice skills” and “learning skills”. Students must demonstrate, in their professional practice and E-portfolio, their awareness of their own strengths and weaknesses in final year by:

- Critically evaluating a patient’s problems using a relevant and appropriate history and examination.
- Showing logical reasoning and decision-making in the management of common conditions.
- Developing and maintaining the skills to undertake practical tasks in a safe and responsible manner.
- Prescribing safely, aware of risk and benefit.
- Evaluating outcomes and recognising when things do not go as planned.
- Recognising the uncommon and knowing when to seek help.
- Helping patients and relatives to deal with emotional distress.
- Working as an effective team member, including taking leadership and sharing in decision-making.
- Communicating effectively with both patients and colleagues.

Structure of Final year

The first two weeks of the year are an introduction to the **Preparing for Practice (PFP) programme**, including sessions on clinical skills and medicines’ management and mandatory e-learning to prepare you for your attachments.

There are five clinical rotations each lasting seven-weeks, all of which must be successfully completed:

Emergency Medicine	Ward	Community Orientated Medical Practice	Selective in Advanced Medical Practice 1	Selective in Advanced Medical Practice 2
ACUTE	WARD	COMP	SAMP1	SAMP2
Hospital Based 7 Weeks	Hospital Based 7 Weeks	Community Based 7 Weeks	In a speciality 7 Weeks	In a speciality 7 Weeks

A week of “Leadership and Management” events, takes place in the week beginning 4th March 2024, which will include a Simulation days.

E-Portfolio (risr, previously called Kaizen)

Your E-portfolio is central to both your learning and assessment in Year 5. Completing the E-portfolio requires you **to actively take responsibility for your own learning** and development by reflecting on your clinical experiences. The final year E-portfolio provides evidence of your clinical practice and is an on-going reflective record of your achievement. This approach is aligned with that used in Foundation training.

Further information can be found in the **Risr guide** (on Moodle) or email kaizenlms@lancaster.ac.uk

Shadowing and Supervision

Clinical shadowing is a key part of your learning in Year 5, so much of your clinical time this year will be spent shadowing either F1, F2, specialty- or GP- trainees.

For each placement you will have a clinical supervisor - a consultant, specialty doctor or general practitioner, with whom you will agree your learning objectives and how you might be able to achieve them.

Assessment and progression

The E-Portfolio and a *Professional Education, Training and Appraisal* (PETA) process are used to assess your progression in Year 5, as well as to identify and support any students who are struggling during the year. The E-Portfolio and PETA process combine elements of assessment and professional appraisal and are designed to help adapt students to postgraduate learning.

In order to graduate, students must pass Year 5 by satisfactorily completing:

- the Year 5 E-Portfolio
- the Final PETA assessments for each placement
- the 'Preparing for Practice' (PFP) programme (of clinical skills and medicines management)
- and demonstrate a satisfactory attendance record

Students who have failed a rotation will be required to remediate and so **not** be able to graduate in July 2024.

In addition, during final year students take The Prescribing Safety Assessment (PSA). This is a national, external, online prescribing assessment, and therefore it is **not** a requirement for graduation from University.

Attendance & timetables on Rotation

To make the most of final year you should aim to achieve at **least 90% attendance on each rotation**.

You should receive a timetable when you start each rotation, which on the WARD rotation may be 'to shadow the Foundation Year 1 that you are shadowing's rota'. You are expected to be available for clinical activity as determined by your supervisor. This may be 9-5 every weekday, and/or some evenings or weekends. On some rotations, the supervisor's availability means that students may be timetabled some private study time during the week e.g. to write up cases or the SAMP report. This may be a morning here, an afternoon there etc. **This study time is not an entitlement**. In other words, you must fit around the opportunities and requirements of the placement.

Covid-19 has affected students' access to some clinical experiences over the last 3-4 academic years. Therefore, it is vital that you make the most of placement opportunities this year. Students should not be taking long weekends where clinical opportunities exist on Fridays and Mondays.

