

MPharm Code of Professional Conduct and Fitness to Practise

Please note that students, who are in the UK or wish to remain in the UK as a Student under the Student Route (previously Tier 4) of the Points-Based System, will also be subject to University requirements regarding attendance under the points-based system, above and beyond the professional requirements in this code.

The University operates a 'cohort legislation' system. This means that the Regulations that apply to you, as a student, will depend upon the year in which you started your studies: for example, if you entered the first year of your Programme in the 2025-26 academic session you will be subject to the 2025-26 legislation.

Section One: Introduction

- 1.1. I understand that successful completion of the academic qualification I am seeking leads to admission to a professional body and statutory registration and that I am required, during my studies, to adhere to the requirements of the General Pharmaceutical Council (GPhC) which accredits my degree programme. I recognise that this Code of Professional Conduct and Fitness to Practise identifies the behaviour required of me, and that it is supplemented by the GPhC Codes and Standards. I understand that breaches of these Codes may lead to disciplinary action including my withdrawal from the University or the inability of the University to provide me with a supportive professional reference. In the event of any breach of this Code of Professional Conduct, I understand that I may be treated differently to other students of the University of Birmingham who are not subject to this Code.
- 1.2. Students on the MPharm Programme are subject to adherence of the following GPhC standards:

[Standards for Pharmacy Professionals Links to an external site.](#)

I understand that should my health, conduct or professionalism become a concern, the School of Pharmacy may contact me to offer support and guidance to continue in my studies and that if concerns cannot be remedied the School may pursue an investigation as to whether my Fitness to Practise is impaired.

Section Two: Professional Behaviour

- 2.1. I will always behave in a manner appropriate to my position as a student of the University studying for a qualification, the successful completion of which leads to entry to a professional body and/or statutory registration.
- 2.2. I understand that behaviour including, but not limited to, dishonesty, indecency, harassment, bullying, violence, abuse of drugs or alcohol, will lead to disciplinary action under this Code and may also lead to my withdrawal from the programme of study. I recognise that such disciplinary action may include consideration of any criminal convictions, which could include those for offences that are not connected with my studies and for offences committed prior to my registration as a student of the University. I understand that, where relevant, if matters become known regarding any disciplinary

action taken by a previous employer/educator, the University will consider whether I made a false statement during the admission or registration process that means my registration to the University may be declared void.

- 2.3. I agree to notify the appropriate person in the College if I receive a criminal conviction, caution and/or Community Resolution Order after my application to the University. I understand that I must notify the University of this because the University requires this information to ensure the safety of members of the public, and to safeguard public confidence in the profession. I understand that a criminal conviction or caution may lead to my suspension from certain aspects of my study until the relevant provider's duty of care can be assured. I understand that this may lead to the need for me to extend my studies where it has not been possible to arrange replacement activities. I understand that I may have to disclose "spent" convictions (as defined in the Rehabilitation of Offenders Act (1975)) to the professional body to which I am seeking membership and that, if I receive a criminal conviction or caution, that this may never be treated as "spent" by the University, or the GPhC or any placement provider.

2.3.1: I agree to undergo an enhanced Disclosure and Barring Service check in order to attend the compulsory programme placements. I understand attendance on placements will not be permitted if my DBS status is not complete and that this could delay progression through the programme. I agree to participate honestly in annual self-declarations to confirm that my DBS status has not changed, as required and within timescales set by my programme. I recognise that failure to engage with these processes will be seen as a professionalism issue and dealt with through the relevant disciplinary processes.

- 2.4. I understand that in accordance with the University's Student Privacy Notice (<https://www.birmingham.ac.uk/privacy/students.aspx>Links to an external site.) the University may share with relevant partnership placement providers (i.e., the placement provider where it is intended that I undertake the placement):

2.4.1: relevant information contained in the Disclosure and Barring Service (formerly CRB) disclosure made against me, when it is requested by the placement provider, as a pre-condition of that placement, and

2.4.2: relevant information in connection with or arising from misconduct and fitness to practise proceedings taken by the University against me.

2.4.3: relevant information in relation to any allegation or concern relating to my fitness to practise.

- 2.5. I understand that if information contained in a Disclosure and Barring Service disclosure and/or information in connection with or arising from misconduct and fitness to practise proceedings taken by the University against me, is not shared with the placement provider, I may be unable to complete the necessary placements which may impact my ability to complete my studies.
- 2.6. I understand that the University may share with the GPhC, relevant information in connection with or arising from misconduct and fitness to practise proceedings taken by the University against me.

