

LTC12D010

Title: *Fitness To Practice Procedures within FMH*
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Issue

All Schools within FMH have regular recourse to Fitness to Practice procedures. The operation of fitness to practice procedures can inform subsequent disciplinary investigations including Senate Student Disciplinary Committee Panels. It is important that the processes operated by each School have a formal status within the University and this is most appropriately located with LTC.

Recommendation

That members of LTC approve the attached School specific process descriptions for Fitness to Practice procedures within FMH

Resource Implications

N/A

Risk Implications

N/A

Equality and Diversity

The attached proposals will affect all students equally and do not give rise to any concerns in relation to particular groups of students. The attached proposals do not place any new requirements or obligations on students.

Timing of decisions

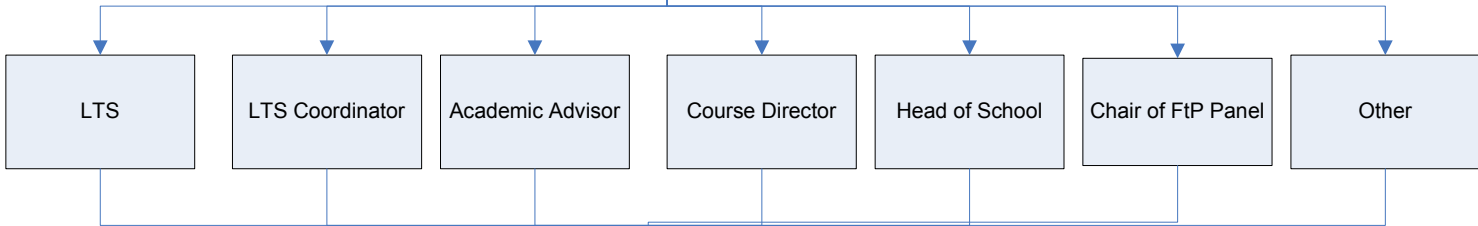
No further approval beyond LTC is required

Further Information

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**TO BE READ IN CONJUNCTION
WITH AHP FTP POLICY
DOCUMENT**

Issue Of Concern
Form Completed



LTS Coordinator

Is there a possibility of a public/patient safety risk?

Head of School informed.

Is this a PMU issue?

Is action needed to suspend placement/withdraw student?

Logged onto spreadsheet

Chair informed

Is this a PMU issue?

