

SGUL SSC-FY2 (previously known as electives) 23-24:

Guidance for SSC-FY2 Tutors and Supervisors

F year Administrative Team: MBBS_FYear@sgul.ac.uk
Dr Hamed Khan (Academic Lead for SSC-FY2s): hkhan@sgul.ac.uk

Aims and Overview

The purpose of the SSC-FY2 is for students to gain experience in a sphere of interest of their choice. It is an opportunity to broaden their experiences in anything that maybe relevant to their future career in medicine. They may choose an activity or medical speciality already covered in the curriculum, or they can choose to undertake something completely different- as such, the SSC-FY2 is seen as an “extension activity” of the rest of the course.

The F Year SSC-FY2 period will be **29 April 2023 – 31 May 2024**, after the F Year assessments. The SSC-FY2 period is a six-week block, and students are expected to complete a minimum of **five weeks** of work in their chosen SSC-FY2.

Context of SSC-FY2s 23-24

Students will be permitted to undertake their F Year SSC-FY2 (in a variety of formats, see below) wherever they choose within or outside the UK, provided that their SSC-FY2 proposal is approved by the Academic Lead for SSC-FY2s (Dr Hamed Khan - hkhan@sgul.ac.uk).

We would support students who seek additional clinical placements in the SSC-FY2 period, including students who are required to do this for resit exams, or to complete WPBAs.

SSC-FY2 Tutors and Supervisors

For all clinical placements, and any other supervised activity, an **SSC-FY2 Supervisor** at the site of the SSC-FY2 is required. The role of the supervisor at the site of the SSC-FY2 is to oversee, supervise and assess the student during their SSC-FY2 and sign the Quality of Participation form.

All students (those doing clinical placements or non-clinical placements) should have an **SSC-FY2 Tutor** who is an SGUL staff member, a member of staff at an associated teaching trust or GP practice, or their personal tutor. The role of the SGUL tutor is to help the student develop learning objectives for their SSC-FY2 and provide advice and support to help them maximise learning potential from the SSC-FY2 – there is no further role for the SSC-FY2 tutor after the proposal is submitted. **It is the responsibility of students to approach staff members and request if they would be willing to be their SSC-FY2 Tutor. They should approach a potential tutor and confirm their agreement first, before entering their details on the SSC-FY2 Proposal Form. They have been told not to assume that their personal tutor or anyone else will take on this role, as they are not obliged to.**

The SGUL SSC-FY2 Tutor and SSC-FY2 Supervisor could be the same person, if they feel that they are able to fulfil both roles. It is the responsibility of students to approach staff members and request if they would be willing to take on these roles.

Teaching diary hours allocation

SSC-FY2 Tutors: 2 hours

SSC-FY2 Supervisors: 2 hours per week. Therefore if you supervise an SSC-FY2 student for all 5 weeks of their SSC-FY2, you can enter 10 hours in your teaching diary for this. If you are the supervisor for 2 weeks out of their 5-week placement (eg if your student is spending 3 of their allocated weeks doing something else) you can enter 4 hours

QoP (Quality of Participation) sign-off

The SSC-FY2 Supervisor is required to complete the QoP form, to confirm that the student completed their SSC-FY2 placement satisfactorily.

The QoP form is a short ‘sign-off’ similar to that which students are required to complete after clinical placements. It should be completed by the SSC-FY2 Supervisor, or a senior member of the team designated by the supervisor.

Important Dates and Submission Deadlines

- Date of SSC-FY2: **5 weeks within 29 April 2023 – 31 May 2024**
- SSC-FY2 proposal form submission deadlines:
 - Overseas SSC-FY2s: **8th January 2024**
 - UK based SSC-FY2s: **5th February 2024**
- QOP / Learning Diary submission deadline: **7th June 2024**

Learning Outcomes

Students must devise at least two learning outcomes for their proposed SSC-FY2. A learning outcome specifies an intended learning activity that will be achieved by the end of the SSC-FY2. Learning outcomes should be written in the future tense with an explicit statement of proposed achievement.

Learning outcomes should adhere to the S.M.A.R.T. principles:

- S – Specific: Say exactly what activity will be achieved;
- M – Measurable: Be observed at the end of the SSC-FY2;
- A – Attainable: Describe an activity that is achievable by the student;
- R – Relevant: Describe an appropriate activity for the student in their final year, whilst relevant to the specific SSC-FY2 location;
- T – Time frame: Ensure the activity is achievable within the time frame of the SSC-FY2.

SSC-FY2 Activities and Content

Students doing their SSC-FY2 overseas are only allowed to do clinical placements.

Students doing their SSC-FY2 in the UK may do clinical placements, or may participate in any other activity that is potentially relevant to their future career in medicine – such as (but not restricted to) Quality Improvement Projects (QIP), audits, learning British Sign Language, learning how to code, completing online courses, self-directed literature reviews, self-directed study to gain knowledge of a specific condition/topic, workshops, seminars, experience in the voluntary/private sector/vulnerable people (eg homeless or those with drug and substance misuse problems), work with a CCG or the BMA, or any other activity that would benefit their learning. They may also choose to do activities that involve creating educational content or health promotion videos, or creating and/or delivering teaching- although they must have supervision from a suitable senior academic with insight into the SGUL curriculum, and any content created must be freely available for SGUL students – and must not be for a private company.

Research and data policy

Most students do not participate in research during their SSC-FY2. If the student intends to undertake or participate in research, they should contact the Lead for SSC-FY2s (Dr Hamed Khan: hkhan@sgul.ac.uk) to discuss further before submitting their SSC-FY2 proposal. There is a student & NHS data policy, which both supervisors and students should read:

<https://www.sgul.ac.uk/about/governance/policies/student-handling-nhs-data-policy> (Sections 5-6 are especially important)

<https://www.sgul.ac.uk/about/governance/policies/research-data-management>

It is also be noted that for any student research/audit project- including those involving NHS data- responsibility lies firmly with the project supervisor to oversee this (and not the students' SSC-FY2 tutor, personal tutor, or any other member of faculty)

Thank you very much for your help and for considering the possibility of taking on a student for their SSC-FY2 placement. If you have any questions or queries, please feel free to email Dr Hamed Khan (Lead for SSC-FY2s) at hkhan@sgul.ac.uk or the SSC-FY2s Administrative Team via MBBS_FYear@sgul.ac.uk.

