

School of Medicine Health and Conduct Procedure

Keele University
School of Medicine
Health and Conduct Committee

Membership, frequency & reporting

TITLE:	School of Medicine Health and Conduct Committee
MEMBERSHIP:	To serve for 2010/11 Director of Undergraduate Programmes (Dr A Hassell) Chair, OR Director of Academic Undergraduate Studies (Dr C L Bashford) Chair Module 4 Joint Lead (Miss A K M Walsh) Deputy Chair Module 1 Joint Lead (Dr R Fricker-Gates) Deputy Chair Module 1 Joint Lead (Dr P Coventry) Module 3 Joint Lead (Dr N Watson) Year 3 Module Lead (Dr F Leslie) Social and Behavioural Sciences Strand Co-ordinator (Ms J Rock) Senior Lecturer / Module Leader HLB Shropshire (Dr W Perks) Lecturer in Medical Law and Ethics (Dr R Worthington) Locomotor Lead Year 4 (Dr C Dowson) Senior Lecturer (Dr I Natarajan) Senior Lecturer / Joint Module Leader F&C Shropshire (Mr A Sizer) Size of Committee: Chair + 4 from the above list + Student Support representative
FREQUENCY OF MEETINGS:	Monthly (Wednesdays am, either prior or after Progress Cttee) Extraordinary meetings to be called as necessary Meetings to be diaried firmly and cancelled if insufficient business
ADMINISTERED BY:	Administrator (Student Support & Progress)
REPORTS TO:	Faculty Fitness to Practise Committee Undergraduate Course Committee
RECEIVES REPORTS FROM:	
TERMS OF REFERENCE:	Attached

Terms of Reference: School of Medicine Health and Conduct Committee

To monitor issues regarding student health and conduct that cause concern regarding a student's fitness to practice practise in line with the Faculty of Health Fitness to Practise procedure. In particular, to:

- a) Receive and consider accounts of the health of students where there may be a risk to the patients, the public, colleagues, or themselves and determine a course of action for the student concerned.
- b) Receive and consider accounts of unsatisfactory engagement with the course, unprofessional behaviour or academic misconduct and determine the consequences of such behaviour.

Matters that can be considered

- Concerns in relation to the student's fitness to practise on the grounds of health
- Concerns in relation to the student's fitness to practise on the grounds of behaviour including unsatisfactory attendance
- Allegations of misconduct
- Proven cases of academic misconduct i.e. plagiarism or examination cheating under Keele University Academic Regulation 8.12
- Failure to satisfy the requirements for professional development (arising e.g. from student portfolio or appraisal meetings)
- Requests for extensive periods of absence

The following are examples of matters that may be considered:

- Conviction of a criminal offence
- Falsification of patient or other professional records including student practice records
- Chronic alcohol or drug abuse
- Reporting for studies / duty in an intoxicated state
- Inappropriate or intimidating behaviour
- Incidents of violence on or off University premises
- Illness that interferes with the ability to perform effectively and safely
- Carrier of a serious communicable disease
- Exploiting patients or clients
- Offences against patients or clients
- Unsatisfactory attendance
- Persistent failure to participate in learning opportunities
- Recurrent discourtesy

(this list is not exhaustive)

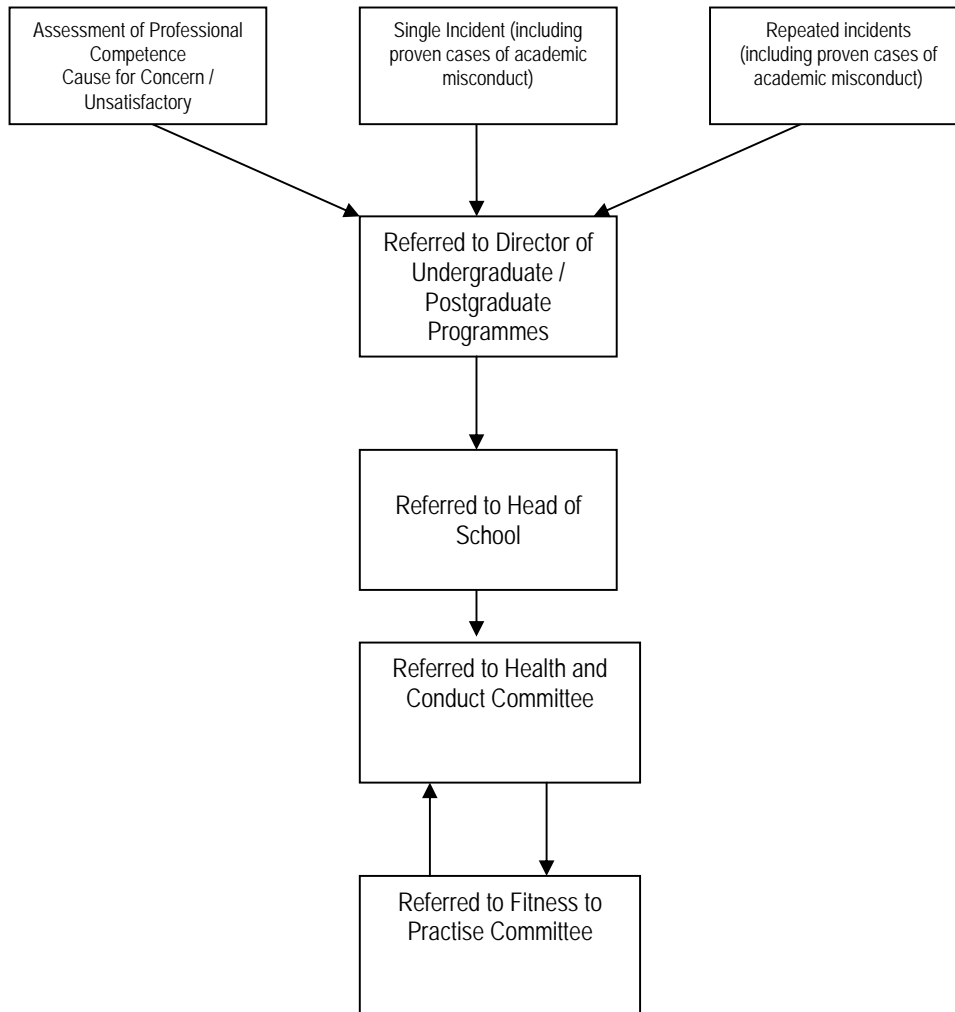
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Procedure