Year 5 Rotational Timetable

Week Commencing	
04/09/2023	PFP
11/09/2023	PFP
18/09/2023	BLOCK 1
25/09/2023	
02/10/2023	
09/10/2023	
16/10/2023	
23/10/2023	
30/10/2023	
06/11/2023	BLOCK 2
13/11/2023	
20/11/2023	
27/11/2023	
04/12/2023	
11/12/2023	
18/12/2023	
25/12/2023	
02/01/2024	BLOCK 2
08/01/2024	BLOCK 3
15/01/2024	
22/01/2024	
29/01/2024	
05/02/2024	
12/02/2024	
19/02/2024	
26/02/2024	BLOCK 4
04/03/2024	Leadership and Management Week
11/03/2024	
18/03/2024	
25/03/2024	Easter Vacation
01/04/2024	
08/04/2024	BLOCK 4
15/04/2024	
22/04/2024	
29/04/2024	
06/05/2024	
13/05/2024	
20/05/2024	
27/05/2024	
03/06/2024	
10/06/2024	
17/06/2024	Exam Board Week
24/06/2024	

Registration opens on Oriel application system for applicants.	12 th September 2023	PSA exam	2 nd February 2024
UKFP National application window for FP, SFP, FPP programmes	20 September (09:00 BST) – 04 October (12:00 midday BST) 2023	End of year reflection due	3 rd June 2024
Reflective Summary due	2 nd October 2023	Final Portfolio Submission	Friday 21st June 2024
GMC ID Check (online)	Date TBC	End of Term	Friday 21st June 2024
		Graduation	w/c 15 th July 2024

E-Portfolio – Overview and Progression Review

The portfolio contains evidence of a student's work and reflects their learning journey during Year 5. E-portfolios support self-directed learning and foster an active approach to professional development. The final year portfolio is central to the review or appraisal process - the Professional Education and Training Appraisal (PETA) and prepares students for postgraduate learning.

The completed portfolio will be the student's evidence to present at the first meeting of the start of their postgraduate foundation training.

It is YOUR responsibility to ensure that your E-portfolio is kept up to date and that all elements are completed and uploaded in preparation for your Clinical Supervisor to review for your PETA meetings. Each rotation requires the following:

- Completed clinical cases or other reports (6 per attachment)
- Clinical science/therapeutic reports (1 per attachment)
- Adverse event/critical incident reports (1 per attachment)
- Initial, Mid, and Final PETA forms (1 per attachment)
- Placement Learning Summary (1 per attachment)
- Clinical Feedback form (1 per attachment except not required for COMP)
- Senior Nurse/Senior Allied Healthcare Professional Feedback form (1 per attachment)
- Mini CEX forms (3 per attachment, at least 1 with ST3 or above Dr and at least 3 over the year with 'identification and interpretation of clinical signs/data' to the level 'safe for day 1 FY1')
- Case Based Discussion (CBDs) forms (3 per attachment, at least 2 with Clinical Supervisor)

