



Hull York Medical School

**HYMS Policy on Medical Students as Research Subjects and Medical Students Undertaking Research**

<b>Approval Process:</b>	
Committee	Outcome/Date of approval
HYMS Student Staff Committee	20 <sup>th</sup> June 2017 via Chair's Action
HYMS Ethics Committee	23 <sup>th</sup> June 2017
HYMS Board of Studies	23 <sup>rd</sup> June via Chair's Action
HYMS Joint Senate Committee	26 <sup>th</sup> July 2017, and Chair's Action taken on 5 <sup>th</sup> September 2017
<b>To be implemented from:</b>	5 <sup>th</sup> September 2017
Next due for review:	2018-19 1.6.18 – New template format – no content change
Responsibility to update:	Chair, MB BS Programme Board

<b>Publication:</b>	
Location	Date
HYMS website	1 <sup>st</sup> August 2017

To obtain this Policy in an alternative format, please contact [governance@hyms.ac.uk](mailto:governance@hyms.ac.uk)

## **1. Introduction**

- 1.1. This Policy covers two domains: firstly, it provides details and processes on how the Hull York Medical School (HYMS) manages internal and external research requests to carry out research with medical students as the subjects and secondly, it explains the mechanism by which an individual medical student submits a request to undertake research-related activities. Appendix A and B contain flow diagrams of these two processes.

## **2. Process for managing internal and external requests to use HYMS medical students as the subjects of research**

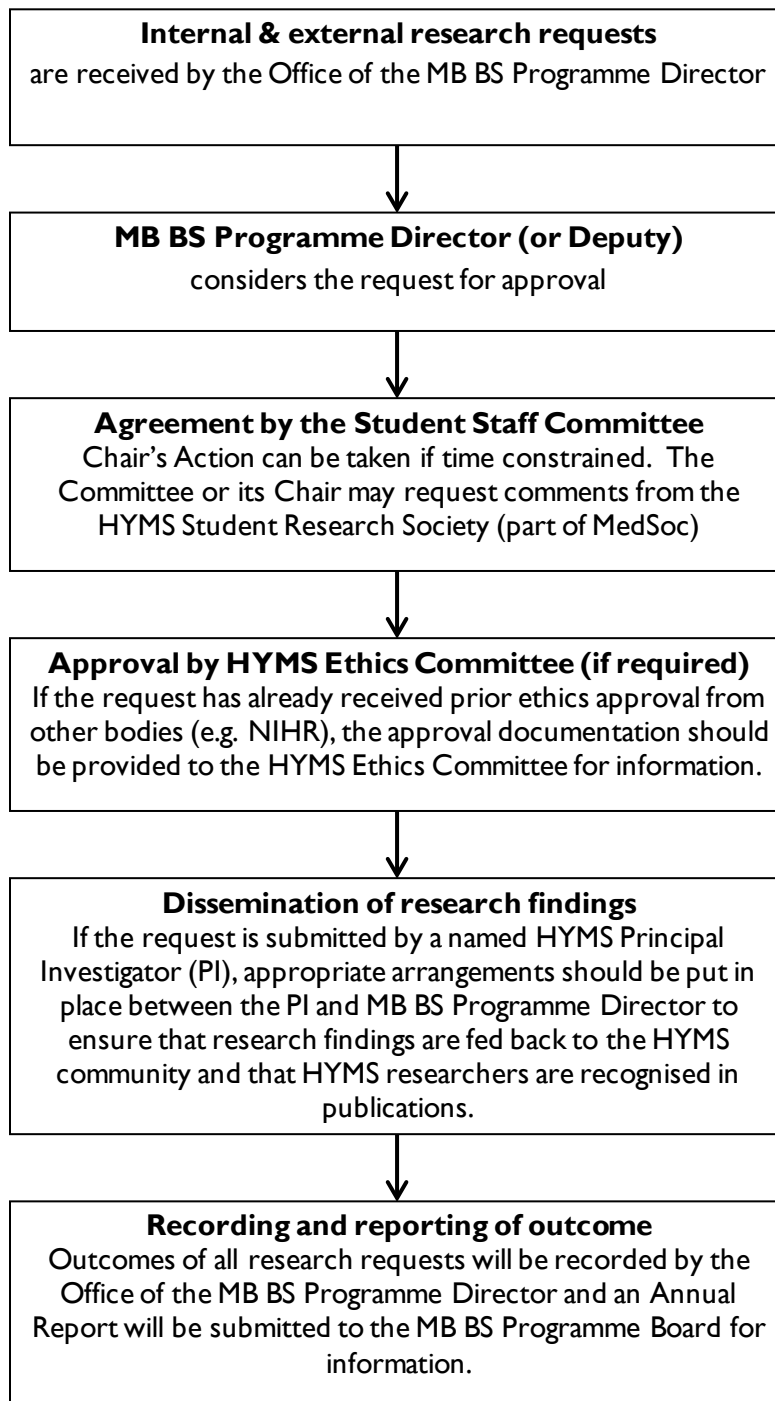
- 2.1. Any research requests involving medical student subjects, as a cohort or groups of individuals, should be directed to the MB BS Programme Director for approval. Research requests may be received from a researcher, department, or organisation internal and external to HYMS.
- 2.2. The MB BS Programme Director (or Deputy) will consider the research request for approval based on its appropriateness for and relevance to medical students.
- 2.3. If approved by the MB BS Programme Director (or Deputy), the request will be submitted to the Student Staff Committee for agreement; this can be approved via Chair's Action if there is a time constraint. The Student Staff Committee and its Chair may request comments from the HYMS Student Research Society (part of MedSoc) in its decision-making. Any Chair's Action will be recorded by the Secretary of the Student Staff Committee.
- 2.4. If agreement is given by the Student Staff Committee, the Office of the MB BS Programme Director will check if ethics approval is required by the HYMS Ethics Committee. If the request has already received prior ethics approval from other bodies, e.g. National Institute for Health Research (NIHR), the approval documentation should be provided to the HYMS Ethics Committee for information.
- 2.5. If the request is submitted by a named HYMS Principal Investigator (PI), appropriate arrangements should be put in place between the PI and MB BS Programme Director to ensure that research findings are fed back to the HYMS community and that HYMS researchers are recognised in publications.
- 2.6. Outcomes of all research requests will be recorded by the Office of the MB BS Programme Director and an Annual Report will be submitted to the MB BS Programme Board for information.

## **3. Process for an individual medical student requesting to undertake research-related activities**

- 3.1. During their University registration with HYMS, a medical student may wish to undertake research-related activities in an area of their interest with a HYMS researcher. In this case a formal request is required by HYMS.
- 3.2. If a medical student is involved in research-related activity outside their University registration, e.g. during summer holidays, the arrangement is made between the student and the researchers/employers. In this case, no request is required by HYMS.

- 3.3. To initiate the request, the student's research supervisor should submit a written proposal to the student's Educational Supervisor for approval. The proposal should contain a clear explanation of the student's role in the research-related activity.
- 3.4. In considering the request, the Educational Supervisor will consider it in terms of its appropriateness and duration to ensure that the activity does not interfere with learning. If the activity clashes with teaching time, an authorised absence submitted by the student is required with the agreement that it is the student's responsibility to make up for the lost time. The Educational Supervisor may discuss the request with the relevant Block Lead.
- 3.5. Outcomes of all requests will be recorded by the Office of the MB BS Programme Director and an Annual Report will be submitted to the MB BS Programme Board for information.

**Appendix A: Process for managing internal and external requests to use HYMS medical students as the subjects of research**



**Appendix B: Process for individual medical student requesting to undertake research-related activities**

