

## **Guidelines For Medical Students Regarding Directives In Phase 4**

### **1. Introduction**

During Phase 4 students are required to build on the foundations laid in Phases 1, 2 and 3. This is achieved by students completing a PRINT, Elective and Selective term each of six weeks duration.

A Directive is a six (6) week placement a student is **directed** to take and will occur at either The Wollongong Hospital or the Shoalhaven Hospital under the supervision of a nominated senior clinician and will usually replace the Elective in Phase 4. The Directive will provide additional learning opportunities for students with the aim of addressing identified issues and areas which need further development prior to being awarded a MBBS.

In exceptional circumstances the Dean may deem it appropriate for the Directive to replace a Selective. It may also be deemed that the student is required to undertake two Directive placements, thus replacing both the Elective and Selective.

### **2. Who may be required to undertake a Directive**

On the recommendation of the Board of Examiners (BOE) students who fit the criteria as described below will be considered for a Directive.

- Any student that has received an Unsatisfactory grade for a Personal and Professional Development (PPD) judgement from Phases 1 through to Phase 3.
- Any student who receives an unsatisfactory Student Performance Review (SPR) for any Rotation during Phase 2
- Any student who is required to re-sit the Objective Structured Clinical Examination (OSCE) in Phase 2
- Any student who receives an Unsatisfactory SPR during Phase 3
- Any student who is required to re-sit the OSCE in Phase 3
- Any student who is required to re-sit the written examinations in Phase 3
- Any student whose performance is of a concern to the BOE

### **3. When will the decisions be made?**

Students being considered for a Directive will be provided with as much notice as possible.

At the conclusion of Phases 1 & 2, students will be notified of the BOE decision to place their names on the list of those students who may be required to do a Directive. Students will then have the opportunity to appeal directly to the Dean and show 'just cause' as to why the BOE decision should be overturned.

Wherever, possible students will be informed in writing at the end of their 3<sup>rd</sup> year. ie at the commencement of Phase 3- Session 2 of the need to do a Directive placement.

In some instances, such as when the issues or concerns become evident later in the course ie. in the last session of Phase 3, students will not be advised until the conclusion of Phase 3. In this circumstance, the GSM commits to complete this

process in a timely manner noting that there is only a short period between end of Phase 3 and commencement of Phase 4.

#### **4. The Process for each Phase in determining who may be considered**

At the conclusion of each Phase Examination Meeting, the BOE will put forward to the Dean, names of students with identified issues and areas which need further development prior to being awarded an MBBS including the rationale for the decision. These students will be provided with the opportunity to argue “just cause” to the Dean.

The Dean has the authority to:

1. support the recommendation,
2. change the recommendation (eg.the recommendation may be to reassess the students’ performance at the end of Phase 3-Session 2 or commencement of Year 4) or
3. to overturn the recommendation based on individual circumstances i.e. a student does poorly in an examination due to extenuating circumstances and has no other history of poor performance. – (in this situation the name is removed from the list).

The Dean and Sub Dean will meet with the student to discuss what is meant by the decision. Phase Chairs will also assist with the management of the student’s academic and clinical program throughout all phases of the MBBS.

#### **5. Assessment Requirements for the Directive**

For a Directive placement students will be expected to complete assessment requirements which will be described in that years Handbook/ Subject outline. In 2013 Assessment requirements are:

- 2 x SPR - 1 at end of week 3, 1 at conclusion of placement
- 12 x mini CEXs - 2 each week as per the requirements for PRINT.
- Attendance – minimum of 35 hour per week
- Abstract and Oral presentation if a Directive is replacing an Elective.

#### **6. GSM Responsibilities**

The Assessment Officer will amend the BOE agenda to include a standing item of “Directives”. Students who fall into one of the stated criteria will be identified and discussed in relation to Directives with the recommendations formally noted in the minutes. Students will be contacted via SOLS if their names are being forwarded to the Dean and will be offered the chance to present “just cause”.

Outcomes from any meetings of the Dean are to be recorded in a spreadsheet overseen by the Curriculum Manager