



THE UNIVERSITY OF
BUCKINGHAM

MEDICAL SCHOOL

MB ChB

MB ChB Fitness to Practise Terms of Reference

1 Purpose

Medical students have certain privileges and responsibilities different from those of other students and because of this different standards of professional behaviour are expected of them. The Medical School is responsible for ensuring that its students have opportunities to learn and practise the standards expected of them. Moreover, the Medical School must ensure that its students are fit to practise, in order to protect present or future patients, students, or service users and to comply with the requirements of the professional regulatory bodies as well as to maintain public confidence.

The Medical School has a robust and fair procedure to deal with students who are causing concern on academic and/or non-academic grounds. Fitness to Practise arrangements and procedures will take account of the guidance issued by the General Medical Council and the Medical Schools Council and will follow the MB ChB Code of Practice for Fitness to Practise. All students will have clear information about these procedures so that they understand their rights and obligations.

2 Remit

1. The Fitness to Practise Committee shall consider all student cases that have reached the threshold of Fitness to Practise, and have been referred to an Investigating Officer for the appropriate course of action, by the Chair of the MB ChB Concerns group.
2. The Committee shall decide on the most appropriate form of procedures and sanctions, taking into account its statutes and circumstances.
3. If a student's fitness to practise is called into question because of their behaviour or their health, the Medical School's Fitness to Practise arrangements will take account the GMC and MSC guidance: Medical students: professional values and fitness to practise.
4. The arrangements of the Fitness to Practise Committee will cover both informal and formal procedures, and include clear details on disclosure of information and evidence to students, to staff and outside the Medical School, such as the Deanery and the GMC.

3 Outline of functions

1. Consider all students whose health and conduct raises serious concerns about their fitness to practise, specifically in:
 - Good clinical care
 - Maintaining good medical practice
 - Teaching and training, appraising and assessing
 - Relationships with patients
 - Working with colleagues
 - Probity
 - Health
2. The Fitness to Practise Committee shall be convened by the University Registrar (Secretary) on the recommendation of the Chair of the MB ChB Concerns Group.

3. The Committee or its delegated Panel will consider reports received from the Investigating Officer, Occupational Health or other expert opinion and will make recommendations to the Medical School where a student's future in the University is in question.
4. The Committee shall make a decision following GMC guidelines and the MB ChB Code of Practice.
5. The Committee or its delegated Panel shall follow the arrangements as detailed by the GMC, specifically on:
 - Awareness and education
 - Communication
 - Confidentiality and disclosure
 - The roles of personal tutors, investigators and panel members
 - Applying the threshold of student fitness to practise
 - Timescales
 - Panel composition and training
 - Hearings
 - Support for medical students
 - University appeals committees and panels
6. The Committee or its delegated Panel shall conduct its hearings by:
 - Receiving written information from the Investigating Officer on the student's conduct and/or health, explaining why there is concern as to the student's fitness to practise, factual information about the student's professional progress on the course and any other relevant documentation.
 - Attendance of the student at the hearing.
 - Appeals against the decision if based upon a procedural irregularity in the conduct of the case; or evidence which could not have been presented at the time of the original hearing.
 - Any grievance.
7. The Committee shall make a recommendation of action following a fitness to practise hearing and will consider:
 - Dismissal of the case
 - No action required
 - Warnings
 - Sanctions
 - Conditions
 - Undertakings
 - Suspension from the medical course
 - Expulsion from the medical course

8. The Committee may permit the student to continue on the programme with appropriate advice and guidance of the Medical School's Concerns Group, or recommend that the student's studies be terminated but permits registration for an alternative academic qualification.
9. Where a student is allowed to continue with the programme, or when studies have been temporarily suspended, he or she may be required to meet with the Committee on further occasions in order that progress can be monitored.
10. The Medical School and Committee shall ensure that the appropriate pastoral or other support has been agreed to remediate the necessary action or support, including how this will be outlined to the student; identifying those people who will be involved in taking forward this course of action.

4 Membership

The composition of the Fitness to Practise Committee shall be as follows:

- a. Lay Chair Mr Graeme Johnston
 - b. Two further lay members, one of whom shall be Vice-Chair; Mr Mike Vince, Mrs Maureen Lissauer
 - c. Heads of the Medical School; Professor Mike Cawthorne, Professor John Clapham
 - d. Dean of the Medical School; Professor Karol Sikora
 - e. Three members of the clinical academic staff, at least one of whom shall be a practising psychiatrist; Dr Clare Oakley, Mr Edward Neale, Mr Ijaz Mehdi
 - f. Member of non-clinical academic staff in the Medical School; Mrs Karen Dyer
 - g. Clinically-qualified senior representative from the Trust, who shall have teaching responsibilities; Mr Peter Thomas
 - h. Junior doctor; to be nominated
 - i. Student representative; to be nominated
 - j. Administrative support; Mrs Julie Cakebread
1. No person may serve on both the Fitness to Practise Committee and the Concerns group. Members in categories (a), (b), (e), (f), (g), (h) and (i), shall be appointed for a three-year term, and their terms shall be renewable for a maximum continuous period of nine years. Members in categories (a) and (b) shall be independent of the University, not employees of the NHS, and have appropriate experience in public life.
 2. The quorum for consideration of each case shall be at least the Chair and three members. The constitution and operation of the Panel shall take into account the requirements of the relevant professions.
 3. The Committee shall be convened as and when required and should normally meet to consider the case within one month of reports having been received.
 4. The Secretary to the Committee shall be the University of Buckingham Registrar.

5. The Investigating Officer submitting the report on the student being considered by the meeting of the Committee shall have no involvement in the referral or counselling of the student and shall not be a member of the Committee and shall take no part in the consideration of the case.

5 Frequency

The Committee or its elected Panel will meet at least twice per term in the Medical School academic calendar, but the frequency of meetings may be more frequent and will be as agreed by the Committee to achieve the objectives in a timely manner.

6 Review of Terms of Reference

Review of these Terms of Reference will be undertaken after the first three months initially, then annually thereafter. The next review is due in **October 2015**.

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