



The University of Manchester

## **MB ChB Programme – Code of Conduct for iPads in Clinical and Community Placements**

The primary purpose of providing you with an iPad is to allow you to contemporaneously complete Logbook forms while on Clinical Placement.

Your iPad has been issued to you solely for the purposes of education and should be used for that purpose alone in clinical or educational environments. Should you wish to use your iPad out with these times for communication or leisure purposes, please note that this usage is governed by the same regulations that apply to all University computers and IT equipment:

<https://www.itservices.manchester.ac.uk/aboutus/policy/> - see Acceptable use of IT facilities and services for students Standard Operating Procedure.

This Code of Conduct should be used as a guide for use of the iPads in clinical and other educational settings and you should adhere to it at all times.

### **Good Practice**

You should always inform tutors if you wish to use the device in any given clinical/educational situation. The tutor or supervisors' wishes should be respected and there may be instances where the use of the iPad is precluded. In certain situations, the agreement of all those present should be sought. This may include (but is not limited to) the tutor, the patient, their relatives, other healthcare professionals or other students; in all cases their views should be respected.

Listed below are some clinical and educational environments in which iPads may be used with associated guidance:

### **Lectures**

You may wish to use your iPads in lectures. However, you should acknowledge that this may be off-putting for lecturers and to some extent a distraction if not used

appropriately. If you are requested not to use your iPad in a lecture and you feel that there is a valid justification for its use, please discuss this with your lecturers. It is accepted that iPads can be useful for note taking, annotating handouts (if available beforehand) etc. Other examples of acceptable use might be:

- Use of concept mapping tools to aid understanding
- Use of the internet if specifically directed by the lecturer

Unacceptable use of your iPad in a lecture setting includes (but is not limited to):

- Accessing the internet unless it has a direct and justifiable educational purpose related to the topic in hand
- Recording the lecture, either via video or audio, without the express consent of the lecturer
- Corresponding via email during a session
- Accessing Social Media such as Facebook, Twitter/X, Instagram, TikTok etc.
- Accessing video or audio files

### **TCD Sessions (Years 3 & 4)**

You should not routinely be using your iPad during group study, unless directed by the tutor or with their express permission. For example, a TCD session could involve being asked to search for a clinical guideline. Alternatively, you might share or present resources to the rest of the group. Other examples of acceptable use might be:

- Note taking
- Accessing online cases for viewing
- Concept mapping tools to note down and link ILOs
- Use of tools to share knowledge and issues identified during the PBL session
- Use of the iPad to refer to electronic notes or documents created during the study week for case closure

Unacceptable use of your iPad in a PBL setting includes (but is not limited to):

- Accessing the internet unless it has a direct and justifiable educational purpose related to the topic in hand
- Corresponding via email during a session

- Accessing Social Media such as Facebook, Twitter/X, Instagram, TikTok etc.
- Accessing video or audio files unrelated to the session

## **Clinics**

You may find your iPad useful for note taking and annotation in clinics. Before using your iPad, you should explain to the Clinician and/or patient that any notes are only taken for the purposes of study, and that no personally identifiable information will be recorded, saved or published to the internet. If a Clinician and/or patient requests that you do not use your iPad, you must respect their wishes. Use of iPads between consultations is generally acceptable, but is still at the discretion of the tutor. Examples of acceptable use might be:

- Completion of Logbook forms, where applicable
- Note taking
- Accessing the internet for educational purposes, with the express consent and knowledge of the tutor
- Accessing previously downloaded information such as PDF documents or books, with the express consent and knowledge of the tutor

If you use your iPad for note taking, you must ensure that these are stored appropriately – see the Data Security section below.

Unacceptable use of your iPad in a clinic setting includes (but is not limited to):

- Accessing the internet unless it has a direct and justifiable educational purpose related to the topic in hand
- Recording or in any way capturing any part of a consultation
- Recording patient identifiable data
- Corresponding via email during a session
- Accessing Social Media such as Facebook, Twitter/X, Instagram, TikTok etc.
- Accessing video or audio files unrelated to the session

## **Clinical Areas**

You should exercise your judgement when taking your iPad into clinical areas. This includes (but is not limited to) wards, operating theatres, and treatment rooms. Some areas are automatically off limits, such as operating theatres.