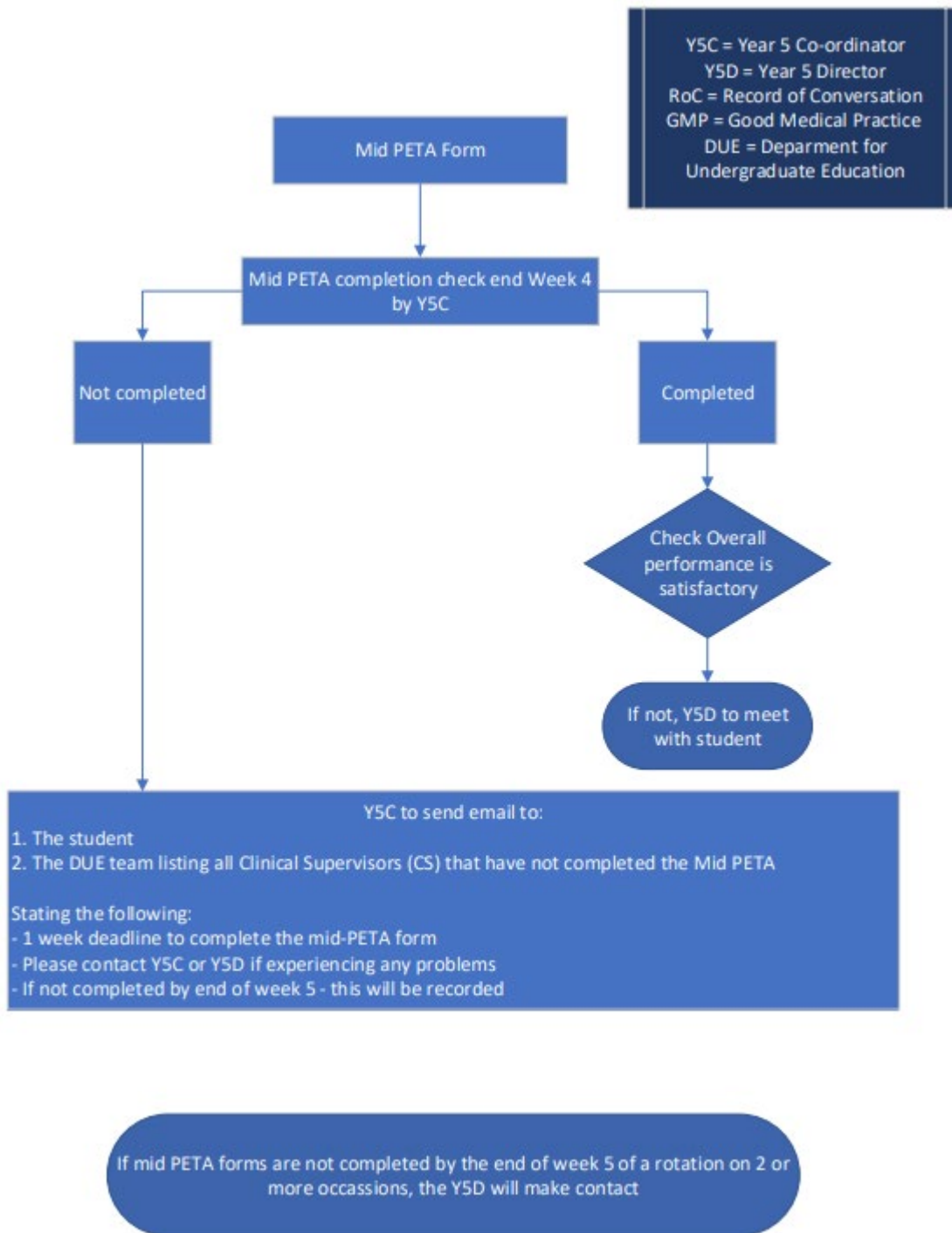
COMP specific additional requirements:

- Quality improvement report
- CARE patient feedback questionnaires
- CARE questionnaire reflection
- PCCT tutor feedback
- Community placement feedback form, which is then reviewed by your PCCT tutor
- General Practice Communication Assessment
- CBD in Palliative Care – this can be completed as one of the 3 CBDs in the COMP rotation, or, as an additional CBD in the COMP rotation