Head of School takes appropriate action

Chair of FtP and Panel informed

Chair consulted on course of action

General Regulation 14

University SSDC

Issue goes to next panel meeting

Refer to Head of School recommendation for PMU

Refer to Head of School for meeting/warning letter*

Letter to the Student from the Panel

No further action

Recommend to Course Director that Student referred to Occ Health

POSSIBLE OUTCOMES FROM FTP PANEL

Spreadsheet updated

End

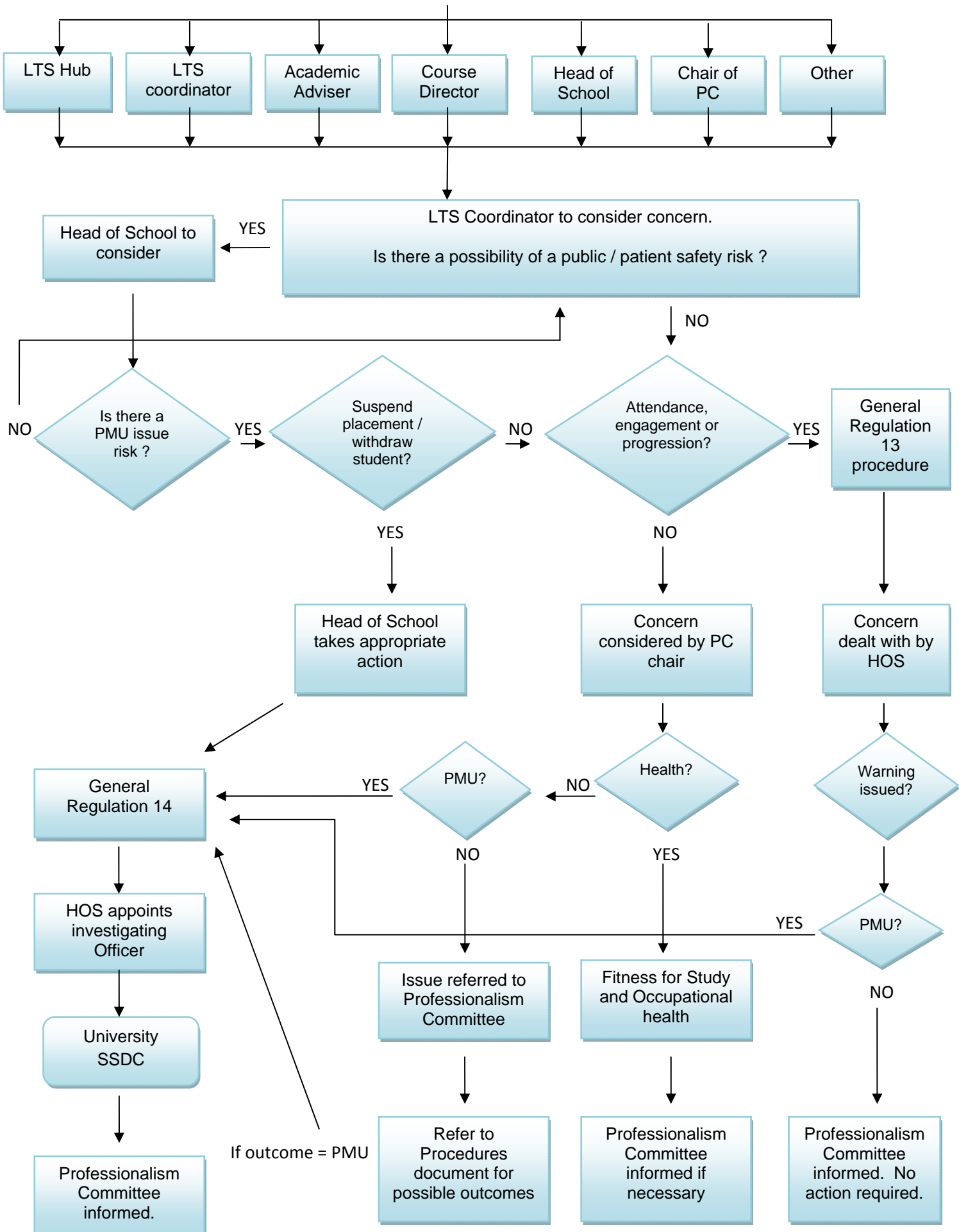
Decision Making

- Chair, Course Director, HOS
- Head of School
- Chair, FtP Panel

*As per university regulations

MBBS CONCERN PROCEDURE

Concern may be raised to any of the following via concern forms, unacceptable tutor reports, high level of absence, members of staff, members of the public, other students etc.



PROFESSIONALISM COMMITTEE PROCESS AND CLASSIFICATION OF CASES

The Professionalism Committee will consider and discuss all student cases presented and classify the outcome of the case according to the following list:

OUTCOME CLASSIFICATION	LEVEL	NOTES
A	Low	Dismissed and not to be discussed at PC
B	Moderate	Standard type of scenario usually dealt with by PC
C	Serious	Standard type of scenario usually dealt with by PC
D	Unsafe	These cases would be dealt with at the time of occurrence and would not wait for the next Committee
E	Insufficient information	Member of PC to meet with the student

Note – General Regulation 13

Disciplinary matters which potentially breach existing University regulations and procedures will be processed outside the remit of the Professionalism committee e.g. General Regulation 13 (Attendance, Engagement and Progression), Plagiarism & Collusion, DOS disciplinary procedures.

The Professionalism Committee should take a view on whether the incident(s) should be referred to the GMC but should not impose any further penalty.

A, B & C

Examples of scenarios (severity of case would indicate which classification is issued):

- Cheating in examinations
- Failure to manage personal health
- Honesty / probity concerns
- Social media postings
- Unacceptable attitude towards staff and students
- Unacceptable Tutor Report Forms
- Incidents which involve authorities e.g. caution issued by Police, disciplinary action by the Dean of Students

D

Examples of scenarios:

- Placing patients at risk
- Placing self at risk
- Placing others at risk
- Abusive behaviour – verbal or physical to staff
- Criminal convictions
- Participation in illegal activities

NON DISCIPLINARY

A

Emerging concerns



Student has meeting with Course Director or Year Academic lead*



Remedial plan with timed action points – if needed *



Send out to student within 5 days, cc. Personal



Year lead reviews outcome of action points

B

Moderate concerns



The 'emerging concern' processes indicated by * are followed



Professionalism Committee review action plan and subsequent outcomes



Professionalism Committee recommend a letter to be sent 'Professionalism Committee is aware'

DISCIPLINARY

C

Serious concerns



Health or other



Possible outcomes:

- i) Further action plan
- ii) Fitness for Study Intercalation
- iii) Formal warning recommended to HoS
- iv) Refer to UEA Disciplinary Officer (non-academic)

D

Emergency/Unsafe (PMU)



HoS nominates Investigating Officer. Investigating Officer presents factual report to HoS



HOS forms opinion and refers to SSDC if appropriate.

