Undergraduate Medical Student Professional Practice Agreement

Trinity College Dublin School of Medicine
Overview

The School of Medicine at Trinity College Dublin must ensure that students abide by a number of School, College and Professional regulations. These regulations are cognisant of your position as a medical student and future medical practitioner. While the School strives to strike a balance between creating a collegial atmosphere and these requirements, we are bound to meet a number of legal requirements in order to ensure your degree is recognized by national and international professional accreditation bodies.

This document must be reviewed by every student within the School and outlines expectations of academic and professional behavior. You will be required to sign and return Pages 13-14 of this document in order to indicate your acknowledgment of and agreement to comply with the regulations as outlined in this document.

The School of Medicine Mission Statement

The mission of the School of Medicine at Trinity College Dublin (TCD) is to facilitate and provide Medical Education to the highest international standards; to train clinicians who are equipped to fulfill their professional roles in a caring, competent and patient centered manner; to produce individuals who through critical thinking and outstanding professional and ethical standards will become leaders in their field of practice.

The School aims to be a leading research-intensive institution that fosters life-long learning in its graduates in preparation for post-graduate training. It aims to integrate its educational obligations with other missions for high-quality patient care, research excellence and new knowledge generation.

The School embraces an ethos of social responsibility, accountability, public service and community involvement, and is dedicated to meeting the health care needs of the wider community by training doctors to practice medicine with integrity, and a deep understanding of the impact of psycho-social influences and inequity on health and disease.

The University of Dublin Calendar - Code of Conduct, College Regulations & School Requirements

Students must familiarize themselves with the following sections of the College Calendar every academic year they are in attendance at Trinity College Dublin.

General Regulations and Information – Section H

Faculty of Health Sciences, I General Faculty Regulations, Section N (N1-N3)

Faculty of Health Sciences, III School of Medicine, Pages, N13 – N22
Dignity and Respect Policy

There are a number of specific policies relating to Dignity at Work within College and at the hospital sites associated with the School. Students should familiarise themselves with these policies.

Trinity College Dublin Dignity and Respect Policy:

“The College strives to create an environment that is supportive and conducive to work and study. The College promotes and is committed to supporting a collegiate environment for its staff, students and other community members which is free from discrimination, bullying, harassment and sexual harassment.”

http://www.tcd.ie/hr/wellbeing/dignity/

Adelaide and Meath Hospital incorporating the National Children’s Hospital, Tallaght, Dignity at work Policy

http://www.medicine.tcd.ie/policesandprocedures/dignity_at_work/dignity_at_work_policyamnch.pdf

St James’s Hospital Dignity at Work Policy

http://www.medicine.tcd.ie/policesandprocedures/dignity_at_work/dignity_at_work_sjh.pdf

Naas General Hospital Dignity at Work Policy

http://www.medicine.tcd.ie/policesandprocedures/dignity_at_work/bullying_policy_naas_hospital.pdf

Professional Behaviour and Fitness to Practice

The School of Medicine has an overriding duty of care to the patients and public with whom medical students come in contact; therefore, it is essential to have fair and transparent processes in place to manage potentially serious behavioural and fitness to practice issues that may prevent a student from progressing towards graduation as a doctor.

This policy reflects the requirements of the College Calendar (H6, 26; N12, 2; N13, 4) while also adhering to the standards specified in the Irish Medical Council’s ‘Guidelines for medical Schools on Ethical Standards and Behaviour appropriate for Medical Students’ and acknowledges the European perspectives on medical education.

Behaviour must at all times demonstrate appropriate professional attitudes and standards expected of a doctor in training. The School of Medicine supports the development of students’ professional behaviour and fitness to practice through the curriculum and with the guidance of professional colleagues.

Students must at all times be appropriate and professional with regard to attendance, confidentiality, dress code, behaviour towards patients and colleagues and research ethics.

You are now required to sign a declaration of professional conduct and ‘fitness to practice’ to signify that you have read and understood the relevant guidelines and policies noted within this document and external items noted on pages 12-14.
Attendance Policy

Attendance is a key requirement within the School of Medicine and its associated and affiliated hospitals and clinical settings. The School of Medicine at Trinity College Dublin has a compulsory attendance policy for all scheduled teaching events.