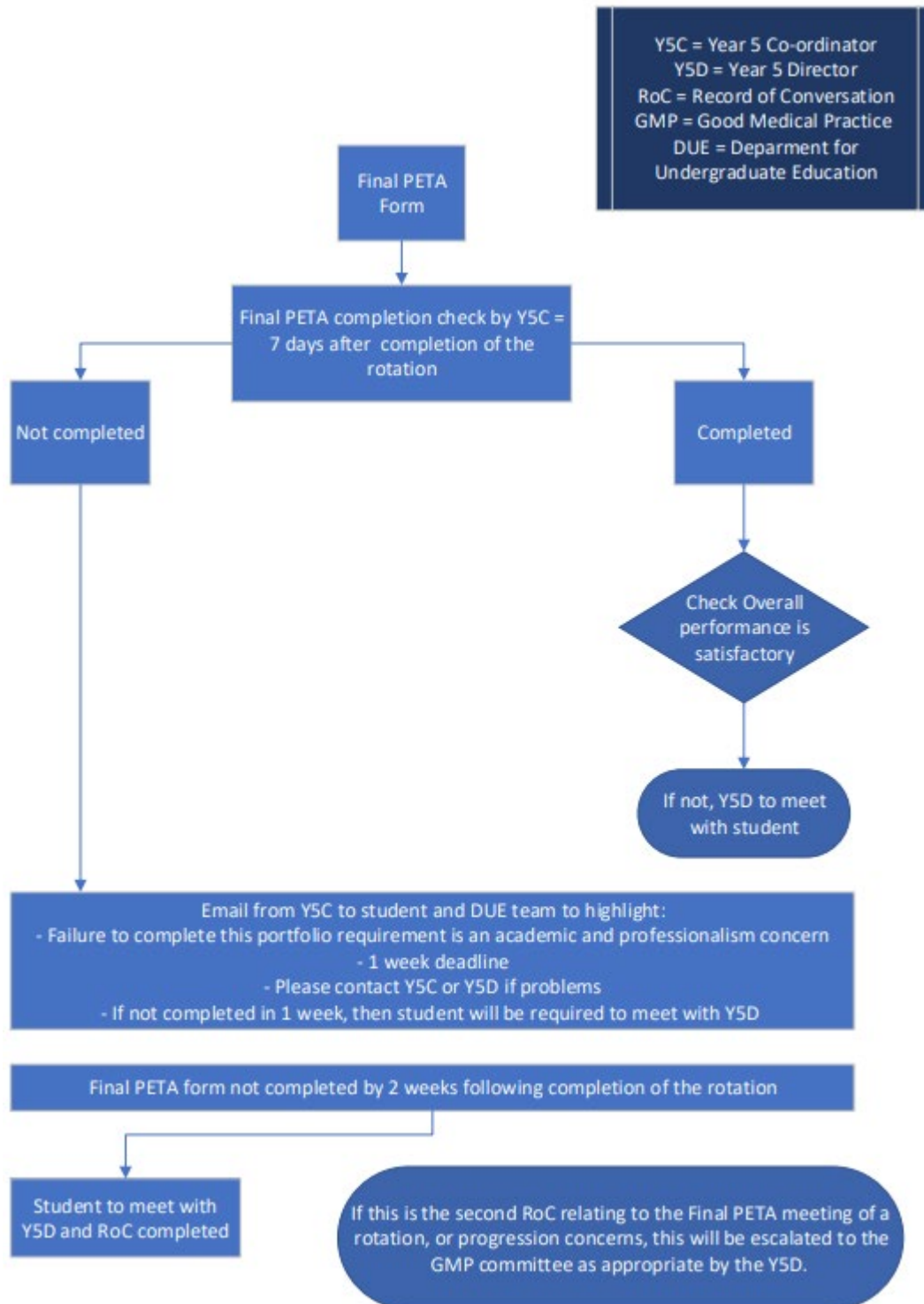
Other portfolio requirements that need to be completed over the course of the year, but please do NOT leave these until the end of the year:

- Miscellaneous section, which includes a range of items including:
 - Clinical case Log (minimum of 36 required)
 - CV
 - Personal and Professional Skills and Attributes Audit
 - Start of Year Reflective Summary
 - End of Year Reflective Summary
 - PSA Certificate
 - ILS Certificate
- Practical and Procedural Skill Requirements
- PFP lab-based training requirements – these need to be signed off on the e-portfolio as these are completed during the PFP weeks
- Any carry over requirements from previous years

