UNIVERSITY OF CAMBRIDGE

MEDICAL STUDENTS' HANDBOOK

THE FIRST TWO YEARS

FACULTY OF BIOLOGY
17 MILL LANE
CAMBRIDGE CB2 1RX
WWW.BIOLOGY.CAM.AC.UK

OCTOBER 2019

UNIVERSITY OF CAMBRIDGE

MEDICAL STUDENTS HANDBOOK – MEDST PART IA & IB

CONTENTS PAGE

Introduction

Medical Education in Cambridge 2
Aims of your Medical Education 3
Curriculum Themes in the Cambridge Medical Course 4

Duties

Duties as a Student Doctor 5
Code of Conduct 6-7
Students' Legal Standing 8

The Course

Course Outline 9
The Course in Detail 10-11
Course Organisers 12-13
Study Skills 14
Attendance 15
Assessment and Exams (Overview and Break-Down) 16-20
Costs for Years One and Two 21
Feedback and Representation 22
Cambridge Culture (Colleges, Societies) 23

Support

Academic Support 24
Protecting Your Health 25
Non-Academic Support 26-27
Medical Register Form 29

Introduction

Medical Education in Cambridge

Welcome to Cambridge, and congratulations on gaining a place to study medicine. This is the beginning of an exciting and challenging time: going to University, perhaps leaving home for the first time, and embarking on a demanding course which will lead you to qualification in a highly respected profession.

This booklet provides a general introduction to the Cambridge medical course for students starting their course in October 2019 and covers mainly the first two years.

Dr Holly Canuto

Director of Education (Med/VetST)

Introduction

Aims of Your Medical Education

Our ever-increasing knowledge of biology, physics and chemistry provides the fundamental underpinning to the practice of medicine. The first two years of your medical course is designed not only to give you a thorough knowledge of that science base, but also to make you aware that because this knowledge base is continually changing, you will need to develop this knowledge and its application during your professional career.

We will encourage you to adopt an approach to learning based on curiosity and the exploration of knowledge rather than on its passive acquisition, because we believe it is important for you to develop this ability to apply new knowledge, and to adapt to changing circumstances in your professional life.

We will also help you to develop your intellectual skills, such as the understanding and interpretation of scientific evidence, problem solving skills, and skills in oral and written communication; skills which can be transferred to later stages of your medical education.

The full six year medical studies programme is designed around three main areas:

- Doctor as a scientist and scholar
- Doctor as a practitioner
- Doctor as a professional

In the first two years, the emphasis is on the area of the doctor as a scientist and scholar. However, being a doctor involves much more than just knowing about biomedical science and the effects of illness on people. By the end of the first two years we aim to give you a sound grounding in the basic knowledge and skills necessary for working with patients in the clinical part of the course ("doctor as practitioner"). These include certain technical skills, and the skills of listening and talking to people, generically known as clinical communication skills, which are essential for a doctor.

We expect you to practice and develop these skills, both in the Preparing for Patients programme, and also in the supervisions arranged by your College. Do participate in supervisions - they are not just teaching sessions, they are learning sessions, and learning requires self-expression.

Finally, we aim to introduce you to the fact that doctors have an obligation to practice medicine in the best interest of patients, and that this obligation requires not only knowledge and skills, but development of certain attitudes to your work and in your approach to it ("doctor as a professional").

Introduction

Curriculum themes in the Cambridge medical course

Doctor as Scholar and Scientist	1. Core Science and Pathology 2. Psychological and Social Sciences 3. Public and Population Health 4. Scientific method 5. Research and the INSPIRE programme
Doctor as Practitioner	6. Clinical Communication Skills 7. Practical Procedures 8. Diagnostic reasoning and Patient Investigation 9. Therapeutics and Patient Management 10. Palliative Care
Doctor as Professional	11. Professional Behaviour 12. Medical Ethics and Law 13. Multiprofessional Teamworking 14. Reflection, learning and teaching 15. Management and Leadership 16. Patient Safety

Duties as a Student Doctor

Being a doctor is a privilege and brings with it a set of important responsibilities. The behaviour and performance of all medical professionals, including student doctors, is regulated by the General Medical Council (GMC). Their website, www.gmc-uk.org, has a useful section for medical students and links to major guidance documents, including Good Medical Practice.

http://www.gmc-uk.org/Achieving_good_medical_practice_0816.pdf_66086678.pdf

However, from the very beginning of your course, you will be expected to behave in a manner appropriate to a medical professional. At your first introductory session you will be admitted to the Medical Student Register. A copy of the document you will sign is included at the back of this handbook. ***Please read this carefully, because in signing this Register you are making a formal commitment to observe the standards of attitudes and behaviour appropriate to an entrant to the medical profession.***

Standards of behaviour for student doctors

As a member of the University, you are subject to the statutory provisions of University Discipline set out in Statutes and Ordinances. As a student doctor, you are studying for a degree that will automatically allow you to register provisionally as a medical professional. During your studies, you will be working within this professional environment and the General Medical Council (GMC) expects you to behave in a manner appropriate to your future role.

The standards of professional behaviour expected of you are set out in guidance published by the GMC and Medical Schools Council (MSC): Achieving Good Medical Practice: guidance for medical students (May 2016), which can be found at:

http://www.gmc-uk.org/education/undergraduate/achieving_good_medical_practice.asp

Although most of the teaching which you receive during years one to three is under the supervision of the Faculty Board of Biology, it is the Faculty Board of Clinical Medicine, working through the Clinical Dean, which is formally responsible for the supervision of your contact with patients.

Students whose health or conduct give rise to concerns that they may be a risk to patients will not be allowed to have contact with them and will be subject to **Fitness to Practise Procedures**. This can lead to students being removed from the Medical Student Register and being prevented from entering the Final MB examinations for the award of the MB BChir. Provisional registration with the GMC is subject to a declaration of fitness to practise.

All members of the University and College staff have a duty, in the public interest, to report matters that may affect a student's fitness to practise, to the Clinical Dean. Matters may be referred if they concern poor academic progression, serious conduct issues, or low-level conduct issues that continue over a long period. Health concerns will not normally require referral unless there are serious concerns over fitness to practise, but will be referred under other circumstances, where students have agreed to disclosure. Students are strongly encouraged to disclose health concerns both to their College Tutor, Director of Studies and to the Clinical Sub Dean for Student Welfare.

