

The module: Personal Professional Development Program (PPDP)



PERSONAL TUTORING

**Module staff: PPDP committee
PPDP members
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Learning outcome

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**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:

LO.1

Offer support and guidance on academic progress

**Encourage student participation in the Personal &
Professional Development (PDP) process**

Provide opportunities to discuss personal health and well-being

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**

LO.3

PT responsibilities

- 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.

Documenting meetings

LO.5

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**