



THE UNIVERSITY OF
BUCKINGHAM

SCHOOL OF
UNDERGRADUATE
MEDICINE

Phase 2 Allocation and Pre-allocation Policy

Faculty of Medicine and Health Sciences

Date March 2024

Context

This document applies to all students in the MED23 student cohort currently enrolled on the MB ChB Programme preparing to enter Phase 2 of the course in 2025. It sets out the details for the Phase 2 allocation and pre allocation process. We encourage all students to read this policy document in detail to ensure they fully understand the travel expectations that will be placed upon them and the forthcoming deadlines for pre-allocation submissions should they have a specific need to be based at a certain LEP and meet the requirements of this policy as set out below.

Policy Statement

This purpose of this policy is to set out the details of the process for placing students in their LEP as they prepare to enter the third year of their medical degree. It provides the requirements for students who have a need to be allocated a specific LEP through the Pre-Allocation Criteria along with details of the application process and key dates and deadlines. In addition, it explains the process of preference-based allocation to allocate the remaining students to their LEP.

This policy relates to students from the cohort of Med23 who are about to enter their third year of medical education in 2025.

Definitions

LEP: Local Education Provider

BHT: Buckinghamshire Healthcare NHS Trust: Stoke Mandeville and Wycombe Hospital

MKUH: Milton Keynes University Hospital

SWFT: South Warwickshire University NHS Foundation Trust

MDGH: Macclesfield District General Hospital, East Cheshire NHS Trust

LH: Leighton Hospital, Mid Cheshire Hospital NHS Foundation Trust

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Purpose

This document is designed to provide clarity to students in Year 2 of their medical degree as to the process undertaken for placement allocations and to give students, who have special circumstances, to apply to be allocated to a particular local education provider (LEP). It provides staff, students, and advisors with clear information regarding the UoBs placement allocation principles and processes, as well as on the authority and responsibilities of those involved in the process. Submitting a pre-allocation request does not give students automatic placement at their preferred LEP, their application will be reviewed against the criteria outlined below and the supporting evidence provided.

Scope

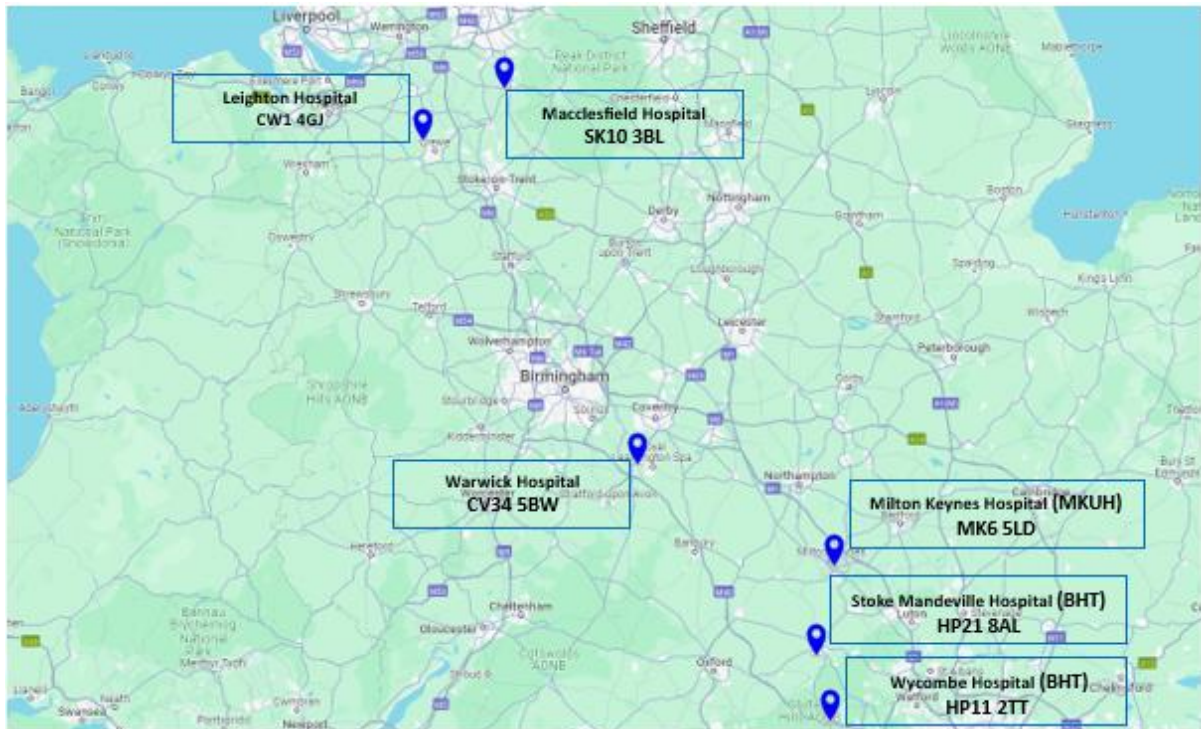
The policy applies to all Med23 FMHS students intending on continuing into their third and fourth years of medical education at all University Buckingham campuses. The policy applies on the basis that students will have met their conditions to progress including demonstrating they have met the required academic standards, are up to date with their fee payments and have completed the appropriate DBS checks.