Details of the Fitness for Practise procedures can be found on the web on pages 222–229 of the University's regulations:

http://www.admin.cam.ac.uk/univ/so/2017/chapter02-section27.html

Code of Conduct

The University has agreed a Code of Conduct for student doctors to guide you during your studies and there is also guidance on the legal standing of student doctors. These documents can be found on the following website, and the Code of Conduct is included for your reference, below: https://www.medschl.cam.ac.uk/education/conduct/

You are expected to have read this and the GMC guidance before you come up to Cambridge. Make sure you understand these and if you have any concerns, consult your tutor. On the first day of your course you will be asked to sign a declaration (reproduced at the back of this handbook) stating that you have read these documents. Your name will then be entered in the Medical Student Register and this entitles you to have patient contact, which begins in the first year of medical studies. Throughout your course you will receive reminders about the importance of the Register.

Medical Student Code of Conduct

As a student member of the medical profession you are expected to:

- Make the care of patients your first concern.
- Demonstrate respect for others: patients, fellow professionals, teachers and student colleagues.
- Treat patients politely and considerately, respect their views even if you don't agree with them, respect their privacy, their dignity and their right to confidentiality.
- Engage fully with the teaching programme including clinical placements, bedside teaching, lectures, seminars and workshops
- Act without discrimination, whether on grounds of age, race, sex, disability, religion or belief, marital or civil partnership status, pregnancy and parenthood, sexual orientation, gender reassignment or perceived economic worth.
- Abide by rules and policies, follow procedures and guidelines which apply to all aspects of the course as advised by the professionals supervising you.
- Be an effective communicator: always make clear to patients and other healthcare professionals that you are a student and not a qualified doctor; be aware of your limitations and do not exceed your ability when giving information to patients.
- Be open and honest: do not break the law in any way, never threaten violence, act violently towards others or act dishonestly. Do not engage in bullying and harassment of fellow students or professional colleagues. Inform your Senior Tutor and the Clinical Dean immediately if you are involved in any University or police investigation which may lead to charges being brought; concealment of involvement in an incident that may lead to prosecution may be viewed as an even greater offence than the incident itself. Do not cheat in examinations.
- Understand, accept and agree to be bound by the principle of confidentiality of patient data, and also of information concerning staff and students. Do not discuss patients with other students or professionals outside the clinical setting, except anonymously. When recording data or discussing cases outside the clinical setting, ensure that patients cannot be identified by others.
- Demonstrate respect for patients and for fellow students and professionals when using social media or sharing communications. Do not use mobile electronic devices to record and store patient images or any other identifiable patient information; never use

E-mail, electronic messaging or social media to share information about patients. Do not abuse fellow students or colleagues on social media platforms.

- Ensure that you can be reliably contacted by University and NHS staff; reply promptly to emails and other communications.
- Contribute to improving teaching by completing feedback as requested by course organisers and reporting any difficulties as they arise through the appropriate channels.
- Comply with appropriate health-testing requirements as advised by the university, NHS and Occupational Health.
- Maintain a professional appearance and demeanour and comply with the recommended Dress Code.
- Take action at an early stage if a problem arises: inform the Clinical Dean, SubDean for Welfare or a College Tutor immediately if you become aware of any personal problems arising which may put the health and well-being of patients at risk.
- Seek immediate advice from the Clinical Dean or one of the Clinical SubDeans if you think a doctor or colleague has behaved in a way that suggests that he or she may not be fit to practise. Examples of such behaviour include: making serious or repeated mistakes in diagnosing or treating a patient's condition, not examining patients properly or responding to reasonable requests for treatment, misusing information about patients, treating patients without properly obtaining their consent, behaving dishonestly in financial matters, or in dealing with patients, or research, sexual misconduct, misusing alcohol or drugs.
- Avoid abusing alcohol or drugs.

Students' Legal Standing

Even as a trainee doctor, the safety of patients must be your paramount concern. This guidance sets out broad principles which are intended to clarify the legal position for student doctors in regard to work undertaken with patients. For these purposes, a student is one whose name is on the Medical Student Register and who has access to patients as part of an agreed attachment under the supervision of a specified medical practitioner.

You should:

- Always wear a badge identifying you as a student doctor, and introduce yourself as such
- Always obtain a patient's permission to see/examine him/her.

You may **not**:

- initiate X-ray or other diagnostic investigations; request blood for transfusion.
- make a formal diagnosis of death;
- perform any practical procedure nor give any medication (intravenous or oral) without authorisation and supervision by a medical practitioner
- sign statutory certificates (e.g. death) or prescription sheets;
- obtain patient consent;
- witness a patient's signature on any official hospital document;
- sign hospital accident forms;
- 'identify' patients before operation;
- check blood bags for transfusion;
- authorise any patient to be discharged from hospital (particularly A&E)

In regard to patient care, students report to junior doctors as part of the clinical team which reports to the consultant. When the trainee doctor is absent he/she is required to designate another qualified doctor to cover him/her and a student may be an assistant to the official deputy. Whenever doubt exists as to patient management, seek assistance from a qualified doctor or, in obstetrics, from a certified midwife. The degree of supervision is determined by the practitioner and so will vary from firm to firm; consequently students may find that in some firms they are allowed to carry out duties which are forbidden in others.

If you undertake a task which you know – or ought to know – that you are not qualified or sufficiently experienced to perform, you may be guilty of negligence. If a patient were to suffer harm as a result of your exercising less than reasonable care, you might be held personally liable/legally responsible. You could in theory be sued, but in practice the patient would sue the supervising practitioner or the Hospital Trust and it is unlikely that the hospital authority would refuse to assist a student with any defence that might be necessary, or to meet damages if awarded. The level of responsibility which had been delegated to the student by the supervisor must be held to be reasonable in regard to the student's experience and level of attainment. If you had been given a task to perform for which you were not sufficiently skilled, a court would probably conclude that you were not to blame for having performed it badly.

If a patient suffered injury as a result of a procedure carried out by a student, a Medical Defence Organisation would be expected to support the member responsible for the student at the time, provided that the student had been authorised to undertake the procedure in question.

Medical students must take advantage of the free cover provided by Medical Defence Organisations before they meet any patients (i.e.at the start of Year 1).

