

Roles & Responsibilities (R&R) Content Guidance Notes

Roles & Responsibilities Form 2023 Entry

Thank you for your interest in studying medicine at Keele University. Your application will be assessed on your UCAT score (communicated to us directly by UCAT), and the information provided in the UCAS application and the roles & responsibilities (R+R) form. This form needs to be completed by all home students (i.e. those classified as having home fees status). **If you are unsure of your fees status, we recommend you complete and return the form anyway, in case it is needed.**

The R+R form is our main tool for selecting home applicants for interview. It provides an opportunity for you to tell us about experiences you have undertaken that demonstrate your direct engagement with people in a supportive, assistive or caring role, your ability to handle responsibility and your understanding of how somebody has benefited from some help, support or care you have provided. The experiences you draw on to complete the form are not expected to be medical and do not need to have been undertaken in formal caring settings. **Please note that we do not give any credit for workplace shadowing.** We discourage overseas work-experience placements, especially where these involve unnecessary air travel and/or performing work that displaces local people from paid employment.

Submitting the form

A link to access the form via the Keele applicant portal will be sent to all relevant applicants on 7 November 2022. On logging into the portal, you can then select the R+R form link. Once a form is submitted the link will no longer be available (from the next time you log in), so **please make sure that (a) you keep a copy for reference, and (b) the form you submit is the version you want us to read.**

The form must be completed and submitted by **11.59 pm (GMT) on Monday 21 November 2022.**

You will be sent an e-mail acknowledging receipt of your form: this is your evidence that your form has been submitted, so please make sure you know where to find it if you need to contact us about your form later. **We will not accept forms that are submitted after the deadline. If you do not have an e-mail saying your form has been received before the deadline, this means your form has not been received and will not be assessed. We recommend that you submit your form well before the deadline to allow time for dealing with any technical problems that might arise.**

Please note that the deadline date is based on a UCAS application deadline of 15 October. You will be informed of new dates if the UCAS deadline for 2023 applications changes.

If you do not receive the e-mail acknowledgement or have any difficulties submitting the form, please contact us immediately.

The questions on the Roles & Responsibilities form are [provided here](#) with some guidance on how to complete them. Further information about what candidates should include will not be provided.

Section 1

Please provide details of up to four experiences involving significant direct engagement with people that you have undertaken, preferably within the past 3 years.

There is space for **up to four** roles and responsibilities. The dates, length of time in role, organisation and role undertaken should be provided. A contact for each experience including a telephone number or email address should also be provided for verification purposes.

If applicants have more than four experiences to choose from they are advised to use recent experiences (ideally within three years of application) and choose the most important.

Most credit is given for regular voluntary activity over a prolonged period e.g. 6–12 months.

Maximum credit for duration of work experience is given for more than 160 hours. Admissions Tutors may choose not to count hours undertaken in roles that do not constitute significant engagement in caring for or supporting people with specific needs.

The experiences applicant's draw on are not expected to be medical and do not need to have been undertaken in formal caring settings.

Experiences may be paid or voluntary and do not have to be in the health or social care sectors.

If an applicant is an unpaid carer then work undertaken in this role may be included. Credit may be given for caring for family members or friends, but only if there is both a time commitment and depth of caring that goes above and beyond that which would be expected in normal family life.

If an applicant is in paid employment, they will need to be explicit about what you have done that is over and above the normal expectations of your role.

We do not give any credit for workplace shadowing.

We discourage overseas work-experience placements. We expect applicants to have undertaken significant experiences within their own communities. If experiences are undertaken overseas for good reason e.g. they spend all long holidays with family in another country, this should be stated explicitly. No credit will be given for activities undertaken overseas that would not be permissible in the UK.

Mature applicants

Mature applicants using regular work for examples will need to demonstrate a level of commitment or initiative over and above their normal job role, particularly when writing about caring experiences. A high level of responsibility in their job will be given credit for.