Policy Details

Phase 2 of the MB ChB programme is delivered in a variety of clinical settings. All base hospital placements will be allocated according to the procedures below. All students, regardless of where their hospital base is, are expected to travel on some occasions. This is to ensure students receive the best educational experience possible. Students will have to travel beyond their base LEP at various stages throughout their Junior and Senior Rotations. Students are not permitted to change their base hospital throughout the duration of the course.

There are currently five base Local Education Providers (LEPs) sites available for students to be allocated to, these are:

1. Milton Keynes University Hospital (MKUH) – Buckinghamshire
2. Stoke Mandeville Hospital (BHT) (with Wycombe Hospital as a satellite site) - Buckinghamshire.
3. Warwick Hospital (SWFT) – Warwickshire
4. Macclesfield District General Hospital – (MDGH) – East Cheshire
5. Leighton Hospital- (LH) – Mid Cheshire



Throughout Phase 2, students will be required to attend whole Block teaching sessions and/or assessments based in local education providers other than their allocated base campus. Students must be prepared to live near their base hospital and be aware that they will also be expected to travel to other locations which can be some distance from their base hospital, in particular, for the Mental Health Block and Primary Care Blocks. Students are expected to make their own individual travel arrangements, whether by public transport or their own means.

In the Junior Rotation, in most instances, four of the six blocks are delivered entirely in the base hospital settings, the exception blocks are:

Mental Health Block

During this block students will be allocated to a range of facilities in the North and South of the country. Students may be expected to travel more than 25 miles away from their LEP base.

Primary Care Block

This block is delivered 3 days per week in GP practices which are located all over the North and South of the country. Students are expected to arrange travel to their GP placements and may be required to travel over 25 miles from their hospital base.

For the remaining 2 days, students are allocated to associated education centres, which may be based at a Local Education Provider.

In the Senior Rotation all six blocks are delivered largely in the hospital settings with some experiences being undertaken in a variety of community placements, including GP surgeries, hospices, residential care facilities and alongside community care teams. Students are expected to make their own transport arrangements to each of these locations.

Preference Informed Allocation Procedure

Preference informed allocation has been designed to give as many applicants as possible their first choice of LEP.

In year two, term six, students will be given a computer-generated number by an algorithm. The number will not be informed by performance at medical school.

The numbers will be generated when the allocation algorithm is run. This takes place in August which is after the pre allocations have been confirmed and preferencing has closed and at the point that applicants are allocated to the LEPs.

Applicants will not be informed of their individual number until after the programme matching process is completed for all applicants.

The algorithm application system will use an algorithm that will work through the list of applicants in computer-generated number order. This will happen in two passes through the system:

Pass 1 – First choice LEP allocation only

The algorithm will work through the applicant list in computer-generated number order. If there are places available in an applicant's first choice LEP, they will be allocated a place in that LEP. If no places are available in their first choice LEP, that individual applicant will be skipped over and the algorithm will continue to work through the full list of applicants, giving as many as possible their first preference. It will do this until it reaches the end of the applicant list.