Carry out only those tasks authorised by a consultant or named deputy and perform the task on the basis of a standard procedure and you will not incur legal liability.

Course

Course Outline

Year of Study	What You Will Study	Subjects and Courses	Qualifications Obtained
Year 1 – MedST IA	Scientific knowledge	Medically relevant core scientific knowledge and skills, together with some optional specialisation.	2nd MB, Tripos IA
Year 2 – MedST IB			2nd MB, Tripos IB
Year 3 - Part II	Part II course of specialised study	A wide range of courses and subjects (other Tripos courses are also available to Medics).	BA
Years 4, 5 and 6	Clinical studies based at Cambridge University Hospitals NHS Trust (Addenbrooke's Hospital and partner hospitals in East Anglia) and GP practices throughout the Eastern Region	Clinical medicine leading to the development of clinical skills and knowledge in a range of specialties.	Final MB, leading to MB BChir

At the end of the undergraduate course you will receive your MB BChir degree, which is a Primary Medical Qualification (PMQ). Holding a PMQ entitles you to provisional registration with the General Medical Council (GMC), subject only to its acceptance that there are no Fitness to Practise concerns that need consideration. Provisional registration is time limited to a maximum of 3 years and 30 days (1125 days in total). After this time period your provisional registration will normally expire.

Provisionally registered doctors can only practise in approved Foundation Year 1 posts: the law does not allow provisionally registered doctors to undertake any other type of work.

To obtain a Foundation Year 1 post, during Year 6 you will need to apply through the UK Foundation Programme Allocation scheme, which allocates these posts to graduates on a competitive basis.

Successful completion of the Foundation Year 1 programme is normally achieved within 12 months and is marked by the award of a Certificate of Experience. You will then be eligible to apply for full registration with the GMC. You need full registration with a licence to practise for unsupervised medical practice in the NHS or private practice in the UK.

For further details, see: http://www.foundationprogramme.nhs.uk/pages/home

It is likely that the GMC will introduce a formal assessment that all doctors would need to pass in order to be granted full registration. Students should be aware that the GMC envisages that future cohorts of medical students will need to pass a new UK Medical Licensing Assessment before the GMC will grant them Registration with a Licence to Practise.

Course

The Course in Detail

In the first two years of the course, you will study biological sciences relevant to medicine both as subjects in their own right, as well as means to solve medical problems. You must pass all courses to progress onto the clinical part of the course.

In Lent Term of Year 1, you will also attend a Basic Principle of First Aid course.

1st Year

Core Science Courses:

- **Functional Architecture of the Body (FAB)** –layout and function of the body's structures
- **Molecules in Medical Science (MIMS)** – chemical and molecular mechanisms underlying the functions of the body
- **Histology and Homeostasis (HOM)** –mechanisms underlying communication/maintenance of a stable internal environment within the body

Clinical Strand Courses:

- **Introduction to the Scientific Basis of Medicine (ISBM)** – epidemiology and application to medicine
- **The Social and Ethical Context of Health and Illness (SECHI)** – cultural aspects of health care
- **Preparing for Patients (PfP A)** – experience in meeting patients at GP surgeries

2nd Year

Core Science Courses:

- **Mechanisms of Drug Action (MODA)** –mechanisms of drug action upon the body
- **Biology of Disease (BOD)** –processes underlying disease and its effects on cells, tissues and organs
- **Human Reproduction (HR)** –structure and function of the reproductive system
- **Neurobiology and Human Behaviour (NHB)** –structure and function of the sense organs and central nervous system and their role in determining behavior. Also the study of psychology
- **Head and Neck Anatomy (HNA)** –overall structure of the head and neck

Clinical Strand Course:

- **Preparing for Patients (PfP B)** – experience in meeting patients in hospitals
- **Preparing for Patients (PfP C)** – visiting community based health related agencies

3rd Year – Part II

An advantage of the Cambridge medical course is that it provides a year of specialist study in any one of a wide range of subjects. Options vary from more science-related subjects - zoology or history of medicine, to less-science related subjects - philosophy or management studies. The Preparing for Patients course (PfP D) continues throughout the year to maintain patient contact. At the end of this year, you receive a BA. The Director of Studies and the

Course

"Subjects Fair" in March of your second year will help you make the decision about what to study. If you are an affiliated student, you skip this year.

4th, 5th, 6th Years - The Clinical Years

Your Clinical Studies (years 4, 5 and 6 of the course) will be based at Addenbrooke's Hospital, Cambridge University Hospitals NHS Foundation Trust, though many of your placements will be in one of our partner hospitals across East Anglia. As well as being a tertiary hospital with an international reputation for medical excellence, Addenbrooke's is the site of several major biomedical research institutions. You will also spend time in other regional NHS hospitals throughout East Anglia. In addition, around a fifth of your time on clinical placement will be spent in general practices across the east of England.

Throughout your Clinical Studies, you will build on your biomedical science education, developing the knowledge, skills and attitudes required to practise clinical medicine. You will be exposed to general medical practice, both in the community and in hospital and to the specialist care provided in hospital settings. The emphasis for teaching and learning will be patient-centred, such that you will be encouraged to think of medical care from the patients' perspective, with implications for patient choice within a national healthcare delivery service.

During your Clinical Studies, you will have weekly small-group 'clinical supervisions' with junior doctors to develop and monitor your clinical skills. You will also receive teaching on the wards and at the bedside, in clinics, in facilitated small group seminars and sometimes in lectures. The Clinical School Virtual Learning Environment (VLE), contains a wealth of resources and material to support your learning, and you will be expected to plan your time carefully to take advantage of these resources and to pursue self-directed learning, in addition to taking full advantage of the clinical experiences available to you.