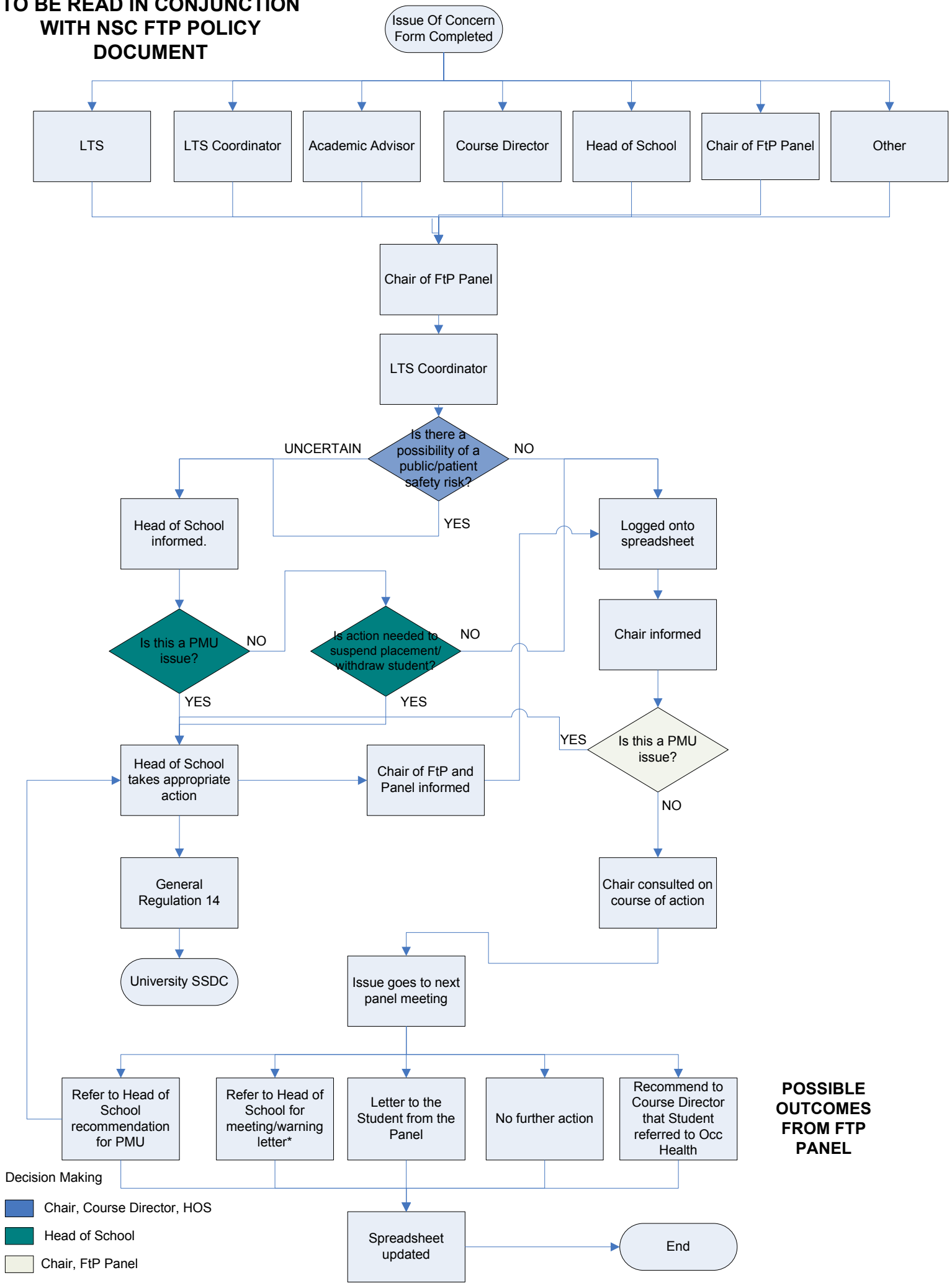


SSDC determine any penalty/ruling to be applied



Outcome reported back to Professionalism Committee and student's Personal Adviser

**TO BE READ IN CONJUNCTION
WITH NSC FTP POLICY
DOCUMENT**



**POSSIBLE
OUTCOMES
FROM FTP
PANEL**

- Decision Making
- Chair, Course Director, HOS
 - Head of School
 - Chair, FtP Panel

***As per university regulations**