Pass 2 – Allocating unplaced applicants

Next, the algorithm will again work through the applicant list in computer-generated number order. Any unplaced applicants will be allocated a place in their highest preferred LEP which still has available places. It will do this until it reaches the end of the applicant list.

The University will not accept applications for pre-allocation placement purely based on where a student or their family lives or prefers to be. Allocations will be published to students towards the second week of September 2024. Students wishing to submit a pre-allocation request must do so on or before the 28th of June 2024 according to the detailed criteria set out below, with the necessary and complete supporting evidence and within the timelines defined in this document. Failure to do so may result in the application being rejected.

Repeating students

Students who are repeating their junior rotation year in Phase 2, will normally return to their existing LEP. However, students in Phase one who are repeating their second year, or students who suspend their studies after passing year two are not guaranteed a place at their allocated LEP when they return.

Pre-allocation to base hospital site – Submission of Pre-allocation based on Personal Circumstances

The Medical School follows the principles of the UK Foundation Programme for pre-allocation on the grounds of personal circumstances.

If you **need** to be in a geographical area based on your personal circumstances you can apply for pre-allocation to a specific base LEP on the grounds of personal circumstances. The application form can be found on the Moodle General page or click on the link here: <https://forms.office.com/e/UFwXC18KKd>

Applicants must ensure that all supporting evidence required for their Pre-allocation application is provided at the time of application, as there will be no opportunity to provide this later or via an appeal process if their application is rejected.

1. You can only apply for personal circumstances based on your **current situation**.
2. You are not allowed to link your application for personal circumstances to another student in the process.
3. Your application will need to be supported by **an appropriate independent professional**.
4. Application and approval for pre-allocation to a particular LEP base does not mean that there will be pre-allocation to preferred locations within or associated with the base hospital or for phase 2 activities more generally.
5. To be considered for pre-allocation on the grounds of personal circumstances, you must meet one of the following criteria:

The Criteria

To be considered for pre-allocation to a particular LEP based on personal circumstances, applicants must meet one of the following criteria.

Criterion 1: You are a parent or legal guardian of a child or children under the age of 18, who reside primarily with you or for whom you have significant caring responsibilities

1. If your sole criterion is that you (or your partner) are currently pregnant, you will not be regarded as eligible for pre-allocation based on personal circumstances under this criterion.
2. It is expected that you and your child(ren) will remain at your current address and application for pre-allocation will be to the Local Education Provider, (LEP) local to that address.
3. If you and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.
4. You are required to supply the following supporting evidence:
 - statement from a professional who can confirm that they know you and has a professional working relationship with the child(ren) and yourself and can confirm that you have a significant caring responsibility for a child or children under 18. The signatory must:
 - be over 18.
 - have a relevant professional working relationship with the applicant and their child(ren) e.g., Midwife, GP/Doctor, Headteacher, Social Worker.
 - not be related to the applicant by birth or marriage.
 - not be in a personal relationship with the applicant.

- not live at the same address as the applicant.
- copy of birth certificate(s) of the child(ren).
- for legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate.
- proof of current address.

Criterion 2(a): You are the primary carer for someone who is disabled (as defined by the Equality Act 2010).

1. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. For the purposes of the Act:

- substantial means more than minor or trivial
- long-term means that the effect of the impairment has lasted or is likely to last for at least 12 months
- normal day-to-day activities include things like eating, washing, walking, and going shopping

Some conditions, such as addictions to non-prescribed substances, are specifically excluded. People who have had a disability in the past that meet this definition are also covered by the scope of the Act.

There are additional provisions relating to people with progressive conditions. People with HIV, cancer and multiple sclerosis are protected by the Act from the point of diagnosis. People with visual impairments are automatically deemed to be disabled.

1. For you to meet this criterion, you must be the primary carer for this person, who would normally be your partner, sibling, or parent.