- 2.7 I understand that if information in connection or arising from misconduct and fitness to practise proceedings taken by the University against me is shared with the GPhC it may impact my ability to register successfully as a pharmacist.
- 2.8 I understand that I may need to disclose directly details arising from misconduct and fitness to practise proceedings taken by the University and any resulting decisions to the GPhC, if I make an application to the GPhC (either to join pre-registration or a register). I understand that it is my responsibility to do so and if so, it is important that I am open and transparent with the GPhC about the case and information is not withheld. The process to be followed and further details about the need to declare can be found on the [GPhC website](#).
- 2.9 I understand that the outcome of any fitness to practise proceedings may remain on my student record and relevant information arising from these proceedings may be disclosed in response to a reference request made by a prospective employer or educational establishment. I understand that this may result in the inability of the College to supply a positive character reference.

Section Three: Behaviour Towards Others

- 3.1. I will always treat my patients/service users, colleagues, staff and other members of the University or partner institutions with due respect and conduct myself in a professional, honest, decent and courteous manner, including in electronic communications and on social media platforms. During my studies, I will use language appropriate to the situation and people involved.
- 3.2. I understand the importance of valuing diversity and respecting different perspectives. I will acquire an understanding of working with diversity, including but not limited to, gender, race and culture, in order to work with my patients/service users appropriately. I will recognise my own values and beliefs but will not impose them on others and ensure that these do not compromise my ability to practice person-centred care at all times.
- 3.3. I will meet the requirements of equality and human rights law.

These are the Equality Act 2010, the public sector Equality Duty, and the Human Rights Act 1998.

You can find more information on these from the [Equality and Human Rights Commission](#) or [Government Equalities Office](#).

- 3.4. I will always make clear to patients that I am a student and not a qualified practitioner, and I will not recommend treatment or suggest patients/service users take any action that might be interpreted as healthcare advice.
- 3.5. I will follow the guidance provided by the GPhC and Placement Providers (such as Trusts or local healthcare providers) in relation to interactions with patients/service users and in maintaining at all times a professional relationship with patients/service users.

Section Four: Appearance

- 4.1. I will ensure that I maintain a standard of personal presentation appropriate to my programme and will be perceived as professional by such persons as I may encounter in the pursuit of my studies.
- 4.2. I will follow any guidelines or requirements regarding dress or personal presentation of the programme, or any placement provider, and I will familiarise myself with any such guidelines or requirements before commencing the programme and/or any placement.

When on placement, I agree to wear the uniform and Student ID badge provided by the programme. I understand that the Student ID badge may only be worn in a clinical setting and on University premises.

- 4.3. I will adhere to the principles set out in the Professional Experience Students handbook.

Section Five: Learning

- 5.1. The content of my programme of study is designed to meet the requirements of the GPhC. I will pursue my studies with reasonable diligence (in accordance with [University Regulation Section 5](#)) ensuring that I avail myself of the educational opportunities made available and I will seek to acquire the range of skills and knowledge identified in the [GPhC Standards](#).
- 5.2. On each placement, and at intervals throughout the year, judgements will be made about my progress. I understand that I cannot progress on my programme of study without meeting all elements of the professional capabilities and competencies framework at the appropriate level.
- 5.3 I understand that should I fail a placement, or a placement be withdrawn by a placement provider as a result of my behaviour, and the University is unable to find a suitable placement (as required to complete my programme of study), this may impact on my ability to complete my programme of study and may lead to my transfer from the programme of study or withdrawal from the University.
- 5.4. I agree to be open to learning from different viewpoints and to engage in open and constructive discussion that facilitates the learning of others.
- 5.5. I understand that I must take responsibility for my own learning through meeting the programme's attendance requirements at lectures, tutorials, seminars, placements and practicals/clinics and through being suitably prepared for them. I will notify the appropriate person or department at the University and relevant placement provider, in accordance with University and/or College guidelines, if I am to be absent from any part of the course, due to sickness or other reasons, and I will make up the lost learning opportunity, making appropriate use of College support structures.

I understand that I must submit all assessed work within the timescale required, allowing for extensions for reasonable adjustments and accepted extenuating circumstances.

I understand that if I persistently fail to follow my programme of study with reasonable diligence that I will be subject to disciplinary action under this Code, in addition to the relevant central University Regulations and Legislation.