‘For professional reasons lecture, tutorial, and clinical attendance in all years is compulsory. Students who have not satisfied the School requirements for attendance will be returned to Senior Lecturer as non-satisfactory, in keeping with the regulations of the University Council.’ (N13).

While attendance is generally satisfactory and we recognise that occasionally a student may be absent due to unforeseen circumstances, the School of Medicine are bound to comply with the College Calendar. As a School of Medicine, we are compliant with E.U. directive 2005/36/EU in delivering 5,500 of instruction during the two cycles over the duration of the five year programme.

The School is also compliant with the Irish Medical Council (IMC) requirements and guidelines (please see link on page 12 specific Guidelines for Medical Students). We also endeavour to adhere to European and global guidelines on Medical Education e.g. MEDINE2 Tuning documentation and World Federation of Medical Education (WFME) Global Standards for Quality Improvement in Medical Education European Specifications.

Appropriate sanctions will be applied for significant unexcused absences on a group and/or individual basis as applicable.

Current Practice & Escalation Procedures - Lectures

Lecture attendance is not formally monitored at present, however it is obvious to lecturers when attendance is low and they feed this back to the School. In all cases where attendance is reported to be unsatisfactory e.g. lectures / tutorials a written warning will be issued to the relevant class group and the class representatives will be alerted.

If attendance of the group does not improve after this written warning, an electronic attendance monitoring system will be brought into operation with the use of students’ swipe cards at the relevant venues (e.g. Biomedical Sciences building, Trinity Centre in St. James’s Hospital and Education Centre in Tallaght Hospital) for a period defined by the School.

The School will monitor group and individual attendance at lectures when the swipe card system is activated and will escalate matters as appropriate.

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**Escalation Process for Poor Attendance at Lectures**

1. **Poor Attendance**
2. **Warning Message to Class**
3. **Disqualified** 
   - Disqualified as per guidelines by the School
4. **Attendance Monitored**
5. **Rejoin Attendees or other Tutor Contacted**
6. **Students given an opportunity to correct situation**
7. **Students continue to have poor attendance**
8. **Student is asked to withdraw from programme unannounced**
Current Practice & Escalation Procedures – Small Groups

Attendance is currently monitored in small group, practical and tutorials settings, as well as on rotations. Poor attendance is noted and will be referred to the Director of Teaching & Learning for the School of Medicine.

Attendance is also incorporated in some assessment structures e.g. Problem Based Learning (PBL) in Year 1, labs and practicals, and clinical skills. Students should be aware of this when missing class.

| Escalation Process for Poor Attendance at Practicals/Tutorials/Rotations |
|---|---|---|---|---|
| Attendance is Recorded | Attendance Record is returned to SOM | Students with poor attendance & their tutor will be asked to meet with SOM | Student will be given an opportunity to improve overall attendance and will be warned not to slip up in an out of lectures | Continued poor attendance will result in a return to the Senior Lecturer as ‘non-satisfactory’ |

*It is important to note that poor attendance will affect your marks in some assessment components of a module.

Excused Absences:

In certain circumstances, absences may be unavoidable due to illness or unforeseen events. In the case of absence due to medical reasons, an original medical certificate from a registered General Practitioner or from College Health must be submitted to the School Office, as soon as possible after illness, ideally within 3 days.

Persistent Unexcused Absences

Individual students will be contacted and will be required to discuss their attendance record with the School of Medicine should they have a number of unexcused absences. Where appropriate, the student’s tutor will be contacted and unexplained poor attendance will result in the student being returned to the Senior Lecturer as ‘non-satisfactory’.

Students who are reported as ‘non-satisfactory’ will have this noted on their University record and transcripts. Students whom are reported as ‘non-satisfactory’ to the Senior Lecturer for Michaelmas & Hilary terms of the same academic year may have permission to take annual examinations withdrawn.

Other Offences

If a student is detected as swiping in classmates or participating in ‘swipe and go’ practices, they will be referred immediately to the Director of Teaching & Learning and may be referred to the Junior Dean on disciplinary grounds.
Confidentiality

It is very important that all information pertaining to patients should remain within the hospital / clinical setting to prevent breaches of patient confidentiality and to respect patient privacy at all times. It is essential that you check your personal belongings and pockets for patient information prior to leaving the clinical sites each day. Such information must not be removed from the hospital /clinical setting.

