

**NOTIFICATION OF CONCERN
PHYSICIAN ASSOCIATE STUDIES STUDENT
Yellow Concern Form**



Please complete this form in block capitals.

Student Name: BLOCKCAPITALS		
Student Number:	Date	Placement:
		Trust:
Please note nature of concern:		
1. Student unhappy or withdrawn or having problems		
2. Unauthorised absence or lateness (specify days)		
3. Poor academic performance		
4. Suspected mis-use of alcohol/drugs		
5. Other		
Report from:		Date:
Address:		
Telephone number:		Email
Context in which this student has come to your attention, e.g. SG teacher, personal tutor:		
Signature:		

Please return to Programme Lead PAstudies@uwe.ac.uk

Yellow Concern Form Guidance Notes

From time to time staff including clinical staff, academic staff, support staff and administrative staff may have concerns about individual students. Concerns may vary in nature - from students who become withdrawn and about whom a member of staff is worried, to students whose attitude or behaviour is inappropriate.

This process is intended to be supportive to students. Our aim is to help those who are in difficulty. We have access to a number of avenues of support for students.

The “yellow form” offers staff the opportunity to “flag” students to the welfare system. We do not expect major concerns to be highlighted in this way. We anticipate that if there is a potentially serious problem staff will contact us by telephone, email or letter.

Completed forms will not be accepted unless they are signed by the completer. We would also encourage completers to discuss the contents of the form with the student so that students understand the intention is to help rather than to punish them. We find that students respond positively to the reporter speaking to them.

Yellow forms should be submitted to PAStudies@uwe.ac.uk. On receipt they will forward to the relevant Tutor who will meet with the student to discuss the nature of the concern. Tutors will then inform completers of the outcome of the discussion with the student and any actions that have been taken. Regardless of the outcome of any discussions – all forms will be retained on the student file and will be kept during their entire academic career, in order for any patterns to be recognised. There is no “tariff” of concern forms that leads to disciplinary action. If a student disagrees with any part of the concern form they may summarise their argument to be filed with the form. The student’s Clinical Mentor will be notified that a form has been raised but will not receive a copy without the written permission of the student. If a form is issued in a Trust or Practice the relevant Head of Academy will be informed.

As you will see the following areas are outlined on the form:

Student having problems:

There may be a general concern that a student appears unhappy or unduly anxious or unwell.

You may know that they have problems which we are unaware of. Any concern that a member of staff has will be treated confidentially and with sensitivity to the student. We may not know each of them individually; we are very reliant on colleagues reporting concerns.

Unauthorised Absence/Lateness:

Students not attending should be reported via the usual attendance recording procedures. If a student’s attendance is consistently poor, the “yellow form” should be used. This should help us to identify students who lack diligence, or are having other problems. We are asking you to specify the actual days missed so that we can cross-check with sick notes. Attendance of less than 70% may lead to a student having to repeat a module/block of teaching. Persistent late attendance at teaching should also be flagged using the “yellow form.” Students are able to request absence which can be authorised. The relevant member of Trust Education Administration Staff will be notified of this, so if a student is absent without the Trust/Practice being notified please let us know.

Poor academic performance:

Students who are struggling with the course or whose knowledge seems to be lacking. These may be students whose attendance is poor, but equally may be those who are working hard but have academic difficulties. We will endeavour to help these students overcome their difficulties.

Suspected mis-use of alcohol/drugs:

Students who persistently do not attend until mid-morning or who appear hung-over, or who are frequently injured may have problems with alcohol or illegal drugs. We understand that staff may not wish to talk to students about this, so completion of a “yellow form” may be a route by which the University can help students when a problem is suspected. We have access to specialist support for students who are misusing alcohol/drugs.

Other:

Anything else that is cause for concern. For example, students whose clothing is inappropriate for a clinical setting despite advice or students who exhibit inappropriate behaviour or interpersonal skills should be flagged using a “yellow form”
