

CLEARANCES FOR PLACEMENTS MAP: MB BS - MED

Placement clearance is made up of three parts and you must complete all three before attending your placements.

This form contains active links to useful websites. To download the active PDF just scan the code with your phone and select 'Getting Started'!



RECEIVE OFFER: MARCH 2019*

OFFER MADE

ACCEPT OFFER: MAY 2019*

JUNE 2019*

OCCUPATIONAL HEALTH

COMPLETE HEALTH QUESTIONNAIRE (HQ) PAGES 1-3

① If you plan on joining the UEA Medical Centre, don't forget to collect your Immunisation History and get page 4 of your HQ signed by your home GP first. Transfer of medical records can delay your clearance.

SUBMIT HQ TO YOUR GP FOR COMPLETION OF PAGE 4. ATTACH IMMUNISATION HISTORY

① If you have lived outside the UK for >6 months, within the last 5 years, you may also need an 'Overseas Police Check' – make sure you let the Student Disclosure Team know as soon as possible.

SEND COMPLETED HQ AND IMMUNISATION HISTORY TO UEA OCCUPATIONAL HEALTH

① This may incur a fee. Please check with your Surgery/GP Practice for further details.

① Make sure you keep a copy of your completed HQ and Immunisation History for your own records!

DEADLINE: 30 JUNE 19

ATTEND OCCUPATIONAL HEALTH APPOINTMENT

① Your first OH appointment will be pre-arranged for you.

ARRANGE 'EPP' BLOOD TEST

ATTEND FOLLOW UP IMMUNISATIONS AND APPOINTMENTS

ENHANCED DBS RESULTS RECEIVED AND PASSED ON TO ZICER HUB

① Please keep your Enhanced DBS Certificate in a safe place with your other clearance records!

CLEARANCE DEADLINE: 2 WEEKS BEFORE PLACEMENT

ENHANCED DBS CHECK

EXPECT EMAIL AFTER: 01 MAY 2019*
RECEIVE EMAIL FROM STUDENT DISCLOSURES TEAM WITH INSTRUCTIONS ON COMPLETION OF ENHANCED DBS CHECK

① If you have an Enhanced DBS certificate and already subscribe to the DBS Update service please contact the Student Disclosures Team. For more information on 'Update click this box.

① If you have previously worked in healthcare, you may already have an account with 'e-Learning for Health', our e-Learning provider. Please use the new account set up for you by the Placements team to complete placement related training.

MANDATORY TRAINING

E-LEARNING

BEGIN ENHANCED DBS PROCESS

REGISTER

ID VERIFICATION: FIND YOUR NEAREST POST OFFICE BRANCH THAT WILL COMPLETE A "CRB & ID VERIFICATION SERVICE" CHECK FOR A SMALL FEE

ONLINE PAYMENT

RECORD RESIDENTIAL HISTORY

DEADLINE: 01 SEPT 19

MOST INTERNATIONAL STUDENTS CANNOT BEGIN THE ENHANCED DBS PROCESS UNTIL RESIDENT IN UK – CONTACT THE STUDENT DISCLOSURES TEAM FOR MORE INFORMATION

① If you are an International Student, you might need a Police Check from your home country. Please discuss this with the Student Disclosures Team before coming to the UK, if possible. For more information on Overseas applications, click this box or speak to the Student Disclosures Team.

USEFUL CONTACT DETAILS

Your MBBS-MED Placements team can be found in the ZICER Hub

- <https://portal.uea.ac.uk/learning-and-teaching/students/placements>
- +44 (0)1603 597581 (general enquires)
- hub.zicerenquiries@uea.ac.uk (general enquires)
- hub.placements.med@uea.ac.uk (MB BS placement enquires)
- portal.uea.ac.uk/disclosure
- umsoccupationalhealth.co.uk
- +44 (0)1603 592727
- +44 (0)1603 592174
- disclosure@uea.ac.uk
- ums.oh@nhs.net

SEMESTER BEGINS!

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RECEIVE EMAIL FROM e-LfH WITH ACCOUNT DETAILS

① Check your inbox for email containing account details when notified by the ZICER hub.

① Over the course of your degree you will be required to complete e-Learning through 'e-Learning for Health' (e-LfH). We will email you with instructions when this is necessary.

COMPLETE E-LEARNING AS REQUESTED BY ZICER HUB AND TEACHING TEAMS

*Dates may vary on different courses