

Guidance for the use of Pears Cumbria School of Medicine Laptop

Introduction

The Pears Cumbria School of Medicine (PCSM) has decided to make laptops available to students enrolling on the programme so you have access to online learning tools and apps.

The laptop is issued solely for the purposes of your education in campus or placement environments, or at home for independent study. You may use your laptops at your leisure outside of University time but such use is governed by the same regulations that apply to all use of University computers and IT equipment.

The Code of Conduct provided below should be used as a guide but is not intended to be exhaustive.

Professionalism

As medical students, you are expected to maintain the highest standards of professional behaviour and fulfil your legal and professional obligations regarding patient confidentiality.

You may not use your laptop to record any data that could identify a patient (for example patient notes, patient images, patient results). You must also consider whether the sum of the information recorded might be enough to identify a patient (e.g. a rare condition, an unusual history, a distinguishing physical characteristic). As a general rule you may not use your laptop to take any photos, videos or sound recordings. You may use your laptop to take/store photos of your own personal notes but only on condition that your notes don't contain any form of patient identifiable data.

Professional behaviour includes adherence to this code of conduct. Failure to do so is a probity issue (as defined by GMC Medical Students professional values and fitness to practise, 2009) that may lead to a 'fitness to practise' investigation. 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 directly with the individual concerned if appropriate, or with a member of faculty.

Please ensure that you read the following guidance before you start using your laptop:

- BMA's [Ethics Toolkit](#) for medical students.
- GMC's [Guidance on using social media](#) as a medical professional.
- GMC's [Achieving Good Medical Practice](#) guidance for medical students.

Clinical Areas

You should exercise judgement when taking laptops into clinical areas and in all cases seek agreement from the member of staff responsible before using the device. The device may interfere with clinical equipment or there may be infection control issues that preclude the use of your devices.

Whenever you are using your laptop during clinical activities, you should always inform your tutors what you intend to use the device for. Avoid making assumptions about what is acceptable; your tutors' guidance should be followed and there may well be instances where use is precluded. You should also be respectful of patients' wishes around your use of the device and ensure it does not distract from your interactions with them.

Doctors are generally keen that students attending clinical activities (such as ward rounds or clinics) should be spending most of their time observing and participating in clinical teaching. Examples of acceptable use might include: recording knowledge gaps, learning points, accessing learning materials and referencing downloaded information in the form of PDF documents or e-books.

Never record any part of a consultation, record any patient data, or use email or social media during clinical interactions.

Campus-based teaching

Laptops can be useful for note-taking and annotation of handouts. They can also be a distraction – please avoid using them to email or access social media during teaching. If you wish to record the lecture, either via video or audio, please seek consent of the lecturer.

In practical sessions, you should always abide by the regulations in each individual lab. Advice should be sought from session leaders if it is unclear whether use of the laptop would be appropriate in the specific environment.

Library

You should always abide by the regulations in each library.

Data Security

The laptop should not be used to store any confidential or sensitive data relating to the NHS or University. You must comply with the College's [Data Protection and Information Security Codes of practice | Administration and support services | Imperial College London](#) in using the laptops.