Specific guidelines

Do not disclose patient identifiers i.e. patient number, name or address (locality)

- when discussing patient cases in any circumstances
- when recording and reporting on clinical cases for Assessment Purposes in Logbook (Year 3 and upwards)
- when given access to patients’ electronic records – Hospitals (Year 3 and upwards)
- In any personally owned notebooks or electronic devices

Students must be mindful not to discuss patient cases with their colleagues or personal contacts outside of the confines of a clinical or academic setting – this includes public spaces and on social media.

Dress Code

Dress code is an important aspect to professional practice and is part of your training in becoming doctors. It also forms part of your responsibilities as described by the Irish Medical Council.

Principles of the Dress Code

Professional: patients should be confident that the student is part of the professional team involved in their care.

Respectful: patients should never feel that their personal, ethnic or religious convictions are compromised because of inappropriate dress.

Safety: dress must conform to the local health and safety regulations. This is to protect both the student and the patient.

The table opposite and continued on the next page is provided as a guide to appropriate dress and applies to clinical areas. There will be local differences between clinical units and local guidelines should be observed. The student should exercise reasonable discretion in choosing appropriate dress. Clothing should not restrict easy movement for clinical procedures.

You must ensure your dress will not cause offence to the patient, staff or visitors for patient interactions from 1st Year to Final Medicine.
### IDENTIFICATION & WHITE COATS

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
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</thead>
<tbody>
<tr>
<td>Prominently displayed hospital or student ID depending on the environment.</td>
<td>No identification</td>
</tr>
<tr>
<td>If a white coat is used it must comply with infection control standards.</td>
<td>White coats are no longer necessary for medical students in clinical areas, however, students should be cognisant of local regulations.</td>
</tr>
</tbody>
</table>

### ATTIRE

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
<td>• Jeans/denim</td>
</tr>
<tr>
<td>• Smart trousers, clean and pressed</td>
<td>• T-shirts</td>
</tr>
<tr>
<td>• Collared shirt with tie</td>
<td>• Plunging neckline</td>
</tr>
<tr>
<td>Women</td>
<td>• Midriff exposure</td>
</tr>
<tr>
<td>• Blouse or smart top</td>
<td>• Strapless/string strapped blouse</td>
</tr>
<tr>
<td>• Smart-casual trousers or skirt</td>
<td>• Crop tops</td>
</tr>
<tr>
<td>• Smart dresses</td>
<td>• Track suits</td>
</tr>
<tr>
<td>• Dress and skirt lengths should not be overly short or long. Recommended length is from just above the knee to just above the ankle</td>
<td>• Camouflage clothing</td>
</tr>
<tr>
<td></td>
<td>• Hooded sweatshirts</td>
</tr>
<tr>
<td></td>
<td>• Prominent slogans or images that may cause offence</td>
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<tr>
<td></td>
<td>• Short skirts/dresses</td>
</tr>
<tr>
<td></td>
<td>• Clothing with tears, holes or rips</td>
</tr>
<tr>
<td></td>
<td>• Exposed underwear</td>
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</tbody>
</table>

### GROOMING

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
</tr>
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<tbody>
<tr>
<td>• Hair: Neat and clean hair, should be secured back from the face if shoulder length or longer.</td>
<td>• Hair covering face</td>
</tr>
<tr>
<td>• Finger nails should be short and clean.</td>
<td></td>
</tr>
<tr>
<td>• Beards &amp; moustaches are acceptable, but must be neatly trimmed</td>
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</tr>
</tbody>
</table>

### FOOTWEAR

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
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<tbody>
<tr>
<td>• Formal shoes, well kept and clean and worn with socks/ hosiery as appropriate.</td>
<td>• Trainers</td>
</tr>
<tr>
<td>• Safe footwear (closed) is required in many clinical sites.</td>
<td>• Running shoes</td>
</tr>
<tr>
<td></td>
<td>• Stiletto/platform shoes</td>
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<tr>
<td></td>
<td>• Torn Hosiery</td>
</tr>
</tbody>
</table>

### JEWELLERY

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
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<tbody>
<tr>
<td>• No more than 2 earrings per ear</td>
<td>• No other visible body piercing is permitted (nose/tongue etc.)</td>
</tr>
<tr>
<td></td>
<td>• Excessive jewellery is not permitted</td>
</tr>
</tbody>
</table>
Fitness to Practice

Students of the School of Medicine, Trinity College Dublin are expected, both while on practice experience and in the classroom, to demonstrate a high standard of professional behaviour. The road to graduation is lengthy and for most it is undertaken during the most important and formative periods of life. The majority of students negotiate the course along with other significant and occasionally unexpected life events; some of which may indirectly contribute to development of a fitness to practice issue.

