

Recovery and resit placements – student guidance

This outlines the policy for all recovery and resit placement activity in each year of the MBChB programme, including all assessment (including Workplace Based Assessments (WBA), presentations, and End of Placement forms) that is required for placement sign off and placement attendance requirements.

You should approach allocated placement time as a teaching and learning opportunity with the expected level of professionalism of MBChB students. Absence from scheduled placement time should only occur for unforeseeable or unavoidable exceptional personal circumstances.

A summary of WBA requirements will be sent to you halfway through each placement so that you can contact your Year/ICU team (contact details below) if you think the information is incorrect and can be resolved.

At the end of each placement, you will receive an email to say that you have either met all placement requirements or that you have elements outstanding.

- In Years 1, 2 and 5 you have until the end of the final placement to achieve all outcomes therefore you will receive regular reports of your WBA activity as well as End of Placement requirement templates. For all assessments that span the academic year e.g. overarching mini-cex, regular updates will be sent to you.
- In Years 3 and 4, you will be provided with deadlines for the completion of all requirements. Deadlines will either be at the end of each rotation for attendance or specific assessments, or at the end of your fourth placement if the assessment is overarching across the year.

If you have assessment and attendance requirements outstanding, both should be completed during the same recovery placement.

If you have achieved the minimum attendance requirement you are unable to complete a recovery placement to increase your attendance percentage as you have already achieved the passing requirement.

Useful contacts for arranging recovery placements are below for each year group. The Medicine Placements Team can be contacted via medicine-placements@leeds.ac.uk

Process for Years 1&2 resit placement

During your clinical placements, you are required to meet a minimum attendance requirement and complete workplace-based assessments. You will be provided with deadlines for the completion of these requirements.

If you have been unable to meet the deadlines for any placement requirements, a resit placement will be arranged for you by the Medicine Placements Team during the summer resit placement period - dates are available from the CARES Placement Guide.

Please note, resit placement time is mandatory. Any organised resit placement must be attended on the date organised, and students are expected to be available to attend.

Year 1 & 2 CARES ICU contacts:

y1mbchb@leeds.ac.uk

y2mbchb@leeds.ac.uk

Process for Years 3&4 recovery placement

During your clinical placements, you are required to meet a minimum attendance requirement and complete workplace-based assessments. You will be provided with deadlines for the completion of these requirements.

If you are unable to meet the deadlines for any placement requirements, you should follow this process:

1. Complete the [University extension request form](#) to request an extension for the completion of any placement requirements.
2. Your Year team will contact you to find out more information about your requirements. The Year team will be able to support you in achieving these requirements and or/ managing your workload.
3. If you are required to complete additional placement time to meet the outstanding requirements, you should arrange this directly with your existing placement provider and record the details on this MS Form: <https://forms.office.com/e/TJ5H1J7tFk>

Please note, if you need to arrange additional time for a Primary Care placement this should only be done via the Medicine Placements team medicine-placements@leeds.ac.uk You should not arrange Primary Care recovery time directly.

It is your responsibility to act if you're unable to meet the required deadlines for completion. If you do not complete all the placement requirements, you will receive a placement fail. We encourage you to make contact as early as possible to ensure you receive the appropriate support and guidance.

Years 3 & 4 Campus to Clinic ICU contacts:

y3mbchb@leeds.ac.uk

y4mbchb@leeds.ac.uk

Process for Year 5 recovery placement

Recovery placement time is not usually available in Year 5. If you are unable to meet your placement requirements, please contact the Year 5 team directly to discuss your options. The Year team will be able to support you in achieving these requirements and or/ managing your workload.

It is your responsibility to act if you're unable to meet the required deadlines for completion. If you do not complete all the placement requirements, you will receive a placement fail. We encourage you to make contact as early as possible to ensure you receive the appropriate support and guidance.

Year 5 Campus to Clinic ICU contact:

y5mbchb@leeds.ac.uk