

**Health and Conduct Committee  
Terms of Reference**

**School of Medicine  
Undergraduate Medicine (MBChB)**

**1. Scope:**

The Health and Conduct Committee is the first stage of the University's Fitness to Practise procedures under Regulation B5. The Committee's role is to assess and address any concerns about the health or conduct of students registered on programmes subject to Regulation B5, in relation to their fitness to practise. The Committee also considers cases in relation to applicants for these programmes.

**2. Purpose:**

- i. To assess and address concerns regarding the health and/or conduct of a student or applicant.
- ii. To investigate the impact of these concerns on the student/applicant's fitness to practise in accordance with the University's regulations and the requirements of the GMC (General Medical Council).
- iii. To determine whether the threshold has been met for referral to the University Fitness to Practise Committee.

**3. Management of Health and Conduct Issues**

The Health and Conduct Committee has oversight of any issues that arise concerning the health or conduct of students on professional programmes within the School, or a Foundation Year programme intended to lead to one of these programmes. This includes reports from University led investigations into student breaches of University Regulations B1 and D4.

The approach to management of issues on the programme/s such as attendance and leave of absence (not an exhaustive list) is explained in the MBChB Course Handbook. There may be no need for these issues to be reported to the Health and Conduct Committee if the initial steps taken to address them are effective. Information about these interventions will be recorded on the student file, with a copy of the record shared with the student. Should a future incident be reported to the Health and Conduct Committee, this record may be shared with the Committee.

**4. Membership:**

The Health and Conduct Committee is Chaired by the Head of School or their representative/s.

The Health and Conduct Committee membership is drawn from University staff, external members who have relevant professional expertise (e.g. clinical partners) and, in some cases, lay members from the community.

The University staff members must be academic or clinical staff from within the School, the wider Faculty and from other Faculties within the University.

The Committee composition will include representation relevant to the student's programme of study where possible.

**5. Quoracy:**

Chair plus four of the members above, **one** of which must be external to the University **OR** from outside the Faculty.

## 6. Frequency:

Scheduled monthly through the year and used as required. Additional dates will be convened if required.

## 7. Chair's Action:

Chair's action may be taken where necessary, including to confirm a referral to the Committee requires investigation.

## 8. Applicant Panels

The Health and Conduct Committee will convene a panel to consider health and conduct related issues and results of DBS disclosures for applicants. The panel will normally have 3 members, one of whom must be from a placement provider.

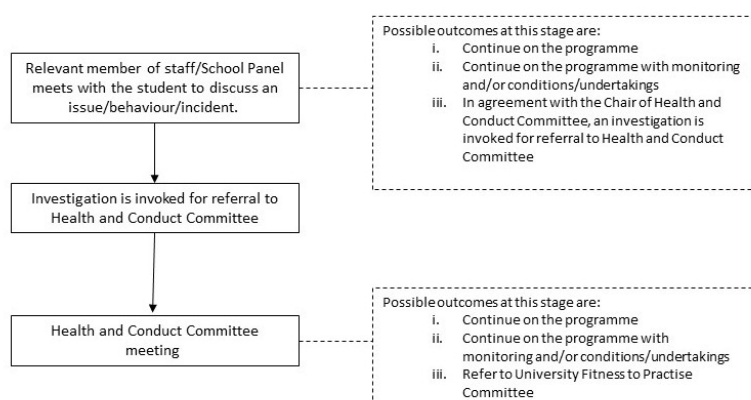
Panels will not normally meet with applicants and will consider cases based on the documentation provided. Applicants may submit written representations for the Panel's consideration.

## 9. Fitness to Practise Code of Practice

The University's Fitness to Practise Code of Practice specifies the procedures for the administration and conduct of the meeting including the appeal procedure and information for applicants.

<https://www.keele.ac.uk/policyzone/data/fitnesstopracticsecodeofpractice/>

## Health and Conduct Pathway Summary



## 10. Management Information Needs

The Health and Conduct Committee will have sight of all relevant documentation for the case, this will be listed on the referral form.

## 11. Declaration

A student's attendance at, and their outcome from, Health and Conduct Committee will form part of the student's record and may be used in any future Health and Conduct or Fitness to Practise Committees.

The School has a duty to inform the General Medical Council (GMC) of any student Fitness to Practise procedures at provisional registration.

The School and the GMC strongly advise students to declare all engagements with Fitness to Practise procedures, at provisional registration and whenever requested by an appropriate body.

Students are responsible for keeping copies of all their associated Committee paperwork in anticipation that the GMC may request further information when considering registration.