More information on the clinical course can be found on the Clinical School website at:
http://www.medschl.cam.ac.uk/education/courses/standard/

Course

Course Organisers

MedST Part IA (2019-20)

Name of Course	Organiser	Email Address	Telephone Number
Functional Architecture of the Body (FAB)	Dr C Brassett Dr H L Taylor (Physiology, Development & Neuroscience - PDN)	cb457@cam.ac.uk hlt37@cam.ac.uk	39333
Histology (HIS)	Dr J T Tiffert (PDN)	jtt1000@cam.ac.uk	33747
Homeostasis (HOM)	Prof. D A Giussani (PDN)	dag26@cam.ac.uk	33894
Introduction to the Scientific Basis of Medicine (ISBM)	Dr A Swift (Public Health and Primary Care)	aks76@medschl.cam.ac.uk	36586
Molecules in Medical Science (MIMS)	Dr M de la Roche Dr S Fulton (Biochemistry)	mad58@cam.ac.uk tchdir@bioc.cam.ac.uk	46853 33341
Preparing for Patients (PfP)	Dr R Williams – Course Lead (Clinical Medicine) Dr Sue Holmes – PfPA (Primary Care Unit)	rmw33@medschl.cam.ac.uk smh74@medschl.cam.ac.uk	 30364
Social and Ethical Context of Health and Illness (SECHI)	Dr R Duschinsky (Dept. Public Health & Primary Care) Revd J Caddick (Emmanuel College)	rd522@medschl.cam.ac.uk jlc24@cam.ac.uk	46426 34264

Course

MedST Part IB (2019-20)

Name of Course	Organiser	Email Address	Telephone Number
Biology of Disease (BOD)	Dr A Kelly (Pathology)	apk23@cam.ac.uk	33591
Head and Neck Anatomy (HNA)	Dr C Brassett Dr H L Taylor (PDN)	cb457@cam.ac.uk hlt37@cam.ac.uk	39333
Human Reproduction (HR)	Dr P Schofield (PDN)	pns12@cam.ac.uk	33878
Mechanisms of Drug Action (MODA)	Dr L MacVinish (Pharmacology)	ljm1000@cam.ac.uk	34034
Neurobiology and Human Behaviour (NHB)	Dr H Matthews (PDN Dr S Edgley (PDN))	hrm1@cam.ac.uk sae1000@cam.ac.uk	33803 33757
Preparing for Patients (PfP)	Dr R Williams – Course Lead (Clinical Medicine) Mrs S Smith – PfP B, C & D (Clinical Medicine)	rmw33@medschl.cam.ac.uk ss2512@medschl.cam.ac.uk	69288

Study Skills

University is not like school. There are significant differences between the way you were taught at school and the way you will learn at University, and sometimes you may feel bewildered by the transition. In order to help you with this, you will be asked to attend a **Preparing for Lectures** session at the start of Michaelmas Term in your first year.

In place of relatively small school classes, information at University is delivered by means of lectures, which can be to groups of over 300 students. Most lecturers will issue hand-outs (some of which will be available online only, via the University's virtual learning environment, Moodle) and live recordings may become available for some lectures, but you will also need to develop your listening, concentration and note-taking skills to get the best out of the lecture experience. The material will be delivered quickly, and it is then up to you to understand and assimilate it; you are also expected to read further material on the subject matter. The information you are provided within lectures will be developed and set in context in practical classes. Although some practical classes may be large, you will work in small groups with demonstrators on hand to help and answer questions. These practical sessions are vital to your education and attendance is mandatory.

The College supervision system is there to complement the formal teaching and the onus is very much on you to make use of it, and to develop study and time management skills to help you cope with, and master, the material. College supervisions will play a very important part in your education. Make them interactive and take full advantage of them to ask questions about any parts of the course you need help with.

You will need to use the internet to consult library catalogues, past examination papers, databases of scientific literature - and much, much more. The departments that provide your teaching are providing an increasing amount of supplementary information on their web sites, and the Faculty of Biology website (www.biology.cam.ac.uk/undergrads/MedST/Current) also provides a lot of basic information. You need to be aware that the University takes plagiarism very seriously. You can read more about this on the Faculty website (https://www.biology.cam.ac.uk/exams/AllExams/plagiarism).

Attendance

Diligent attendance is a requirement of the Faculty Board of Biology as you will need a record of diligent attendance to permit you to take the 2nd MB examinations. Attendance at practical classes and seminars (but not lectures) is recorded and, if your attendance at these classes falls below 80%, your progression in the course and professional future will be in jeopardy.

If there is a good reason why you are unable to attend a practical class then you must tell the appropriate Course Organiser and your Director of Studies or Tutor. It may be possible for you to do the practical at some other time. Organisers of practical classes will notify students and their Colleges if a student's attendance record is unsatisfactory.

As a student your timetable is likely to be very full. Most of the teaching in the first three years will be on the University's Downing site. If you haven't time to go to your College for lunch, undergraduates are welcome at the University Centre, which is at the end of Mill Lane.

Time out of the course

If you believe you may need to intermit and take time out of the pre-clinical course, for health or other reasons, please discuss this as soon as possible with your Director of Studies or Senior Tutor. If, following further discussion (including, where relevant, with Occupational Health) you feel that a period of intermission would be appropriate, a request will need to be made by your College and formally approved through the University's Examination Access and Mitigation Committee.

Please note that there is a maximum time period (including periods of intermission) over which the entire medical course can be taken. This is eight years for standard course students; six years for graduate course students; and seven years for affiliated students. Extensions to this period can be made under exceptional circumstances, and an application for additional time in which to complete the course would need to be made to the Faculty Board of Clinical Medicine.

Assessment and Exams

Courses have been designed to allow students, wherever possible, to learn for themselves rather than being passive recipients of instruction. You will get far more out of your course, and are more likely to do well in your exams, if you regard university as an opportunity to study what interests you, rather than just learning a syllabus to pass an exam.

You will encounter two kinds of assessment throughout the first three years:

Formative assessment is an informal, continuous review of progress. Meetings are organised by your College Supervisors and Director of Studies on a weekly or termly basis to review your progress.

Summative assessment is your formal end of year exams. The 2nd MB determines whether you are able to proceed onto the clinical part of the course and the Tripos determines your class of BA qualification.

There are three sections to the summative assessment. Section I involves one-hour theory exams based on the lecture material and consists of short notes or Multiple Choice Questions (MCQs). Section II involves one or two-hour practical exams based on practical material covered. Because these 2nd MB exams constitute a professional qualification, you will be expected to pass them at a qualifying level, and to demonstrate a good knowledge and understanding of the whole of the subject material. Furthermore, you will be expected not merely to know this material but, more importantly, to understand it and apply that understanding to the solving of problems.

Section III involves two or three-hour exams consisting of essay questions from a wide range of topics. This last section contributes (along with Section I and II marks) toward your Tripos qualification, not your professional MB. To do well in the Tripos, you will need to show a deeper understanding of the material, and to be able to mould facts into coherent arguments.