Mature applicants will be likely to benefit from including some voluntary experience in addition to regular paid employment. Voluntary activities undertaken, whether related to healthcare or not, will be given credit but these must involve direct engagement with people and should ideally involve a contribution to care, support or some other form of help to people with specific needs.

Experience opportunities during Covid-19

We are aware that opportunities to gain hands-on experience was limited during the summer of 2020 and spring of 2021.

We do not expect applicants to have had experience in healthcare settings during this time. Inability to arrange these kinds of placements will not affect their application. Everyone was in the same position.

Applicants should consider the kinds of things they did during this period that demonstrated their commitment to helping people, working with others and ensuring everyone had access to the services

and support they needed. These might involve roles within their home community, such as supporting vulnerable and elderly neighbours, within their school/college/workplace community or in support of charities and other organisations whose activities have been restricted by lockdown/social-distancing measures. Direct engagement does not have to be physically face-to-face

Section 2

Please provide details of what you actually did within one or more of the experiences you have recorded in section 1.

Applicants should reflect on how they demonstrated the attributes required of a doctor, especially those that are mentioned in the NHS Constitution, and be explicit about how they demonstrated them.

Maximum 1,100 characters including spaces (about 200 words).

Applicants will not be credited for anything they watched somebody else do: only for things they did themselves.

Applicants should not exaggerate their role, e.g. by stating that they performed or assisted with medical procedures whilst unqualified. Any suggestion that applicants acted beyond legally permissible limits may be investigated for potential safeguarding issues. This will be detrimental to their application and may result in significant problems for the organisation that hosted the applicant for this experience.

Section 3

Please provide details of any responsibility you have taken on, either in the workplace, while volunteering or at school/college/university.

Applicants should provide details about one or more responsibilities e.g. leadership role, position of trust or some activity demonstrating organisational ability they have undertaken.

Details should include what applicants actually had responsibility for, whom they had responsibility to and how they exercised this responsibility in practice.

Maximum 1,100 characters including spaces (about 200 words).

One detailed example is likely to gain more marks than a list of responsibilities.

We do not give credit for titles (e.g. head boy/girl, ranger/young leader, etc.)

Specific responsibilities are likely to gain more credit than general ones. Telling us something particular that has been achieved as a result of taking on a responsibility is likely to help an application. It is difficult to achieve a high mark using the example of mentoring in the school environment.

Section 4

Please give an example of a situation where you have helped or provided care for somebody (by this we mean an individual person).

Applicants should provide an example of something they have done that has made a positive difference to someone else. They may use examples from your work/voluntary/caring experience, from life at home or at school/college/ university, or from extracurricular activities.

Details should include what they actually did, what they learned from the experience and the impact their contribution had on the person they were helping.

Maximum 850 characters including spaces (about 150 words).

Examples that require regular commitment are likely to attract more marks than one-off incidents.

We expect applicants to write (with appropriate regard for confidentiality) about an individual they have helped. In most cases it is appropriate to use examples that demonstrate their effectiveness when undertaking voluntary or other caring/supportive experiences, e.g. how an individual benefitted from your engagement with them.

If the example provided relates to family or friends, the help given needs to be well beyond what would normally be expected from a friend or family member. Examples do not have to come from caring experiences.

If applicants have made a positive difference to someone's life through a supporting, mentoring or coaching role, whether in school/college, a community organisation, or a leisure group (sports team, drama group, etc. and this reflects a specific, sustained effort that they made for that person, this may also provide a good example.

Section 5

Please provide details of any exceptional achievements or exceptional (difficult) circumstances you would like us to consider in marking your application.

This section can be left blank.

Exceptional achievements may be in any area and might include major awards, sporting success at national or international level, etc. If applicant's have had to overcome exceptional difficulties, they should write about them here.

Maximum 600 characters including spaces (about 100 words)

Specific learning difficulties affecting school/college/ university work are not taken into consideration here.