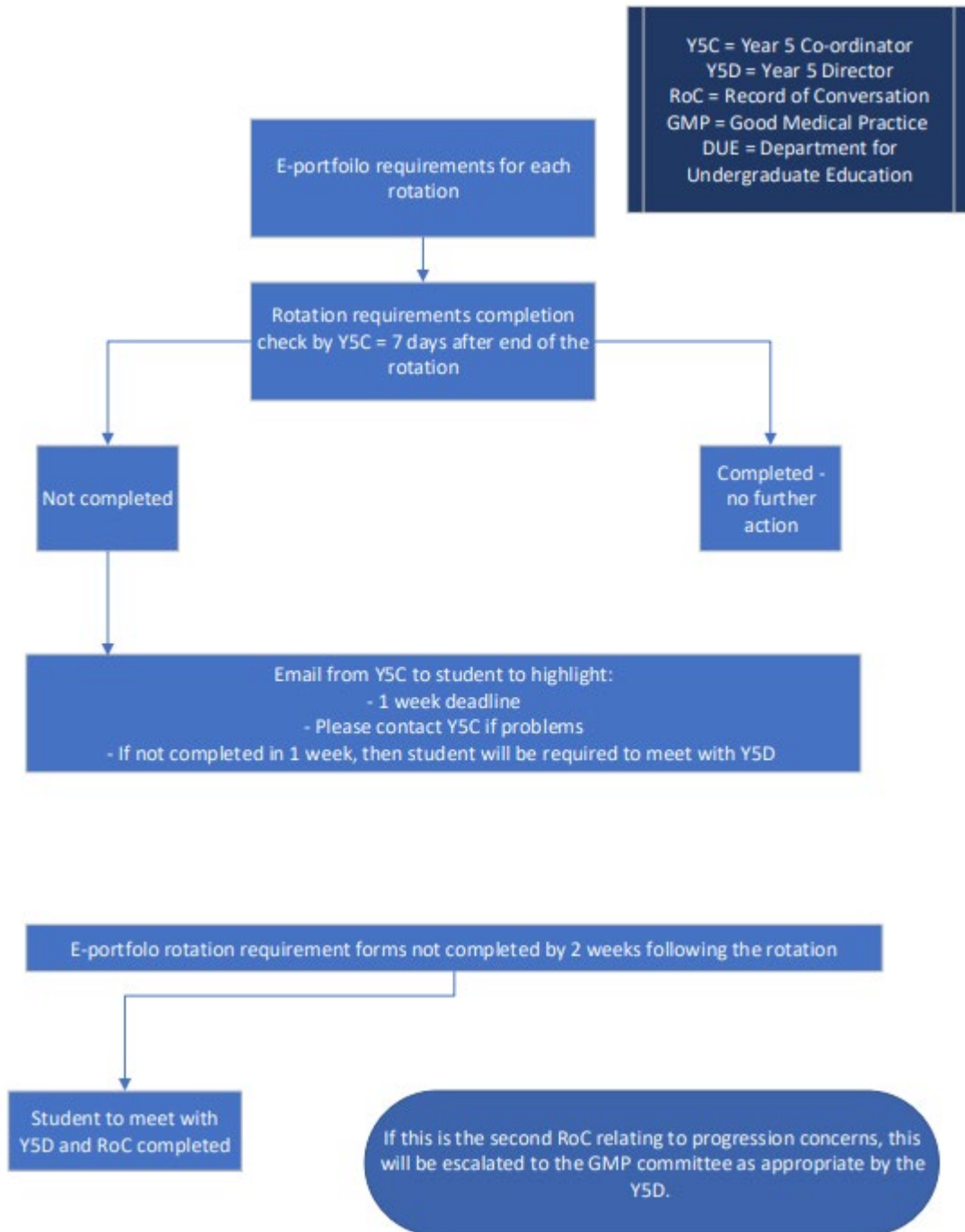
Mid PETA form completion review process



Final PETA forms completion review process



Rotation e-portfolio requirements completion



Final Progression Review

Students MUST have:

- Achieved a satisfactory attendance on all clinical attachments as agreed with supervisor (typically in excess of 90%), and have logged details of any absences with the Medical School Office
- Ensure satisfactory completion of the PFP programme
- Ensure satisfactory completion of all Practical and Procedural Skill Requirements
- Ensure satisfactory completion of all components for all five rotations, and have achieved an Overall performance grade 'Yes' for each Final PETA assessment forms
- Completed any outstanding elements of the E-portfolio including the Miscellaneous section
- Participated in the Medicines Management session

All elements of the e-portfolio must be complete by the final progression review deadline, which is:

Friday 21st June 2024.

This final review takes place very close to the External Exam Board, and there is no flexibility with this date, so if this deadline is not met, you may not be able to graduate this year.