You should be aware that details of your academic performance in all aspects of the course currently contribute to your Educational Performance Measurement (EPM), a major factor in your application for Foundation Year placements at the end of your undergraduate medical programme.

The consequence of this is that the best strategy is to aim to pass not just your 2nd MB exams, but also to secure a good performance in the Tripos, because this strengthens your application.

Further details of these exams and how they relate to the course can be found in the tables at the end of this section and on the MedST website:

http://www.biology.cam.ac.uk/ exams/MedVetSTexams

In the interests of public safety, in accordance with GMC's 'Tomorrow's Doctors', and in your own best interests, information pertinent to your educational achievements and to your fitness to practise may be shared by the Cambridge University School of Clinical Medicine with training providers, employers, regulatory organisations and other medical schools.

Examination resits and mitigating circumstances

It's important to remember that only very small numbers of students fail examinations; your tutors closely monitor your progress from the start of a course and, if you have not reached the level of achievement expected, the Clinical Dean or Director of Education for the Medical and Veterinary Sciences in the School of Biology (for Graduate Course students in Years 1 and 2) will advise you to withdraw from an examination - note that satisfactory course attendance is a pre-requisite for entry to all MB Examinations.

Students who have long-term special needs should discuss these with their Director of Studies as early in the course as possible, in order to explore whether any particular arrangements are needed for study and/or examinations.

Course

Resit policy

If you fail a Second MB 1A or 1B examination in June, you are entitled to one resit in September for which you are automatically entered.

Your Tutors, in discussion with College Directors of Studies, will arrange support for resit examination preparation and advise whether you should, in exceptional circumstances, consider requesting a change in your scheduled course programme. For some pre-clinical students in years one and two who have failed Second MB examinations, it will be appropriate to consult their tutors to discuss the option of transferring to another Tripos and graduating at the end of their third year with an honours degree. The University Careers Service provides excellent support and advice for any student considering their career options.

Please note that there are no resit examinations for Tripos, and therefore pre-clinical students failing components of Tripos, may also need to submit a request to the Examination Access and Mitigation Committee (for example, for an exam allowance, a disregarding of terms, or for the award of a DDH), at the same time as pursuing any necessary course of action in relation to the 2nd MB components. Students should discuss this with their College Tutor or Director of Studies.

Additional Resit Examinations

Students are permitted only two attempts at Second or Final MB examinations unless there are mitigating circumstances, such as illness or other good cause. If you wish to apply for a third attempt, please discuss this with the Director of Pre-Clinical or Clinical Studies (as appropriate) or the Senior Tutor in your College. Applications for an exceptional third attempt are made to the Faculty Board of Clinical Medicine and are considered on a case by case basis. Those which are approved are almost always based on the presence of mitigating circumstances, and have the support of the College. Following discussion with your College, if you wish to apply for a third attempt, your College has to do this on your behalf and has to provide a letter to show whether or not they support the application, and why.

Please note that unless exceptional circumstances apply, Faculty Board will not approve requests for third attempts at examinations, on more than two separate occasions throughout the entire medical course. For example, if Faculty Board approved requests in your first and second pre-clinical year, they would not normally consider further requests in subsequent years (including the clinical years of the course).

Please also note that if Faculty Board approves a request for an exceptional third attempt, it may set conditions on that approval. For example, Faculty Board may stipulate that approval is subject to receipt by the Chair of the Medical and Veterinary Student Progress Panel of a report from Occupational Health, confirming that you are fit to sit the examination. If the conditions are not met, approval for the additional resit may be withdrawn.

Mitigating circumstances

It is very important to bear in mind that mitigating circumstances MUST be declared in advance of the examination. Applications for exceptional third attempts based on a declaration of mitigating circumstances after the fact, will normally not be approved, particularly if those circumstances were known and could have been declared in advance.

You may be hesitant to discuss difficult circumstances such as depression or a family problems – however, if these difficulties are affecting your ability to study for your examinations and you are concerned that they will affect your examination performance, you are very strongly encouraged to discuss these with a Clinical Sub-Dean, your Director of Pre-Clinical or Clinical Studies, or with the Senior Tutor, before your examinations. Your tutors can then discuss possible sources of support and help, and can advise you on whether they believe your difficulties could potentially constitute mitigating circumstances. If so, they can make a declaration of such circumstances on your behalf. If you experience severe difficulties immediately prior to your examinations, and are not in a position to discuss these with your College or with a Clinical Sub-Dean first, please declare these difficulties to the examiners, to

your College and to the Clinical Dean as soon as possible after the examination, and certainly within seven days of your last examination. For more information on declaring mitigating circumstances and on how this information is used, please see the School's guidance on 'Final MB examinations and the mitigating circumstances panel'.

Being aware of and reflecting on, your own health and personal circumstances, and seeking support if you feel that your wellbeing and performance are suffering, is part of the professional attitude that you will be expected to demonstrate as a doctor in training, and subsequently as a fully licensed professional. Adopting this attitude towards your professional examinations will stand you in good stead for making similar assessments and decisions when it is your working environment and your contact with patients that may be affected.

What counts as an attempt at a 2nd MB or Final MB examination

If you take your place for an examination (whether in an exam hall or in College), and the examination formally starts, you will be deemed to have had an attempt at that examination. Attempting any paper or element of a 2nd MB subject or a component of Final MB, will count as an attempt at the entire subject or component.

In addition, if you do not turn up for an examination for which you have not been officially withdrawn by your College or by the Clinical School Deanery Team, you will also be deemed to have had an attempt, unless very exceptional circumstances apply (for example, an accident on the day of the examination). These circumstances would be considered by the Faculty Board of Clinical Medicine, which would make a decision as to whether or not you should be deemed to have attempted the examination. As indicated in the section above, any such circumstances must be declared to the examiners, to your College and to the Clinical Dean as soon as possible after the examination, and certainly within seven days of your last examination.

Please note that you cannot withdraw yourself from an examination – you must have permission to withdraw from either your College or the Clinical School Deanery Team. Emailing your College or a member of the Deanery Team prior to the exam to tell them you feel you cannot sit the exam, does not count as formal withdrawal from an examination, unless you have received confirmation that your withdrawal has been approved.