If you would like to use your iPad in a clinical area and think that there is a justifiable use for it, you must check that you can use your device in with the member of staff responsible before using it. Many areas have equipment that may be disrupted by mobile devices. Although your iPad is not 4G enabled, you should still check with the member of staff responsible for the area before use. There may be specific infection control issues that preclude the use of your devices and these must always take precedence. This should always be discussed and agreed with the supervising tutor in advance. Supervisors are keen that students attending ward rounds should be spending most of their time observing and participating in clinical teaching.

Examples of acceptable use might be:

- Completion of Logbook forms, where applicable
- Note taking
- Accessing internet for educational purposes, with the express consent and knowledge of the tutor
- Accessing previously download information such as pdf documents or books, with the express consent and knowledge of the tutor

If you use your iPad for note taking, you must ensure that these are stored appropriately – see the Data Security section below.

Unacceptable use of your iPad in a clinical setting includes (but is not limited to):

- Accessing the internet unless it has a direct and justifiable educational purpose related to the topic in hand
- Recording or in any way capturing any part of a consultation
- Recording patient identifiable data
- Corresponding via email during a session
- Accessing Social Media such as Facebook, Twitter/X, Instagram, TikTok etc.
- Accessing video or audio files unrelated to the session

## **Library**

You should always abide by the regulations in each individual library.

## **Data Security**

You should be careful of creating and storing data or documents in the course of your studies and you should not store any confidential or sensitive data relating to patients, the NHS or University on your iPad directly.

All University of Manchester-issued iPads are managed devices; your Mobile Device Management (MDM) profile provides centrally managed updates to help keep your device secure. However, you must take additional measures to protect data or documents created in the course of your studies, as described below. If you replace your iPad it is lost or stolen, it is essential that you arrange to have an MDM profile added to your new device. Please see

<https://www.mbchbhandbook.manchester.ac.uk/resources-facilities/ipads/> for further details on how to arrange this.

We recommend any data or documents created on your iPad are stored on your University of Manchester OneDrive (i.e. not a personal OneDrive), as this is supported by central IT Services. You should not store any data or documents on iCloud or a non-supported web-based storage environment. For example, if taking notes in clinics or clinical areas, it is preferable to create a Word document stored in your University of Manchester OneDrive, rather than using the Notes application and iCloud storage. Please see

<https://www.itservices.manchester.ac.uk/students/office365/onedrive/> for further details on OneDrive.

You will also need to ensure that any data and documents created on your iPad and stored on OneDrive are protected appropriately, according to their contents. See <https://documents.manchester.ac.uk/display.aspx?DocID=15677> for further details on information security classification and <https://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/> for information on how to ensure that your data and documents are suitably protected.

If you need to share any data or documents in the course of your studies (e.g. with a supervisor or as part of group work with fellow students), you should ensure that the information is only shared with those who legitimately require access to it, and not more widely. It is best practice to provide people with revocable links to files or folders, so that you can control who it is shared with and for how long (rather than emailing files as attachments). This helps reduce the risk of data breach and data

sprawl. The OneDrive link above explains how you can share files or folders. When sharing files or folders, ensure that these are suitably protected prior to sharing.

## **Professionalism**

As an MBChB student, you are expected to behave in a professional and responsible manner at all times. This includes adherence to this Code of Conduct in relation to proper use of your iPad. Failure to do so is a probity issue (as defined by the GMC) that may lead to a referral to the Concerns Review Panel (CRP) and/or the Fitness to Practise (FtP) panel.

You also have a responsibility to raise concerns if you have reason to believe that a fellow student is in breach of this code of conduct either by addressing it with the individual concerned if appropriate, or with a senior colleague.

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