While on practice experience, students are required to comply with the Code of Conduct for Medical Students and with the disciplinary rules of the practice experience provider where the practice experience is located and with the regulations of Trinity College Dublin relating to student conduct (College Calendar H6). When on practice experience students are reminded that patients and public interest and safety take precedence over students’ education.

“Practice experience” is taken to mean any of the following, undertaken by the student as part of his/her course of studies and/or during the time in which he/she is a registered student of the University:

- A period of practice or placement in any of the clinical of affiliated sites associated with the School and accessed by students from the School.
- A period of work experience in any of the clinical or affiliated sites available through the health service provider or other establishment which is (primarily) arranged by the student
- A visit to a community sites or any other establishment, whether arranged by the student or the University

Cases raising fitness to practice (FTP) issues fall into three categories – cases where a student is deemed unsuitable to participate in a practice experience as a result of the outcome of Garda vetting procedures; certain disciplinary offences; and all other, non-disciplinary cases. Where student behaviour threatens the well-being of patients, students or staff, the Director of Teaching and Learning or an appropriate member of the work experience-based staff should have the power to suspend the student with immediate effect.

Examples of Fitness to Practice Issues

The following describes a number of possible breaches of the Code of Conduct for Medical Students of the School of Medicine and the disciplinary rules of the practice experience provider that would result in referral to the FTP Committee. This list is indicative rather than inclusive.

- The demonstration of irresponsible behaviour e.g. through persistent and frequent absences without explanation or prior notice, and/or persistent and frequent late attendance or failure to record attendance sheets as required.
- The demonstration of persistent unprofessional behaviour e.g. through rudeness, swearing, inappropriate remarks, slovenly or unclean appearance.
- The demonstration of unprofessional behaviour in speaking to/dealing with patients/clients/colleagues;
• Appearing in the practice experience establishment under the influence of alcohol or drugs;
• Breaking confidentiality of a patient/client;
• Inappropriate/abusive behaviour towards a patient/client;
• Altering records of any kind without permission, or forging another person’s signature;
• Misuse of drugs in the classroom or college;
• Malicious damage to practice experience provider’s property;
• Malicious damage to practice experience provider’s reputation
• Demonstration of a disrespect for the profession
• Unsafe practice with due recognition of the student’s stage in the programme

Examples of Fitness to Practice sanctions

Where it is decided a Fitness to Practice concern is well founded, the following actions may be taken:

a) **Caution** the student in relation to the matter

b) Require the student to **undergo testing**, at College’s expense, in respect of suspected drug or alcohol addiction. A student failing to comply with this requirement or whose tests confirm drug or alcohol addiction may be required by the committee to withdraw from his/her course or to go off books until such time as s/he is certified by an appropriately qualified person to be fit to proceed with his/her course of studies.

c) Require the student to **undergo a medical examination or assessment** (including a psychiatric assessment) by a doctor or specialist nominated by the committee at College’s expense for the purpose of obtaining an opinion as to the student’s medical fitness to continue with his/her studies or as to his/her ability or suitability to participate in his/her course to the standards required by College. Where a student fails to comply with this requirement, or where s/he is assessed to be unfit to continue with his/her studies or unable or unsuitable to participate in his/her course to the standards required by College, s/he may be required by the committee to withdraw from his/her course or to go off books until such time as s/he is certified by an appropriately qualified person to be fit to proceed with his/her course of studies.

d) **Suspend** the student until such time as s/he is certified by an appropriately qualified person to be fit to proceed with his/her course of studies

e) Require the student to undertake additional practice experience.

f) Require the student to withdraw from his/her course.
Plagiarism

Medical students should pay particular attention to the Plagiarism section of the College Calendar located on pages H19-H21. Plagiarism is taken very seriously within College and the School and a number of methods are employed to detect it.

