Physician Associate Studies

Roles & Responsibilities Recording Form

Please read the instructions carefully. Once complete please return the form as per the instructions at the end. The Roles & Responsibilities form provides an opportunity for you to provide evidence of commitment and personal characteristics appropriate for a future Physician Associate. It will be assessed against the following criteria:

* Commitment to work experience, voluntary work, or exposure to a caring or supportive role
* The value of the work/role you undertook
* The level of responsibility taken in any of the above roles
* An example of where you did something that had a significant beneficial outcome for another person
* Any exceptional achievements or circumstances

|  |  |  |  |
| --- | --- | --- | --- |
| FIRST NAME/ GIVEN NAME |       | SURNAME/FAMILY NAME  |       |
| DATE OF BIRTH |       | UCAS ID |       |

|  |
| --- |
| 1. Please provide details of **up to** 3 (but only one is required) relevant roles involving significant engagement with people that you have undertaken, preferably within the past 3 years. These roles may be in paid employment or voluntary/community work and do not have to be in the health sector. Charity work may be included. If you are an unpaid carer then work undertaken in this role can be included. If you are in paid employment then you will need to be explicit in the following sections about what you have done that is over and above what is expected from your job role. You should record the details of any experiences here that you write about in section 2, but you do not need to write about everything listed here. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Started | Length of Time in rolehours/days/weeks/years | Total hours in role | Organisation | Role Undertaken |
|        |        |  |      |        |        |
|        |        |  |      |        |        |
|        |        |  |      |        |        |
| Estimated Total Hours  |      |  |

|  |
| --- |
| Please provide a contact for each of your work experiences so that we can check the details if required. Either a telephone/mobile number or an e-mail address is required for each contact. |
| Name | Tel/mobile | Email address | Organisation | Role/job title |
|        |        |        |        |       |
|        |        |        |        |       |
|        |        |        |        |       |
|        |        |        |        |       |

On the following pages you will be asked to write about one or more of the experiences you have listed here. Please note that it will be difficult to provide the level of detail needed if you choose to write about four separate experiences, so you may wish to select the one or two that had the greatest impact upon your decision to pursue a career in medicine.

The information provided on this form may be similar to information provided in your personal statement. However, you should still provide the information here because our decisions on shortlisting for interview will be based on what you have written on this form.

|  |
| --- |
| 2. Please provide details of what you actually did within one or more of the experiences you have recorded in section 1. You should reflect upon the personal attributes you have demonstrated in this role, especially those which are mentioned in the NHS Constitution, but you must be explicit about how you demonstrated them. We will not credit observation or shadowing: we need to know about hands-on experience that you have undertaken. Maximum 1,100 characters including spaces (about 200 words). |
|        |
| 3. Please provide details of any responsibility you have taken, either in the workplace, while volunteering or at school/college/university. Titles alone (e.g. head boy/girl) will not attract marks: you must tell us what the responsibility involved and what you actually did to discharge this responsibility. By responsibility we mean a leadership role or being in a position of trust or the demonstration of an organisation ability. One detailed example is likely to gain more marks than a list of responsibilities. Maximum 1,100 characters including spaces (about 200 words). |
|        |

|  |
| --- |
| 4. Please give an example of a situation where you have helped or provided care for somebody (by this we mean an individual person). You may use examples from your work/voluntary/caring experience, from life at home or at school/college/university, or from extracurricular activities. Please note that if you are using examples from the home or family then the example needs to demonstrate a level of commitment well above and beyond what would normally be expected of anyone of your age. Examples that require regular commitment are likely to attract more marks than one-off incidents. Tell us briefly what you actually did; what you learned from the experience and the effect your contribution had on the person you were helping. Maximum 850 characters including spaces (about 150 words). |
|       |
| Please provide details of any exceptional achievements or exceptional (difficult) circumstances you would like us to consider in marking your application. You do not need to complete this box if you do not have anything exceptional to report (the majority of applicants will not). Exceptional achievements can be in any area and might include major awards, sporting success at national or international level, etc. If you have had to overcome exceptional difficulties you should write about them here. We would also expect to see these reflected in the school reference, but only achievements or circumstances included in this box will be considered. Maximum 600 characters including spaces (about 100 words). |
|        |

[ ]  We may use your form anonymously for training of admissions tutors. If you do not wish your information to be used in this way, please check the box. Please note that this will not affect the scoring of your form in any way.

**SAVE & SEND INSTRUCTIONS**

Please check your application fully before submitting; we cannot accept multiple or late entries

Late forms are not accepted under any circumstances, we therefore recommend that you submit your form early in case of technical problems.

**DEADLINE FOR RETURN OF FORMS TOGETHER WITH APPLICATIONS IS 11.59pm (BST) ON 31st AUGUST 2018**

For Office Use Only:

|  |  |
| --- | --- |
| NAME: |  |
| Score 1 |  |
| Score 2 |  |
| Score 3 |  |
| Score 4 |  |
| Score 5 |  |
| TOTAL |  |

V2016:Final