- 5.6. I will not disrupt the delivery of teaching or the learning experience of fellow students, and will not jeopardise the health and safety of those involved, during attendance at lectures, tutorials, seminars, practicals/clinics or any other teaching event.
- 5.7. I understand that if I behave dishonestly during the assessment process (including academic misconduct) I will be subject to disciplinary action in accordance with University Regulation 8 – Student Conduct and may be excluded from my programme of study.
- 5.8. I understand that if I behave dishonestly in relation to my attendance by falsifying signatures, falsely using attendance codes provided by other students, or by other means I will be subject to disciplinary action under this Code.
- 5.9. I understand that if I behave dishonestly in relation to the attendance of others by falsifying signatures, providing attendance codes to students not in attendance, or by other means I will be subject to disciplinary action under this Code.
- 5.10. I understand that all of my assessments must be undertaken with academic integrity and that if I behave dishonestly during the assessment process, which includes **plagiarism** and **all other forms of cheating**, I will be subject to disciplinary action in accordance with the [University Regulation 8.2.1 \(j\) \(cohort specific\)](#).
- 5.11. I understand that at least some elements of my assessed work may be submitted to web-based plagiarism detection software.
- 5.12. I understand that the School of Pharmacy will require me to participate in on-line learning activities and questionnaires which fall outside of the curriculum, and I will ensure that I engage fully and will complete within the prescribed timeframes.

Section Six: Insight

- 6.1. I understand that I should recognise my own personal and professional abilities and limits, be self-aware and reflective. When appropriate I should seek support and follow advice and guidance.
- 6.2. I understand that I must demonstrate consistently appropriate standards of personal and professional conduct, act with honesty and integrity, and maintain acceptable standards of ethics and behaviour in keeping with my profession.
- 6.3. I understand that a lack of insight into health or professional concerns may bring my fitness to practise into question and may lead to referral to a College Fitness to Practice Committee.
- 6.4. I understand that the College / Programme will respect my right to confidentiality in relation to my health however I accept that consideration must be given to both patient safety and my ability to complete the programme to the standard that is required by both the University and professional body that I seek membership of.

Section Seven: Overcoming Barriers to Learning or Professional Practice

- 7.1. I have read the [Higher Education Occupational Practitioners Pharmacy students Fitness Standards](#), which outlines the conditions which may affect my ability to follow my programme of study or take up the Pharmacy profession. I understand that if I have, or may have, any of these conditions I must report this to the College.

These guidelines are subject to change and the most up-to-date set of conditions will need to be adhered to.

For further details please see the [Higher Education Occupational Practitioners website](#).

- 7.2. I understand that I must declare to the appropriate authority within the College anything that might affect my ability to fulfil my role competently or may affect my fitness to practise. I understand that I must disclose if I have been or am charged, arrested, interviewed or otherwise investigated by the police or have been or am subject to criminal or regulatory proceedings (regardless of their subject matter or prospective or actual outcome), anywhere in the world.
- 7.3. I agree to cooperate with any investigations by the College, the University, or any placement provider into my fitness to practise or conduct or the fitness to practise or conduct of others.

Section Eight: Health and Wellbeing for Learning and Professional Practice

- 8.1. I understand that I must provide such information as is reasonably requested by the appropriate authority within the College about my own health and wellbeing in the interests of patient/service users' safety.
- 8.2. I understand that I need to meet the standards or required capabilities of the GPhC of which I am seeking membership, and that the University cannot adjust these standards or required capabilities. I understand that - subject at all times to the University's compliance with its Code of Practice on Reasonable Adjustments - if I have a medical condition or disability (whether or not it is formally diagnosed) it is my responsibility to manage this and find appropriate coping mechanisms in order to meet any relevant required capabilities.
- 8.3. I have reported to the appropriate authority within the College any specific requirements I may have to enable me to follow my programme of study (including any physical, health or learning requirements) and I agree to work with the College or support services provided to address these requirements.
- 8.4. I agree to report to the appropriate authority within the College any pre-existing or new medical condition, which may affect my ability to follow my programme of study or take up the profession to which the qualification I am seeking leads, as soon as I become aware of it. In the event of any pre-existing or new medical condition arising I agree to work with the College or support services provided. I understand that failure to work with the College or support services provided may lead to referral to a College Fitness to Practice Committee.