Other Year 5 Elements

Preparing for Practice Programme

This programme has been designed to ensure that you are competent and confident to undertake basic clinical tasks when you become an F1. Most components have a clinical skills session and then the opportunity for you to undertake and record the practical skill on real patients.

Students should maintain a log of their skills within the PFP programme in the **Clinical & Practical Skills** section of the E-Portfolio, in order to demonstrate satisfactory progress. Further details on the PFP will be given by the Director of Clinical Skills at Year 5 Induction. **Completion of the PFP is required for graduation.**

Mandatory Training

Some of your mandatory training will be completed on Health Education England's E-Learning for Healthcare Hub. You should have received your username and password credentials, which enables you to access the learning. If you have not received this information, please contact the undergraduate office at Lancaster Medical School and/or your respective Undergraduate Coordinator.

Details regarding the mandatory training requirements will be made available in the first two weeks of Year 5. You must complete the mandatory training requirements before starting your year 5 placements.

Clinical Skills Sessions

You will need to show evidence of attendance at each of the skills training/ revision sessions or provide documentation of why you have not been able to attend a session and make alternative arrangements to complete this. Attendance is compulsory and you must sign the attendance sheet. These sessions are preparing you for the skills you need to undertake as part of the Preparing for Practice programme. In addition to signing the attendance you must self-certify your attendance in your e-portfolio (Risr) to evidence your lab-based training prior to moving to undertaking a skill in clinical practice. Your self-certification will be checked against the attendance registers. Any false certification of attendance would be taken very seriously, similar to falsification of a signature.

Basic Life Support (BLS) Update Training

You must arrange to attend an adult basic life support update training session while on one of your placements. As a minimum you should receive a local update on local BLS. Please make sure you have also read the most current guidance from the Resuscitation Council UK relating to any adaptations to CPR in different settings due to Covid-19 [Guidance: COVID-19 | Resuscitation Council UK](#)

Final Year Simulation Day during Leadership and Management Week

This course is designed to reinforce the ABC approach to acute medical problems. It uses a ward-based simulation exercise including human factors training and debrief. Students will be able to put their clinical and team-working skills into practice in a realistic environment, covering a variety of scenarios that a Foundation Doctor may have to deal with.

Leadership & Management Week

The week commencing 4th March 2024 has been set aside for the whole year to get together on campus to consider different aspects of leadership and management in the NHS. This will include talks by various guest speakers with roles in leadership and management in the NHS on topics such as payment and contracts, career planning, the finances of the NHS as well as a chance to discuss life as a foundation doctor and ethical

dilemmas that occur in everyday clinical practice. We hope that these will take place face to face, and further details will be forwarded nearer the time. Attendance is compulsory.

Career Development

Dr Helen Waite and Amanda Potts are specialist Careers Consultants based within Lancaster Medical School, providing information, advice and guidance regarding students' future careers in medicine. Any student can contact the Careers Consultants via e-mail lmcareers@lancaster.ac.uk to discuss their individual queries and concerns, or to schedule a face to face or Microsoft Teams meeting.

During their final year, students will make several careers-related decisions such as choice of Foundation School and NHS Trust, whether to apply for the Specialised Foundation Programme (SFP), Foundation Priority Programme (FPP) and Psychiatry Fellowship (PFF) and even rotations. Students will also be required to complete the online UK Foundation Programme Application Form and to help in this process several talks will be organised, in addition to information provided on Moodle.

A Moodle folder has been developed for Final Year undergraduate medical students with useful information and links to support you in your career planning. In addition, a website has also been developed by the NHS including information for medical students and junior doctors to help them with career planning: www.healthcareers.nhs.uk

There are two activities that students are required to undertake as part of the final year portfolio, which will help them to prepare for future career decisions:

1 – Medical CV

Although you may not require a CV for the actual Foundation Programme application, a good CV is essential for successful career progression (and some Trusts ask you to submit it to them in advance of starting FY1). It is also a good idea to give any referees a copy of your CV so that they know some details about your experience and qualifications.