2. If the person you are caring for is not your partner, sibling, or parent, you will have to explain clearly and present a strong case as to why and how you have the role of primary carer for this person. You must explain why alternative carers cannot be arranged.

3. If you provide care for a person as part of a group of carers, for example a family, you are not eligible to apply under this criterion and if you do, your application will be rejected. Please note that there will not be the opportunity to re-apply via appeal under a different criterion. Applicants who provide care as part of a group of carers should consider applying under criterion 2(b)

4. It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for pre-allocation will be to the LEP local to that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present.

5. You provide care over the course of a typical week and not just at weekends (that is, your caring responsibilities require you to be in the requested region on a constant basis.

6. You are required to provide a care plan to explain how you will combine the responsibilities of a Phase 2 medical student and primary carer, and that you have fully considered local support and resources.

- You are required to supply the following supporting evidence:

- a statement from the general practitioner or social worker of the person being cared for confirms your role as primary carer for this person and details of the level of care you provide.
- a care plan which details the care arrangements and explains how the responsibility of being a Phase 2 medical student and as the primary carer will be combined and managed.
- Proof of current address, e.g., driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

Criterion 2(b): You have significant caring responsibilities for a family member, partner, or friend.

Definition of 'significant caring responsibilities'

Significant caring responsibilities equate to anyone who cares for a family member, partner or friend who requires help because of illness or issues with their mental or physical health or disability and cannot cope without their support.

If the person cared for has physical or mental health issues, a learning disability, a substance use disorder (or any other addiction) or is vulnerable or frail and the applicant provides care with their day-to-day living they are a carer.

The responsibilities must extend beyond running basic errands, such as shopping and cleaning.

1. For you to meet this criterion, you must have significant caring responsibilities for a family member, partner or friend but have not been identified as a primary carer.
2. You must explain clearly and present a strong case as to why and how you have significant caring responsibilities for this person
3. You are required to complete a self-assessment within the application form based on clearly defined criteria.
4. You must have previously discussed your circumstances with student support and/or your personal tutor, who must complete and sign a supporting signatory statement. This statement must be signed by a medical school senior member of staff who will be able to confirm they know you, and confirm you have a significant caring responsibility for a family member, partner or friend.
5. If you provide care for a person as part of a group of carers, for example a family, you are eligible to apply under this criterion, provided all other requirements listed are met.
6. You must meet all the following requirements to be eligible for this criterion:
 - You have significant caring responsibilities but are not considered to be the primary carer.
 - You provide care over the course of a typical week and not just at weekends (that is, your caring responsibilities require you to be in the requested region on a constant basis).
 - Your significant caring responsibilities are already known to the medical school. Significant medical school support has been provided to allow you to continue with your course while also continuing with your caring responsibilities. This support should already be in place (that is, you have an ongoing requirement for this support).
 - You would not be able to provide this care whilst living in any other region than the LEP requested

7. It is expected that you and the person who you care for in this category will remain at your current address(es), and the application for pre-allocation will be to the LEP local to that address. If this is not the case, relevant evidence must be supplied as to why caring arrangements could not continue as present.

8. You are not required to complete/provide an official care plan; however, you are required to explain the type and amount of care you provide and demonstrate how you will combine the responsibilities of a Phase 2 medical student with your significant caring responsibilities, and that you have fully considered local support and resources.

9. You are required to supply the following supporting evidence:

- supporting statement from The Faculty Student Support Team), confirming your significant caring responsibilities (this is part of the main pre-allocation application form).
- proof of current address, e.g., driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

Criterion 3: You have a medical condition or disability for which ongoing follow up for the condition in the specified location is an absolute requirement.

1. As you already have this medical condition or disability, it is expected that you will remain at your current address, and application for pre-allocation will be to the base hospital local to that address.

2. If the request for pre-allocation is not for the LEP school local to your current address, relevant evidence must be supplied as to why follow up arrangements could not continue as present. The requirement is to provide information as to where your treatment needs to take place. The supporting evidence needs to be clear and explicit.

