



CLEARANCES FOR PLACEMENTS: MEDICINE (MBBS –A100)

- ✦ *Please read the below information carefully. The following checklist explains how to obtain the mandatory 'clearances' required for you to attend placements. **You** will be responsible for completing these activities by the deadlines set. Failure to do so may mean that you will be unable to attend placements.*
 - ✦ *Please also refer to the [Clearances for Placements Map](#), which gives a step-by-step timeline through all aspects of placement clearance – follow the link above and click 'Getting Started – MEDICINE (MBBS-A100)' to find the Map.*
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- ✦ You will receive lots of email to your new [UEA email account](#) over the first few weeks of your course. **Students are expected to check their UEA email at least every 48 hours.** Please ensure you read and act *immediately* on any information emailed to you about **Clearances for Placements** from the UEA Learning and Teaching Service ZICER hub (LTS), the University Medical Service Occupational Health department (UMS-OH) or the UEA Student Disclosure and Barring (DBS) Team in order to prevent any delays in gaining placement clearance.

Have you completed?

- Occupational Health Clearance**
 - 'Fit for the Course' clearance
 - 'Patient Contact Clearance'
 - Exposure Prone Procedure (EPP)*
*(See page 3 for further information)
- Enhanced DBS Clearance**
 - Overseas Police Check (if necessary)
- Mandatory Training**
 - Activate your e-Learning for Health (e-LfH) account
 - Complete 'Level 1 – Data Security Awareness', and any other training modules you are told to complete
 - Download the e-Certificate available for each training module you complete, and store in a safe place

✦ Any Questions? Please contact hub.placements.med@uea.ac.uk

MANDATORY CLEARANCES

Please note if any Mandatory Clearances are not complete
you will not be able to attend placement

OCCUPATIONAL HEALTH CLEARANCE



umsoccupationalhealth.co.uk



+44(0)1603 592174



ums.oh@nhs.net

You will receive a talk from the University Medical Service Occupational Health (UMS-OH) team during the induction week, in which they will explain how to gain OH clearance. **You require THREE different types of Occupational Health clearance:**

- I. **'Fit for the Course' clearance**
Complete your [Health Questionnaire \(HQ\)](#) with your GP's signature and practice stamp, and return to the OH department. Depending on the contents of your HQ, further information may be sought from your GP or through further appointments with an OH practitioner.
- II. **'Patient Contact Clearance'**
You will be asked to provide evidence of your immunisation history and may be required to have further immunisations, if necessary.
- III. **'Exposure Prone Procedure (EPP) Clearance'**
Please see Page 3 for further information

You **must** attend all appointments arranged for you at the UMS-OH Department*. All appointment information will be communicated with you via your UEA email address, or via the UEA blackboard site.

Whenever possible, your first appointment will be scheduled to avoid taught sessions, however this is not always possible. If this occurs, your OH appointment **MUST TAKE PRIORITY** over all other activities.

*If illness or emergency prevents you from attending your appointment, please contact OH (with at least 24 hours' notice, where possible) so your appointment can be re-allocated and re-scheduled. Missed appointments display a lack of professional behaviour and incur extra cost to Norwich Medical School. Multiple missed appointments (without valid reason) will lead to a professionalism concern being raised.

DISCLOSURE AND BARRING SERVICE (DBS)



portal.uea.ac.uk/disclosure



+44(0)1603 592727



disclosure@uea.ac.uk

You will require a clear Enhanced DBS certificate, obtained through the UEA Student Disclosure Service (or via the [DBS Update Service](#)).

You will receive an email from the Student Disclosure Service between May-Sept 2019, directing you to complete their Enhanced DBS application. Please act on this promptly to avoid a delay in the clearance process.

If there are any declarations on your DBS certificate, a 'Fitness to Practise' panel will consider whether you will be permitted to continue on the course, based on the nature of the conviction, your ability to reflect appropriately on the incident, and on the likelihood of your future employability as a clinician (you will require future DBS checks to register with the GMC, and to work in a healthcare setting).

If you are aware of **any** criminal convictions that will be declared on an Enhanced DBS certificate, please make the Student Disclosure Service aware as soon as possible (disclosure@uea.ac.uk). This includes driving convictions (not including fines or points on your driving licence).

If you are an International student, or a home student that has spent longer than 6 months overseas in the last 5 years, you will require an Overseas Police Check (OPC) from the country within which you previously resided. If you require an OPC, please contact the Student Disclosures Service as soon as possible (preferably before leaving your home country). The OPC process can take several weeks, or even months, so it important to **start this process ASAP!**

Further information about professionalism and 'Fitness to Practise' can be found on the [General Medical Council \(GMC\)](#) website.