Below are a number of sections in the policy which we would like to highlight to you:

“Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism.”

“It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.”

“Plagiarism can arise from actions such as:

(a) copying another student’s work;

(b) enlisting another person or persons to complete an assignment on the student’s behalf;

(c) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format;

(d) paraphrasing, without acknowledgement, the writings of other authors.

Examples (c) and (d) in particular can arise through careless thinking and/or methodology where students:

(i) fail to distinguish between their own ideas and those of others;

(ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;

(iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;

(iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive. Students should submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, work submitted which is the product of collusion with other students may be considered to be plagiarism. It is clearly understood that all members of the academic community use and build on the work of others. It is commonly accepted also, however, that we build on the work of others in an open and explicit manner, and with due acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:

(i) Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should either be quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism.

(ii) When taking notes from any source it is very important to record the precise words or ideas that are being used and their precise sources.
While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one's own work and the work of others. Particular care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged."

The procedure for cases of suspected Plagiarism is made clear on H19-H21 and also in CONDUCT AND COLLEGE REGULATIONS §2

**Professional Conduct - Undergraduate Research**

Medicine Students at Trinity College Dublin will undertake a number of research projects throughout their course. Students are expected to behave in an ethical and professional manner while participating on these projects.

The Policy on Good Research Practice issued by Trinity College Dublin provides guidelines which apply to all staff and students. All sections of this policy are relevant and should be reviewed by undergraduate students undertaking research. Students who act in contravention to the policy will be dealt with accordingly.

It is important to note the following:

- Students must ensure they are acting ethically and with integrity with their Principal Investigator on the agreed project/topic.
- When working on a research project as a group, students must ensure that they employ good teamwork practices. Should a breakdown in the group occur, the appropriate Academic should be contacted immediately for mediation.
- If you wish to survey other students, you must ensure the project has ethical approval. You will need to provide this approval when requesting permission from the School of Medicine, Education Division to disseminate materials/surveys. Students must make these requests in a timely manner to Medadmin@tcd.ie and should be aware that the School may refuse to facilitate these requests.

**Dissemination of Materials & Copyright**

Students should familiarise themselves with the Copyright section of the General Regulations and Information in the College Calendar.

Students should be aware that materials made available by lecturers to them are protected by Copyright and Intellectual Property laws. Students should not take it upon themselves to disseminate these materials. The distribution of these materials via Dropbox or similar without the academic’s permission will be considered a violation of the Copyright section and students may face repercussions as a result.
Release of USMLE Results

The US Department of Education requires that all foreign medical schools participating in US financial aid programmes obtain a pass rate of 75% in each Step of the USMLE exams in any calendar year. Failure to do so will result in the TCD School of Medicine being removed from the US financial aid programme. This would result in serious reputational damage for the School.

To continue to meet the 75% pass rate requirement, it is necessary to ensure that those wishing to sit Step 1, the Step that results in most failures, have completed a minimum level of preparation to sit the exam. To this end, the School will not sign off on any Form 186 without proof of the completion of a Step 1 preparatory test or mock exam. The School arranges a preparatory test in September each year – the cost is €25 for students and €40 for graduates. The School will also accept proof of completion of preparatory tests arranged by students and graduates themselves.

The School is required to submit individual students’ and graduates’ results for each Step of the USMLE exams in the previous calendar year. By requesting the School to sign off on your Form 186, you agree that you will not withhold your test results from the School.

The School continues to keep the US DOE requirements under surveillance and reserves the right to modify related procedures and requirements at any time.

Required Reading for Medical Students

All Undergraduate medicine Students must read and familiarise themselves with the documents outlined below prior to signing Pages 13-14 and returning signed copy to the School of Medicine Office.