- 8.5. I understand that failure to report any pre-existing or new medical condition, which may affect my ability to follow my programme of study or take up the Pharmacy profession, may lead to my withdrawal or transfer from my programme of study.
- 8.6. I understand that if I do not disclose a pre-existing or new medical condition, it might affect my ability to later rely on my condition as mitigation when my fitness to practice is being considered.
- 8.7. I understand that my programme of study requires me to reach a standard of health clearance and will endeavour to achieve this by participating in a vaccination and blood screening schedule, within the timescale(s) specified by the University. If I choose to opt out of this schedule, I will inform the Programme Lead and Occupational Health Provider and will follow any advice given by them.
- 8.8. I understand that failure to make and attend Occupational Health appointments without good reason may result in my diligence being called into question and may also result in me being unable to attend placements, which may impact on my ability to complete my programme of study.
- 8.9. I understand that if there are concerns about my use, misuse or abuse of alcohol, drugs or other substances I may be asked to consent to undergo drug/alcohol/substance screening:
- if a report or concern (including a self-disclosure) is received by the University in connection with the above matters, even if the University does not commence an investigation under its legislation; and/or
 - if an investigation is commenced by the University under its legislation in connection with those concerns; and/or
 - if, following an investigation commenced by the University under its legislation in connection with those concerns, a condition is imposed by the University in order to demonstrate to it or to any relevant external regulator that I have maintained a sustained period without inappropriate use, misuse or abuse (as applicable) of alcohol, drugs or other substances;
- in each case on an announced or unannounced basis.

Section Nine: Duty of Care

- 9.1. I will always act in the best interests of my patients/service users and conduct myself in a professional manner in all aspects related to their care.
- 9.2. I agree to familiarise myself with all College, partner institution and placement guidelines, including health and safety guidelines, codes of conduct and, where relevant, employment contracts, in advance of and during patient/service user contact and will apply these guidelines in all dealings with them. I understand that breaching these guidelines and codes of practice may lead to disciplinary action under this Code and may include withdrawal from my programme of study.

- 9.3. I understand that dishonesty, involving the falsification of patient/service user records, may lead to disciplinary proceedings which could in turn lead to withdrawal from my programme of study.
- 9.4. I recognise that during my studies I may be placed in a position of trust and as such, sections of the Sexual Offences Act 2003 (as amended) apply in relation to that position of trust.

Section Ten: Duty to Report

- 10.1. I agree to report to the appropriate authority and to the College, any action by others which may put patients/service users at risk, or any safeguarding concerns about children or vulnerable adults that come to my attention and where action may be needed to prevent or address risk of harm. I understand that failure to do so may lead to disciplinary action being taken against me.
- 10.2. I undertake to report any situation where I am in a position of providing care to anyone with whom I have a close personal relationship.
- 10.3. I undertake to report any situation where I am in a position of receiving training from anyone with whom I have a close personal relationship.
- 10.4. I undertake to know and follow the rules and guidance specific to each placement, including how I should raise a concern about patient safety, dignity or comfort promptly.
- 10.5. I understand that if I have concerns about other students, staff, placement environments, the programme of study, and/or the University, I must use the appropriate University and/or third-party procedures to raise these concerns. I understand that where I am unsure of the appropriate procedures, I can seek advice, for example, from Guild Advice at the Guild of Students which offers free, confidential, and impartial information and support.

Section Eleven: Confidentiality

- 11.1. I understand that I may have access to confidential personal information and that I am required to comply with the data protection legislation and, where appropriate, profession-specific duties of confidentiality. I understand that I may not disclose this information to any third party, other than in accordance with the relevant professional code or in accordance with the law.
- 11.2. I understand that I should not use my position to access the notes of anyone other than the patients/service users that I am directly treating/working with, unless I have been given express permission from a relevant and appropriate member of staff to do so and/or in accordance with the policies and procedures of the responsible organisation.
- 11.3. I understand that I must always ensure the confidentiality and security of personal information that I may handle. I understand that I must not disclose information that could identify patients/service users to those not involved in my learning (with the exception of safeguarding concerns outlined in section 9), whether that be in person,

electronically or on social media. I understand that if I am concerned there has been a breach of security or confidentiality (either by myself or a third party), I must inform the MPharm Programme and the placement provider (if appropriate) promptly and without undue delay, and in any event, normally within 24 hours of becoming aware of the matter.

11.4. I understand that failure to comply with these requirements may lead to disciplinary action being taken against me.

Section Twelve: Excluded Students Database

12.1. I agree that, should I be excluded from the course on FTP grounds, the Fitness to Practice outcome letter, may be shared with other schools, with courses leading to entry to a registered profession in the UK, via the [Excluded Students Database](#).