To assess what your CV should contain and how to effectively display that information, you need to first understand the function of a CV. Put simply; a CV is a marketing tool. The biggest mistake that many people make when it comes to their CV is that they simply list information without giving any thought to how relevant the information is, and what impact the information will have on the person reading it. Your CV contain facts about your academic and professional past, but you also need to make sure that you are assessing the relevance of each achievement and identifying key skills rather than simply listing things as they happened. As such, your primary goal is to present those hard-earned credentials in a clear and concise manner, such that the reader can immediately be impressed with you.

Please check on Moodle for detailed information on how to complete a CV, a CV template (to be used as a guide) and a CV checklist. There is also some good information on the medical careers NHS website <https://www.healthcareers.nhs.uk/i-am/working-health/information-doctors/medical-specialty-training/preparing-your-medical-cv>

2 - Audit – Personal and Professional Skills and Attributes

Understanding your own personal career skill set is important in enabling you to identify gaps for further development. Comparing your skill set with the skills required for different roles (and specialties) can support you in making decisions about whether you are suited to a role – or which specific skills you want to focus your attention on developing. The overall purpose of this exercise is to ensure that you have reflected on your current skills and experience.

To do this, complete the Skills audit (Personal and Professional Skills and Attributes) within the e-portfolio Miscellaneous section. This audit contains common skills for any doctor, which you are likely to have developed during your time at Lancaster and prompts reflection on progress made.

It will be useful to complete both tasks at the start of 5th Year to ensure that there is time to develop particular skills further and to develop clear goals for the areas you would like to focus on over the year.

For help and advice relating to the portfolio careers tasks, your CV, or to request a review of your CV, you can contact Dr Helen Waite or Amanda Potts by email; lmscareers@lancaster.ac.uk

Additional Requirements- Preparing for the Foundation Programme.

Prescribing Safety Assessment

Medical students are required to undertake the national on-line Prescribing Safety Assessment on Friday 2nd February 2024.

More details will be sent to students and put onto Moodle later in the year. Students who fail the PSA at the first attempt will be required to re-sit.

For more information on this assessment go to: <https://prescribingsafetyassessment.ac.uk/>

Students who actively engage with the medicines' management programme early on in Year 5 tend to perform better in the PSA, so we recommend completing the prescribing aspects to your e-portfolio prior to taking the PSA.

Preparing for Your Future

Applying for Your Foundation Post

The most up to date info is always on the UKFP website

<https://foundationprogramme.nhs.uk/programmes/2-year-foundation-programme/ukfp/>

On the UKFP website you will find

- Some useful videos talking you through the whole process
- The 2023-2024 Applicant handbook – **please read this thoroughly** -it explains the process and requirements for application and information about the different types of programmes.
- A helpful timeline: [UKFPO Team - UKFP 2024 Application Timeline.pdf - All Documents \(sharepoint.com\)](#) **Please download the timeline document and put the dates in your calendar, as it is vital that the deadlines are not missed.**

Recruitment is via Oriel – make sure to select the **2 year foundation programme** option.

Please also make sure that you visit the UKFP website regularly for any updates.

Year 5 Resources

- General Medical Council guidance, including ‘Outcomes for Provisionally Registered Doctors (The New Doctor), which describes the training of and duties of Pre-Registration FY1: [Outcomes for provisionally registered doctors - GMC \(gmc-uk.org\)](#)
- BNF. British National Formulary, resource for prescribing. Available online [BNF \(British National Formulary\) | NICE](#) Drug info zone is another useful on-line tool: <http://www.medicines.org.uk/>

Supporting Trainees Entering Practice (STEP)

Applicants applying for the Foundation Programme must comply with the process and complete a STEP form.

This process is intended to support the transition from undergraduate medical education to postgraduate training and employment as a doctor. Applicants have an opportunity to share information in relation to their health, welfare, performance and skills and professionalism. The information provided on the form is confirmed, or in some cases expanded upon, by staff at the graduating medical school, and is used by the applicant’s allocated Foundation School to ensure that new trainees get the right educational and pastoral support during their two-year programme and to see if they require reasonable adjustments to complete the programme.

Further information will be made available to students nearer to the time, and further information will also be available here: <https://foundationprogramme.nhs.uk/programmes/2-year-foundation-programme/ukfp/>