MANDATORY TRAINING



portal.e-lfh.org.uk

You are required to complete 'Data Security Awareness – Level 1' as a minimum level of Statutory and Mandatory Training.

Completing this training will give you an understanding of the importance of data security in healthcare and explain your responsibilities when working with patient data.

As you progress through your course you will complete further training required to work in a clinical setting, but you will be required to re-complete 'Data Security Awareness – Level 1' once every 12 months to remain up-to date with your Mandatory Training Clearance.

The MBBS Placements team will contact you when you are required to complete this training.

✦ Any Questions? Please contact hub.placements.med@uea.ac.uk

OCCUPATIONAL HEALTH CLEARANCE – Exposure Prone Procedure (EPP)

✦ Public Health England (2019) defines Exposure Prone Procedures (EPP) as follows:

“...procedures where an opportunity for HCW [healthcare worker]-to-patient transmission of BBV [blood-borne viruses] does exist are described as ‘exposure prone’ procedures (EPPs), where injury to the HCW could result in the worker’s blood contaminating the patient’s open tissues.”

“EPPs include procedures where the worker’s gloved hands may be in contact with sharp instruments, needle tips or sharp tissues inside a patient’s open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all time.”

[Extract from General surgery exposure prone procedure \(EPP\) categorisation: Advice from the United Kingdom Advisory Panel for Healthcare Workers Infected with Bloodborne Viruses \(UKAP\). Public Health England, \(2019\) \[www.gov.uk/phe\]\(http://www.gov.uk/phe\)](#)

This definition discusses **risk to both the healthcare worker and risk to the patient**, if one or other has a serious communicable disease, namely a blood-borne virus.

✦ Why do you need EPP clearance?

Norwich Medical School encourages students to attend theatre from their very first placement. You will be taught Scrubbing, Gloving and Gowning early in Year 1 in order to facilitate this.

Although ‘scrubbing-in’ and *observing* an operation is NOT considered an EPP, Theatre Policy states that **ALL staff and students who are ‘in scrubs’, in and around the operating theatre, MUST be EPP cleared**. This is to ensure that the surgeon(s), who may not know the background of everyone in the theatre, cannot accidentally ask a non-EPP cleared person to assist in an operation.

This rule is for the protection of both patients, staff and students.

✦ What is the EPP clearance process?

EPP clearance is carried out by the [University Medical Service Occupational Health Department](#) (UMS-OH), but should not be confused with the general ‘Occupational Health Clearance’ described above. EPP clearance is an additional level of clearance required by MBBS Students (and certain other professional courses).

There are two levels of EPP clearance; ‘temporary’ and ‘indefinite’:

• TEMPORARY EPP CLEARANCE

In Year 1, ideally before the first placement, MBBS students (who are NOT already EPP cleared) will be given ‘**TEMPORARY**’ (12 months) EPP clearance by demonstrating no Hep. B, Hep. C or HIV antibodies, following an initial blood test.

During the first year of your course you will have the opportunity to gain formal, long-term EPP clearance. This is known as ‘indefinite EPP clearance’.

• INDEFINITE EPP CLEARANCE

To be declared **INDEFINITELY** ‘EPP clear’*, a student must demonstrate that they are:

- Hepatitis C-antibody negative
- HIV-antibody negative
- Hepatitis B vaccinated (with an antibody test to show response to vaccine).

*This process takes, on average, 7 months, and can be delayed as a result of nationwide vaccine shortages. Only students who have previously worked in specific clinical roles are anticipated to already have EPP clearance at the beginning of the MBBS course.

✦ How do you get EPP clearance?

An appointment to discuss your EPP requirements and immunisation schedule **will be organised for you at UMS-OH**.

You **must** attend all EPP appointments arranged for you*. All appointment information will be communicated with you via your UEA email address, or via the UEA blackboard site.

Whenever possible, EPP appointments will be scheduled to avoid taught sessions, however this is not always possible. If this occurs, your OH appointment **MUST TAKE PRIORITY** over all other activities.

Failure to attend EPP appointments will prevent you from going on any theatre-based placement or theatre observations. You will therefore not be able to fully access important learning opportunities. If you have been allowed to attend placement *WITHOUT* EPP clearance, you **must make your supervisor/learning mentor aware of this on arrival.**

*If illness or emergency prevents you from attending your appointment, please contact OH (with at least 24 hours’ notice, where possible) so your appointment can be re-allocated and re-scheduled. Missed appointments display a lack of professional behaviour and incur extra cost to Norwich Medical School. Multiple missed appointments (without valid reason) will lead to a professionalism concern being raised.

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