Colleges may choose to refer students to Occupational Health, if there are concerns about whether a student is fit to sit, and/or for a view on whether and how any health difficulties may have affected a student's preparation. Health difficulties declared in advance, and any discussions and/or evidence about managing those difficulties, can be submitted to Faculty Board for consideration and are taken into account if an exceptional third attempt at an examination is requested.

Requesting an additional resit

Guidance on the submission of requests for additional Second MB attempts is published by the Faculty of Biology (https://www.biology.cam.ac.uk/exams/MedVetSTexams/MedVetST-resit-policy/MedicResit).

Requests for an additional resit should be made by the College using the appropriate form, and should include a letter from the Senior Tutor and a 'Release of Medical Evidence Form', signed by the student:

Faculty Board will notify the student, the College, and the Student Registry, of the outcome of any application for an additional resit, along with any conditions stipulated as part of an approval of the application.

Medical Student Register

If you fail any 2nd MB or Final MB examination for a second time, you will be automatically removed from the Register. If you request an additional resit, and if the request is approved, you will be reinstated onto the Register.

Course

Year one examination summary

Course	Exam Paper Structure		Material Examined	Assessment		Exam Format	Notes
Homeostasis (HOM)	Section I	1 h	Lecture material	2nd MB	Tripos	MCQs or short Notes	Sections I & III taken as a single 3 h paper
	Section II	2 h	Practical material	2nd MB	Tripos	Practical questions (by MCQs)	
	Section III	2 h	Whole course		Tripos	Essay questions	
Molecules in Medical Science (MIMS)	Section I	1 h	Lecture material	2nd MB	Tripos	MCQs	Sections I & II taken as a single 3 h paper
	Section II	2 h	Practical material	2nd MB	Tripos	Practical questions	
	Section III	2 h	Whole course		Tripos	Essay questions	
Functional Architecture of the Body (FAB)	Section I	1 ½ h	Whole course	2nd MB	Tripos	Short answer questions	
	Section II		Whole course	2nd MB	Tripos	Practical questions	
	Section III	2 h	Whole course		Tripos	Essay questions	
Introduction to the Scientific Basis of Medicine (ISBM)	One paper	45 min		2nd MB		MCQs	
Social and Ethical Context of Health and Illness (SECHI)	One paper	1 ½ h		2nd MB		Essay questions	
Preparing for Patients A (PfPA)	Course work			2nd MB			

Note 1 Histology is examined as part of the Homeostasis practical.

Note 2 The regulations for MedST IA stipulate that each subject of the IA examination should carry the same marks. Form and Conduct notices have been published in the Reporter, which describe in detail the format of each examination. They can be found on the Faculty of Biology website: www.biology.cam.ac.uk/exams/MedVetSTexams

Course

Year two examination summary

Course	Exam Structure		Material Examined	Assessment		Exam Format	Notes
Biology of Disease (BOD)	Section I	1 h	Lecture material	2nd MB	Tripos	MCQs	Sections I & III taken as a single 3 h paper
	Section II	2 h	Practical material	2nd MB	Tripos	Practical questions	
	Section III	2 h	Whole course		Tripos	Essay questions	
Mechanisms of Drug Action (MODA)	Section I	1 ½ h	Lecture material	2nd MB	Tripos	MCQs	Sections I & III taken as a single 3 ½ h paper
	Section II	2 h	Practical material	2nd MB	Tripos	Practical questions	
	Section III	2 h	Whole course		Tripos	Essay questions	
Neuroscience and Human Behaviour (NHB)	Section I	1 ½ h	Lecture material	2nd MB	Tripos	Short answer questions	Each section taken as a separate paper
	Section II	1 h	Practical material	2nd MB	Tripos	Practical questions	
	Section III	3 h	Neurobiology Psychology of medicine		Tripos	Essay questions	
Human Reproduction (HR)	Section I	1 h	Lecture material	2nd MB	Tripos	MCQs	Sections I & III taken as a single 2 ½
	Section II	1 h	Practical material	2nd MB	Tripos	Practical questions	
	Section III	1 ½ h	Whole course		Tripos	Essay questions	
Head and Neck Anatomy (HNA)	Single paper	1 ½ h	Whole course	2nd MB	Tripos	Short answer questions	
Preparing for Patients B (PfPB)	Course work			2nd MB			

Note: The regulations for MedST IB stipulate that the maximum marks allocated to each subject at IB should be in the following proportions:

- Biology of Disease 10
- Mechanisms of Drug Action 10
- Neurobiology and Human Behaviour 14
- Human Reproduction 8
- Head and Neck Anatomy 4

Form and Conduct notices have been published in the Reporter, which describe in detail the format of each examination. They can be found on the Faculty of Biology website: www.biology.cam.ac.uk/exams/MedVetSTexams

Costs for Years One and Two

In addition to the standard living costs, preclinical medics should expect to have to meet some costs (estimated on last year's actual costs):

The dissection kit, safety glasses, gloves and white coats will be supplied in the dissection room for FAB.

Preclinical medics will be asked to pay for:

• Provision of dissecting instruments, gloves, pens, safety googles, hire and laundry of lab coat for 2 years (for FAB and HNA).	£20.00*
• 1 lab coat (for HOM and MIMS)	£13.50*
• Safety Glasses	£3.50 - £7.50*
• University approved calculator	~£20.00
• Preparing for Patients - maximum for travel first year (for PfPA) - 2nd year College rent fees (accommodation for PfPB) - 3rd year travel (for PfPD) up to	 £25.00 Around £130.00 but varies between colleges £25.00

* Payment will be made online ahead of the start of term. Further details will be sent to new students.

Lab Coats

You will be expected to have one lab coat. This can be purchased before arrival from external suppliers or from the University during your scheduled Molecules in Medical Science (MIMS) lab coat session for approximately **£12.00 each. This will be payable by cash or cheque in person, or pre-paid online by card (further details will be emailed to you).**

Lab coats purchased before arrival must be clean, full-length (down to your knees), high collar, closable, and white with pockets.

Feedback and Representation

Student feedback and representation

Course organisers will actively solicit opinions from you about the teaching you receive. We do change our teaching as a response to comments and suggestions made by previous students, and you owe it to those coming after you to respond to questionnaires, so that those responsible for organising the teaching know when something is right, and when something needs improving. When you complete a teaching questionnaire try to be honest, informative, and, if possible, helpful.