1) Referral

The procedure for referrals to the Health and Conduct Committee is summarised below.

The following diagram represents the essential features and principal lines of responsibility of the Fitness to Practise Procedure for all School of Medicine students; the textual description of the Health and Conduct procedure is definitive.



a) **Concerns in relation to the student's fitness to practise on the grounds of health** will be investigated by the relevant Director of Undergraduate Programmes / Director of Postgraduate Programmes, who will then refer the case to Head of School, who will then decide if the case is to proceed to the Health and Conduct Committee.

b) **Concerns in relation to the student's fitness to practise on the grounds of behaviour** will be investigated by the relevant Director of Undergraduate Programmes / Director of Postgraduate Programmes, who will then refer the case to Head of School, who will then decide if the case is to proceed to the Health and Conduct Committee.

c) **Allegations of misconduct** will be investigated by the relevant Director of Undergraduate Programmes / Director of Postgraduate Programmes, who will then refer the case to Head of School, who will then decide if the case is to proceed to the Health and Conduct Committee.

d) **Proven cases of academic misconduct** e.g., all proven cases of plagiarism or examination cheating under Keele University Academic Regulation 8.12 will be referred by the School Academic Conduct Officer to the Director of Undergraduate Programmes / Director of Postgraduate Programmes, who will then decide if the case is to be referred to the Head of School who then decides if the case is to proceed to the Health and Conduct Committee.

e) **Failure to satisfy the requirements for professional development (arising e.g. from student portfolio or appraisal meetings)** will be referred to the relevant Director of Undergraduate Programmes / Director of Postgraduate Programmes, who will then inform the Head of School, who will then decide if the case is to proceed to the Health and Conduct Committee.

f) **Requests for extensive periods of absence** will be referred to the relevant Director of Undergraduate Programmes / Director of Postgraduate Programmes, who will then inform the Head of School, who will then decide if the case is to proceed to the Health and Conduct Committee.

2) After Referral

a) The student will be informed in writing by the School administrative staff should they be referred to the Health and Conduct Committee. This letter will contain the reason(s) for the referral as well as the date and time of the Health and Conduct Committee.

b) A referred student should indicate to the Administrator for Student Support and Progress his/her intention to attend by the specified deadline, otherwise non-attendance is assumed.

c) A referred student does not have to attend. The Committee will consider the reasons for referral and make a decision in absentia.

If a student chooses not to attend, or is not able to attend, written evidence of mitigating circumstances will be considered as supplied by the student. The Committee will generally not consider supporting statements from family or friends but will consider documentary evidence from general practitioners and other similar bodies. NB: In accordance with GMC recommendations, the School does NOT accept GP certification where the GP is a relative of the student concerned.

- d) It is strongly recommended that any student referred to the Committee seeks and obtains advice from the Director of Student Support prior to attending.
- e) Students referred to the Committee should bring any relevant documentary evidence to support their case.
- f) A report on the student's progress to date will be provided to the Committee by the School administrative office.
- g) The Committee will meet in private to consider any documentation received in relation to the student's circumstances.
- h) The student is then asked to attend. The student may be accompanied by friend or supporter, who is a member of the University. The supporter may be invited to assist the committee at the discretion of the Chair. The relevant student tutor / year leader may act as advocate for the student. The University has advised that parents of a student may not attend the Committee proceedings.
- i) The student's situation is discussed in their presence, along with any new evidence, which they may choose to submit.
- j) The student and their friend / supporter are normally asked to leave while the Committee considers the information presented.
- k) The Committee, having carefully considered the circumstances will reach a decision, which it will recommend to the School of Medicine.

Recommendations may include one or more of the following:-

- I. Dismiss the case - student does not have to declare on medical applications
 - II. No further action - student does not have to declare on medical applications
 - III. No further action by the Committee – student has to declare on medical applications
 - IV. Permit the student to continue with the programme with appropriate written advice and guidance
 - V. Permit the student to continue with the programme under supervision
 - VI. Permit the student to continue with the programme with a written warning
 - VII. Suspend the studies of the student until criteria for re-admission are attained
 - VIII. Suspend the studies of the student and refer to the Fitness to Practise Committee
 - IX. Student is referred to Progress Committee
 - X. Student is referred to the Fitness to Practise Committee
- l) The student will be informed of this decision by a member of the Committee and this decision will be confirmed in writing within five working days of the meeting.
 - m) Should the student be unwilling to accept the outcome of the hearing, the case will be referred to the Fitness to Practise Committee.

Internal Communication

All members will be invited to an annual review of the Committee.