<table>
<thead>
<tr>
<th>Dignity in the Workplace</th>
<th><a href="http://www.medicine.tcd.ie/education/dignity/">http://www.medicine.tcd.ie/education/dignity/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness-to-Practice Policy</td>
<td><a href="http://www.tcd.ie/undergraduate-studies/academic-progress/fitness-practice.php">http://www.tcd.ie/undergraduate-studies/academic-progress/fitness-practice.php</a></td>
</tr>
<tr>
<td>College Calendar</td>
<td><a href="http://www.tcd.ie/calendar/part1/">http://www.tcd.ie/calendar/part1/</a></td>
</tr>
<tr>
<td>Policy on Good Research Practice</td>
<td><a href="https://www.tcd.ie/research/dean/TCDGoodResearchPractice.pdf">https://www.tcd.ie/research/dean/TCDGoodResearchPractice.pdf</a></td>
</tr>
<tr>
<td>School of Medicine Website</td>
<td><a href="http://www.medicine.tcd.ie/education/undergraduate/curriculum/">http://www.medicine.tcd.ie/education/undergraduate/curriculum/</a></td>
</tr>
<tr>
<td>Study Guide for your Year</td>
<td>Blackboard in Overview for your year section</td>
</tr>
<tr>
<td>Students should also familiarise themselves to the contents of ‘Guide to Professional Conduct and Ethics for Registered Medical Practitioners’ at (<a href="http://www.medicalcouncil.ie/News-and-Publications/Publications/Professional-Conduct-Ethics/Guide-to-Professional-Conduct-and-Behaviour-for-Registered-Medical-Practitioners-pdf.pdf">http://www.medicalcouncil.ie/News-and-Publications/Publications/Professional-Conduct-Ethics/Guide-to-Professional-Conduct-and-Behaviour-for-Registered-Medical-Practitioners-pdf.pdf</a>)</td>
<td></td>
</tr>
</tbody>
</table>
You are required to confirm by signing this document, that you have read and understood these statements and associated documents, and agree to comply with these requirements at all times during your enrolment within the School of Medicine.

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Student ID:</th>
</tr>
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**Dignity and Respect Policy**

I have read and understood the College and / or affiliate Teaching Hospitals’ policies & procedures in relation to ‘Dignity and Respect’ on the College website and shall comply with these regulations.

Signature: _____________________ Date: _____________________

**Fitness to Practise (H6, 26; N12, 2; N13, 4)**

I also confirm that in addition to signing that I have read and understood the College Calendar, I have read and understood the regulations of the School of Medicine and TCD as detailed above and in the College Calendar and Study Guide and shall comply with these regulations.

Signature: _____________________ Date: _____________________

**Professional Behaviour (including Irish Medical Council guidelines)**

I have read the College and School policy on Professional Behaviour and the Irish Medical Council guidelines for Ethical Standards of Behaviour for Medical Students and agree to adhere to these guidelines. I also agree to adhere to the required School Dress Code as specified.

Signature: _____________________ Date: _____________________

**Attendance (N13, 3)**

I have read the College and School policy on mandatory attendance at all scheduled teaching events and shall adhere to the School’s policy.

Signature: _____________________ Date: _____________________
Confidentiality

I have read and understood the specific Confidentiality guidelines above and on the School of Medicine website and the Irish Medical Council guidelines for Ethical Standards of Behaviour for Medical Students and agree to adhere to these guidelines.

Signature: _______________________ Date: _______________________

USMLE Preparation & Disclosure of Results Agreement

I confirm that I have been advised of the requirement of the US Department of Education that all foreign medical schools participating in US financial aid programmes obtain a pass rate of 75% in each Step of the USMLE exams in any calendar year. I understand that failure to do so will result in the TCD School of Medicine being removed from the US financial aid programme, resulting in difficulties for students seeking US financial aid to attend TCD, as well as in serious reputational damage for the School.

I am aware that to continue to meet the 75% pass rate requirement, it is necessary for the School to ensure that those wishing to sit Step 1, the Step that results in most failures, have completed a minimum level of preparation to sit the exam. The School will not sign off on any Form 186 without proof of the completion of a Step 1 preparatory test or mock exam. The School arranges a preparatory test in September each year and/or the School will also accept proof of completion of preparatory tests arranged by students and graduates themselves.

I understand also that to comply with US Department of Education reporting requirements, the School is required to submit individual students’ and graduates’ results for each Step of the USMLE exams in the previous calendar year. By requesting the School to sign off on your Form 186, I agree that I will not withhold my test results from the School.

I accept that the School continues to keep the US DOE requirements under surveillance and reserves the right to modify related procedures and requirements at any time.

Signature: _______________________ Date: _______________________