Course liaison committees also have student representatives and it is at this level that most of the useful work is done in providing feedback to those who teach from those who are learning.

The Faculty Board has student representatives, and we hope that some of you will wish to contribute through this means of discussion. The student elected to sit on the Faculty Board from the medical and veterinary courses also sits on the Medical Education Committee, which maintains an overview of Cambridge medical education from admission to qualification. There is also a Faculty Committee, the MVST Part I Committee, which oversees MedST IA and IB, and includes student representatives. Please feel free to take any thoughts you have about the course to any of your student representatives.

Concerns about other students/members of staff

The Student Code of Conduct requires students to 'take action at an early stage when any problem arises'. All medical students should seek advice from the College Tutor or Director of Studies if they think another medical student has behaved in such a way that suggests he or she is not fit to practise. Examples of such behaviour include:

- misusing information about patients;
- treating patients without properly obtaining their consent;
- behaving dishonestly in financial matters, or in dealing with patients, or research;
- making sexual advances towards patients;
- misusing alcohol or drugs.

Complaints about the course

If you have problems with the organisation of a particular course, you should communicate this with the Course Organiser. You can also tell student representatives who sit on the management committee for the course to raise the problem on your behalf. Please don't hesitate to raise an issue, especially since the problem may be general. If all else fails, raise problems with the Head of Department.

Problems with the teaching provided for you by your College should be raised with your Director of Studies and, that failing, with your Tutor or Senior Tutor.

Complaints about exams

Any complaints about the conduct or the results of examinations must be raised in the first instance with your College Tutor, not directly with the Examiners concerned. It is your Tutor's responsibility to advise you on these matters. Cambridge exam rules and regulations make provision for cases of illness or other misfortune. If you encounter any of these impediments to exam preparation, the sooner you inform your College Tutor the better. Any liaison between a student and the central administration must be conducted through your College Tutor.

Cambridge Culture

The complementary roles of the University and the Colleges

Cambridge is a collegiate University, and responsibility for your education is shared between the University and your College.

Within the University, the Faculty of Biology is responsible for organising your teaching for the first three years. You will undergo practicals and lectures from staff of six departments: Biochemistry; Genetics; Pathology; Pharmacology; Physiology, Development and Neuroscience (PDN) and Psychology.

Departments will provide course online handbooks for each of the courses you take, and these will include details of the arrangements for lectures and practical classes in that subject, and detailed guidance about the form and conduct of examinations. Much more information, especially on timetables, is available on the Faculty of Biology web site and you should become accustomed to consulting this:

http://www.biology.cam.ac.uk

This teaching will be augmented and enhanced by small-group teaching (supervisions) organised by your College. These help with academic work, but also communication and writing skills. Your College Director of Studies will get to know you as an individual and will organise the provision of supervisions to support and enhance the formal teaching provided by Departments. Your College Supervisors, Director of Studies and Tutor provide a unique pastoral network designed to support your studies at Cambridge.

Student Societies

Within Cambridge there are various societies organised by, and run for, medical students. Here are "welcome" messages from one of them:

MEDSOC

The Cambridge University Medical Society warmly invites all undergraduate medics to join. Members will receive invitations to fantastic social functions and enthralling guest speakers at reduced prices. We organise trips to clinical schools in Oxford and London and members will also get a copy of Murmur, our very own publication, and receive book discounts at Waterstones. For more information, visit us at: https://cambridgemedsoc.com/

Academic Support

Are you having difficulties coping with the demands of the course?

Begin by asking your College Supervisor in the appropriate subject. University teachers can be approached if a problem remains unresolved and, in practical classes, demonstrators are on hand to deal with immediate queries. Problems with lectures and practical sessions can be raised with those who are lecturing or running a particular class.

Are you on the right course?

If you are having serious doubts, talk about them **immediately** with your Tutor and/or Director of Studies. There are students who realise, having got to this stage, that it was all a big mistake. But **it is never too late to change your mind**. Cambridge offers exit routes from medicine into other Triposes, so you can still acquire a degree. Many students study subjects which contribute greatly to the practice of medicine, e.g. genetics or pathology, without becoming a medical practitioner.

The Medical and Veterinary Student Progress Panel

The College tutorial and pastoral system is backed up by the Medical and Veterinary Student Progress Panel. The Panel maintains a general overview of medical student progression throughout both the preclinical and clinical course at Cambridge and monitors the cases of students who, for one reason or another, may be having problems with the course. The Medical and Veterinary Student Progress Panel consists of senior members of the School of Biological Sciences, the School of Clinical Medicine and Department of Veterinary Medicine together with College tutorial representatives. **The committee is not a disciplinary body but is set up to provide support for students and Colleges.** Its basic remit is to ensure that students have a timely and trouble-free progress through the course. See more at:

www.biology.cam.ac.uk/exams/MedVetSTexams/monitor

Dr Diana Wood, Clinical Dean

(Clinical School)

Tel: 01223 (3)36732

clinical.dean@medschl.cam.ac.uk

Faculty of Clinical Medicine

Protecting your Health

All applicants offered a place to study Medicine at Cambridge are required to complete a health assessment with the University's Occupational Health Service (OH). You will be asked to fill a confidential health questionnaire. The main purpose of this confidential assessment is to learn about any medical conditions or disabilities that you may have that require specific support during your training thereby, where necessary, allowing these to be appropriately considered and implemented.

We are required by the General Medical Council (GMC) to ensure that you are not affected by a condition that would make it impossible for you to acquire the skills necessary to qualify and work safely as a doctor. If you have a medical condition or disability that you think may affect your fitness to practise as a doctor, or that you think may be difficult to accommodate, then you should contact OH or the Disability Resource Centre (DRC) for confidential advice before applying.

Vaccinations for entry to the Medical School

If you are offered a place, you will need to complete a full course of immunisation against hepatitis B. You will also need to show evidence of vaccination against or immunity to rubella, measles, chickenpox and tuberculosis. You will be sent details of the vaccination programme with your offer letter and health questionnaire.

