



THE UNIVERSITY *of* EDINBURGH

Edinburgh Medical School

Medical Teaching Organisation
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Dear Colleague,

The Personal Tutor scheme for the Edinburgh Medical School (MBChB Programme)

This letter is to ask if you would be willing to become involved in the arrangements for student support at the Edinburgh Medical School, by becoming a Personal Tutor to a group of between 4 and 12 undergraduate MBChB students.

The current system of Personal Tutors was introduced in 2012. It has four main dimensions:

- Academic support (helping the student to improve their academic performance)
- Personal and professional development (helping the student to develop as a future doctor, reflect and plan a career)
- Community of learning (helping students to identify with the medical school and the NHS and feel that they are known as individuals)
- Pastoral support (helping students in difficulty)

At the centre of the scheme is a framework of meetings with your students, including both individual and group meetings. It follows a pattern prescribed by the University of Edinburgh for all undergraduates at the University. Your group will include students from different years of the MBChB programme. The number of meetings varies from year to year, but on average PTs would be involved in eighteen 1:1 meetings and one group meeting annually. As a guide, on average these meetings may be expected to last approximately 20 minutes.

The meetings very much follow a review/appraisal format, and are designed to help students review their performance, drawing on evidence from exam results and portfolio entries, and reflect and plan priorities for the next period of the course. Extensive guidance on the conduct and content of meetings is available on the Student Support section of the Edinburgh Electronic Medical Curriculum (EEMeC).

<https://www.eemec.med.ed.ac.uk/pages/personal-tutor-pt-system-and-processes>

It is also expected that PTs will respond in a timely fashion to other contacts from their students, in person or by email, as required.

Students in Years 3, 4 and 5 of the current curriculum are also supported by a doctor in training, working as a Clinical Tutor Associate (CTA). Each CTA looks after 6 students and meets with them regularly for bedside teaching and other learning and feedback activities. You will link up with your students' CTAs, particularly in terms of your students' academic progress and feedback on performance.

Personal Tutors and CTAs are supported and advised by the *MBChB Student Support Management Group*. Debra Black, the Student Experience Officer, is the first point of contact. She is based in the Chancellors Building at Little France. The group also includes Dr Margaret Cullen (Senior Tutor), Dr Kirsty Dundas (Associate Clinical Tutor), Dr Fanney Kristmundsdottir (Dean of Pastoral Care) and Professor Allan Cumming (College Dean of Students).

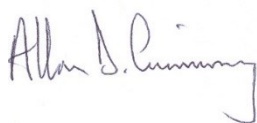
Face-to-face induction and training is provided for all new PTs by the Student Support Management Group, and a handbook is provided to supplement the resources available on EEMeC. This includes training in the use of the IT system which supports and documents Personal Tutoring activities. All PTs also qualify for free-of-charge membership of the South-East Faculty of Clinical Educators (SEFCE) (<http://www.sefce.net>) and for access to those HEA-approved programmes and resources, including the Clinical Educator Programme (<http://www.sefce.net/cep>).

The role of Personal Tutor is open to all University staff of Grades 9 or 10; all consultant-grade staff (including Honorary consultants); Associate Specialists and equivalent; and General Practitioners. Preference is given to those with experience in teaching and working with medical students. PTs who are employed by the NHS are offered an Honorary contract with the University of Edinburgh.

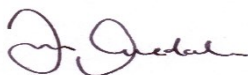
We do hope that this opportunity will be of interest to you. Developing this new system of student support has had the strongest possible support from the College of Medicine and Veterinary Medicine and the Medical School, and NHS Lothian are also fully behind the development. It is clear that the students greatly value the support they receive. Many report that their PT's input to their educational, professional and personal development has been hugely influential as they progress through the MBChB programme and become practising doctors.

We will be holding a meeting of Personal Tutors and Clinical Tutor Associates in September to further explain arrangements for the coming academic year. If you are interested, could you please contact Debra Black, Student Experience Officer – debra.black@ed.ac.uk. **A response by the 21st August 2015 would be appreciated.** We will be happy to answer any further questions you may have. We look forward to hearing from you.

Best wishes,



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