## TO BE COMPLETED AT LEAST 2 WEEKS BEFORE THE START OF THE ASSISTANTSHIP

Only **YEAR 6** students are allowed to undertake an assistantship.

Only **one** Assistantship per student may be undertaken during Year 6. Assistantships may be for **one** week only and permission must be obtained from the relevant firm leader.

1. **Details of Student Assistantship Please Print So All Details Are Clearly Legible**

|  |  |
| --- | --- |
| Name of student: |  |
| Name of Consultant Responsible for the Assistantship: |  |
| Department: |  | Hospital: |  |
| Exact dates of appointment: |  | to: |  |
| Name of absent F1: |  |
| Name of the doctor undertaking the duties of the absent F1 whom the student will be assisting (see para (i) and (iii) overleaf): |  |

‘ I have read and accept the conditions stated overleaf and will undertake responsibility for the supervision of the student assistant’

|  |  |  |  |
| --- | --- | --- | --- |
| CONSULTANT’S SIGNATURE: |  | Date: |  |

2. Final Year Attachment from Which Leave Is Sought:

* Senior Medicine firm
* Senior Surgery firm

\* *Please delete as appropriate*

|  |  |
| --- | --- |
| Name of Consultant Responsible for the Attachment: |  |
| Department: |  | Hospital: |  |

‘I confirm that I have granted the above-named student leave from the attachment to undertake a Year 6 student Assistantship’

|  |  |  |  |
| --- | --- | --- | --- |
| CONSULTANT’S SIGNATURE: |  | Date: |  |

3. For Completion by Student

I have read and accepted the conditions overleaf. I can confirm that I am in my final year of study and that the Assistantship occurs within one of the designated attachments.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

4. For the completion by the Director of Clinical Studies

I agree to the appointment of the above named student undertaking a Student Assistantship.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| PRINT NAME: |  |

AUTHORISATION WILL NOT BE GRANTED RETROSPECTIVELY.

please bring this form to the Faculty Education Office (Medicine), Reynolds Building, Charing Cross Campus

Students may accept a 1-week student assistantship during the Senior Surgery/Medicine attachments. Assistantships may be taken within the School of Medicine, Imperial College group of hospitals. Each student may only accept one 1-week Assistantship during Year 6. **Please note this can only be undertaken at the site you are undertaking your Senior Surgery/Medicine attachment.**

**A student is *not permitted* to begin an Assistantship** until the *Student Assistantship* *Application Form* has been fully completed and signed by the Director of Clinical Studies at the site at which they will be undertaking the assistantship or his/her deputy. After completion of the form a copy will be retained in the Faculty Education Office and the original form returned to the student. It must be presented when starting the Assistantship and retained throughout by the student.

During the assistantship, a student must continue to wear his/her IC medical student badge, which clearly distinguishes him/her from qualified staff.

 **(based on paragraphs 7 & 8 of DHSS letter ref: DS 256/71) (Updated 1991)**

1. A student should **not** initiate, alter or stop treatment for a patient on his or her own diagnosis; both the diagnosis and treatment must be confirmed by a registered practitioner. It will be for the practitioner to determine the actual degree of supervision necessary for the various clinical procedures that may be undertaken by the student. The consultant in charge, who has an overall clinical responsibility for his or her patients, will be responsible for ensuring supervision by a suitable named practitioner. Where a student assists with a maternity case the supervision of a certified midwife is acceptable.
2. **A student must not prescribe drugs, nor write a prescription for counter-signature, for any patient.** A student must **not** request x-rays, nor other diagnostic investigations, nor order blood to be cross-matched. A student must **not** sign death certificates.
3. A student must **not** act as or be regarded as a ‘locum’ for an absent F1 doctor. The responsibility for an absent F1’s job, if a locum tenens is not engaged, must at any one time devolve upon a named member of the medical staff, who may be assisted in covering the F1’s job as well as his or her own by a Final Year medical student. The practitioner who is standing in must at all times supervise the clinical activities of his or her student assistant.
4. A Student Assistant must in no circumstances take any part in obtaining or witnessing the signature by, or on behalf of, a patient on a form of consent to treatment.
5. Hospital authorities must secure the consent of the Dean of the Medical School when employing a Final Year medical student in an assistant capacity.
6. Hospital authorities should in no circumstances employ a student in an assistant capacity where there is a F1 vacancy in an Accident and Emergency Department. Where experience in such departments is required for the purpose of the clinical course, the designated head of the department should arrange for close supervision to be available in the department itself.

A student must **not** be employed in an Accident and Emergency Department.

It is important that these conditions should be well known to medical staff and senior nursing staff who work with students; and that they should be fully understood by the students themselves, especially where they are employed in an assistant capacity. Any deviation from these guidelines will be, in the event of an adverse outcome, will affect a medical student’s future career as a doctor.

Further Guidelines

Assistantship Payments

At some Trusts you are able to claim payment for your assistantship (i.e Chelsea & Westminster). However, some Trusts will not pay you for carrying out a Student Assistantship (i.e. St Mary’s and North West London Hospitals Trust). Please note that the relevant NHS Trust is responsible for deciding their policy regarding assistantship payments, and the FEO have no influence over this. If you are unsure whether or not a Trust will pay you for your assistantship, please liaise directly with the Trust.

Assistantships at Chelsea and Westminster Hospital

Students who undertake and assistantship at Chelsea and Westminster Hospital are entitled to claim payment.

For advice on arranging a payment, please contact Anne Liversidge/Lou De Palo (Teaching Coordinator) at Chelsea and Westminster.

Assistantships at Charing Cross Hospital – the trust no longer offer these.

If you have any further queries regarding this procedure please do not hesitate to contact the FEO on 020 7594 0734.

To track the progress of a submitted application please contact Jennifer Luke on 020 8383 3409