Blood borne virus infections

When you commence your studies at Cambridge, in order to comply with national guidelines, you will be required to undergo appropriate occupational health screening for exposure to hepatitis B, hepatitis C and HIV, before you can be cleared to undertake certain surgical procedures. Should you decline the tests or be found to be infected you will be supported and allowed to continue with the course but not allowed to assist or undertake certain surgical procedures known as exposure prone procedures (EPPs), where there is risk of exposure of a patient's open tissues to your blood, e.g., assisting with certain surgical procedures. Infection will not prevent you from qualifying or practising as a doctor, except for the restriction on EPPs.

Keeping appointments with Occupational Health

With around 300 new medical students to be processed in the first two weeks of term, staff work to tight deadlines under a great deal of stress. Ensure you do not miss appointments and you are on time. If you are required to complete a course of Hepatitis B vaccinations, Occupational Health will do their best to provide you with appointment times which minimise interference with your academic work. Failure to keep an appointment without justification will be treated as a serious matter and your Director of Studies will be informed.

Occupational Health Service

Tel: 01223 (3)36594

occhealth@admin.cam.ac.uk

16 Mill Lane, Cambridge CB2 1SB

Non-Academic Support

We understand that some members of the student body may encounter non-academic challenges – financial, health, emotional or family problems, for example – which can affect their progress on the course. There are a variety of sources of support for students within colleges, the wider university and externally.

1. Support within your College

Tutors, Director of Studies, Supervisors, Student Mentors, Nurse, Chaplains.

The central person in your pastoral support while at Cambridge is your Tutor, and they should usually be your first port of call with any problems you may have. This is partly because they will have training and experience in helping students, but also because they have a recognised role in the University. For example, if you have health problems which affect your performance in exams, it would be your Tutor who would be asked to write in your support. Similarly, if you wish to apply for additional funding for travel or hardship, that application would be made via your Tutor.

For all these reasons, even if you decide to seek help elsewhere (for example a self-referral to the University Counselling Service), you should inform your Tutor that you are doing so. Finally, if for some reason you do not feel happy discussing a particular issue with your allocated Tutor, you can speak to another Tutor at your college, or the Senior Tutor.

2. Support within the wider University

The University provides a wide range of support services, the main ones being:

- **Student wellbeing**

https://www.studentwellbeing.admin.cam.ac.uk/

- **Cambridge Nightline-Term time only (7pm-7am)**

Night-time listening support run by students for students
Tel: 01223 (7)44444
email@cambridge.nightline.ac.uk / http://cambridge.nightline.ac.uk/

- **University Counselling Service**

Tel: 01223 (3)32865
counsellingreception@admin.cam.ac.uk / http://www.counselling.cam.ac.uk/

- **Disability Resource Centre**

Tel: 01223 (3)32301
disability@admin.cam.ac.uk / http://www.disability.admin.cam.ac.uk/

- **Occupational Health Service**

Tel: 01223 (3)36594
occhealth@admin.cam.ac.uk / http://www.oh.admin.cam.ac.uk/

- **CUSU Student Advice Service**

Tel: 01223 (7)46999
advice@studentadvice.cam.ac.uk / http://www.studentadvice.cam.ac.uk/

- **University Church Chaplain**

Tel: 01223 (7)41718
chaplain@gsm.cam.ac.uk / www.cam.ac.uk/chaplaincies

- **Breaking the silence – preventing harassment and sexual misconduct**

https://www.breakingthesilence.cam.ac.uk/

3. Support outside the University

For a comprehensive list of contacts and resources, see:

https://www.studentwellbeing.admin.cam.ac.uk/helpful-contacts-and-resources

Free Help-lines

LifeCraft (7pm-11pm, 365 days a year)
Confidential support service across Cambridgeshire
Tel: 0808 808 2121
http://www.lifecraft.org.uk/lifeline

Samaritans (24/7, 365 days a year)
Confidential help line
Tel: 116 123
jo@samaritans.org
Local branch-(10:30am-10:00pm)
Tel: 01223 364455
4 Emmanuel Road, Cambridge, CB1 1JW

For Medical Students:
British Medical Association (BMA) Counselling and Doctor Advisor Service - Call 03301231245
https://www.bma.org.uk/advice/work-life-support/your-wellbeing/bma-counselling-and-doctor-advisor-service

Medical Student Register Agreement 2019

*If you have a difficulty with any element of this Declaration, please contact your **College Senior Tutor** to discuss how this might be resolved. In exceptional circumstances, resolution may require GMC approval for special pre-registration experience.*

Student declaration:

1. I have read the following information:
   - GMC and Medical Schools Council guidance: *Achieving Good Medical Practice: guidance for medical students* (May 2016);
   - the University's Medical Student Code of Conduct;
   - the guidance document on the legal standing of medical students.
2. I understand that the Fitness to Practise Committee may share information about my registration with other bodies in the public interest and has the authority to remove my name, either temporarily or permanently from the Medical Student Register in the following circumstances:
   - failure to observe the Medical Student Code of Conduct;
   - failure to progress academically to the satisfaction of my tutors;
   - failure in any MB examination on two occasions;
   - failure to enter MB examinations within time limits stipulated in the University's Statutes and Ordinances.
3. I understand that I will remain on the Medical Student Register and observe the Medical Student Code of Conduct until I have:
   - satisfactorily completed the course and provisionally registered with the General Medical Council;
   - failed any MB examination for a second time;
   - exceeded the maximum time permitted to complete the course;
   - withdrawn from the clinical course;
   - having been deemed unfit to practise after consideration of my case by a Fitness to Practise Adjudication Panel.
4. I understand that, if I fail to observe the Medical Student Code of Conduct, I will be responsible for paying any reasonable costs arising from a review of my fitness to practise in the event that such review leads to my being found unfit to practise or fit to practise only under certain conditions.
5. I am aware of the confidential sources of advice provided by the University and Colleges.
6. I have read the above and understand the implications of being on the Medical Student Register.

Student Name: .....
Signature: .....
Date: .....

Witness Name: .....
Signature: .....

You will complete a copy of this form at your introduction session. Please keep this copy for your records.

The ways in which the University processes your personal information are described in its privacy policy which can be found at: https://www.information-compliance.admin.cam.ac.uk/data-protection/student-data . As noted in that policy, and in the interests of public safety, pertinent information on you may be shared not only with relevant University and College staff, but also with external bodies such as regulatory organisations, and training providers. Supplementary information on the processing of medical student data, is given at: https://www.medschl.cam.ac.uk/education/education-data-protection/the-processing-of-medical-applicant-and-student-data/ .