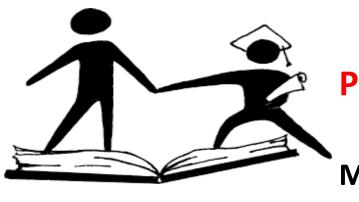


The module: Personal Professional Development Program (PPDP)



PERSONAL TUTORING

Module staff: PPDP committee PPDP members module lead: dr. Miami K. Yousif







Learning outcome

Aims of Personal Tutoring	LO1
Role of the Personal Tutor	LO2
Responsibilities of the Personal Tutor	LO3
Responsibilities of the student	LO4
Documenting meeting	LO5







Being a Personal Tutor is quite honestly one of the most rewarding 'extra' things one can do.









The aims of the Phase 1 Personal Tutor scheme are as follows:

- **Offer support and guidance on academic progress**
- Encourage student participation in the Personal & Professional Development (PDP) process
- Provide opportunities to discuss personal health and wellbeing







Role of the Phase I Personal Tutor LO.2

Personal tutor acts as a "professional friend" to students

He:

* Assists students in reviewing their academic progress and performance across the various courses that make up their programme of study







Role of the Phase I Personal Tutor

* to provide opportunities for students to reflect on how their learning within and out the formal curriculum can help them in pursuing their long-term future development

* to help foster a sense of belonging to a community of learners in all students







PT responsibilities

LO.3

- Act on any information received by / about students appropriately.

- Meet with each of his students twice per semester and organize two group meetings per year.
- Record meeting notes in a confidential manner.
- Meeting students when required; for special
- circumstances.
- Supporting students and if unsure requesting appropriate advice.







Phase 1 tutors are not expected to provide:

- Personal teaching
- Management of conduct or disciplinary issues
- Assessment and management of a student who is unwell







Students who are experiencing academic problems or feel they are under-performing should be referred to the subject-specific Phase 1 Unit academic leads or Phase 1 Lead for advice and support









Responsibilities of the Student

LO.4

- Respond in a timely manner to all contact from their Tutor.
- Attend all prearranged meetings with their tutor (or give sufficient notice if they are unable to attend, for example due to health reasons.)
- seeking timely advice from their Tutor when faced with academic, course assessment, personal or other issues which require support.
- Bring examples of work and feedback to meetings, when appropriate, to discuss academic development.
- Engage with the Al-Zahraa Medical College portfolio system by writing personal reflections.







LO.5

Documenting meetings Personal Tutor Report including: Name of student Year of study Name of personal tutor Date of first contact with personal tutor **Reason of meeting** Date of meeting Summary of meeting discussion **Details of discussion of portfolio**





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References

Leicester Medical School, MBChB Phase 1 Personal Tutor Guide 2016-17

University of Edinburgh, Handbook for MBChB Personal Tutors