3. You are required to provide the following supporting evidence which needs to be legible, clear, and explicit, and it must state why you need to be pre-allocated to a particular local education provider.

A written report by the current medical specialist treating your condition or occupational health physician, in which they are required to:

- describe the current medical condition (physical or mental health), or disability
 - describe the nature of the ongoing treatment
 - describe the frequency of the ongoing treatment
 - explain why the follow up must be delivered in a specific location rather than by other treatment centres in the UK. The clinician must state that it is essential for treatment or medical follow-up to be accessed in a specific location.
- Proof of current address, e.g., driving licence, utility bill dated within the last three months, or council tax bill dated within the last twelve months.
 - Please note that attending outpatient appointments infrequently e.g., every 3 or 6 months can be accommodated and does not require pre-allocation. Applicants who have requested pre-allocation to a base hospital for this reason are likely to have their application rejected.

Criterion 4: Unique Circumstances

1.If you consider that there are unique circumstances that require you to be in a particular environment for your phase 2 rotations, you can apply under this criterion. Caring responsibilities that do not meet the requirements of criterion 2 (primary carer/significant caring responsibilities) are not considered to be unique circumstances. Applications under this criterion are for unique circumstances only, and not just any other circumstance for which evidence is not available to meet the requirements for criteria 1, 2 or 3. Applications based on circumstances that are not unique and evidenced to have an absolute requirement for pre-allocation will not be approved.

2.You must provide evidence regarding these circumstances including the reasons for placement in a particular location from a professional individual who has recognised standing to support the application. This must not be a family member or friend.

3.You will be required to supply the following supporting evidence:

Statement by a professional that:

- Describes the current unique situation.
- Explains why the unique circumstance requires you to be in a specific location rather than another location in the UK.
- Proof of current address, e.g., driving licence, utility bill dated within the last three months, or council tax bill dated within the last twelve months.

Process for Submission and Consideration of Pre-allocation Applications

1. You must submit your completed application form with supporting documents via the submission form here: <https://forms.office.com/e/UFwXC18KKd> by 28th June 2024.



2. You cannot submit further documentation once you have submitted your mitigating circumstances unless there are an exceptional change of circumstances that have arisen before the Allocation Panel meeting, and you have arranged with the Programme Manager to do so. Any such requests must include evidence as to why you were unable to meet the original application deadline.
3. No new pre allocation requests will be accepted after the allocations have been made. However, late appeals could be accepted if there are new circumstances that arise after the allocations have been made. It may not be possible for any late agreements to be implemented in the same academic year and students must be aware that they may have to delay their studies.
4. All applications for pre-allocation on the grounds of Personal Circumstances will be considered by the Allocation Panel that consists of the Programme Manager, the Student Support Lead, and the Phase 2 Lead and /or their representatives. Submission of a pre-allocation request does not automatically mean that your request has been approved. The evidence you submit will be reviewed against the

criteria listed and a decision will be made based on those factors.

5. The Panel may contact you or your independent professional(s) if further clarification is required.
6. You are advised to check your application thoroughly before submission for consideration by the Panel. The application must be completed in full, and all the information provided on your application must be correct. Incomplete and/or incorrect applications may be rejected from the process.
7. You will receive notification of the Panel's decision in writing by **19th July 2024**.
8. If you wish to appeal the decision made, you may do so within 7 calendar days of receiving your outcome. On the following grounds:
 1. There are new personal circumstances relating to the Phase 2 pre-allocation criteria that could not be disclosed at pre-allocation
 2. There were procedural irregularities in relation to the allocation process.
9. To submit an appeal, you must email fmhs-appeals@buckingham.ac.uk on or by **Friday 26th July, late appeal submissions will not be accepted**.
10. For further information about the appeals process, please contact fmhs-quality@buckingham.ac.uk
11. Appeals outcomes will be released on the 9th of August. The appeal decision is final.
12. You cannot submit a pre-allocation request once the deadline has passed. However, where there are exceptional, new personal circumstances which arise after the deadline for submission has passed, you must contact student support as soon as these circumstances arise so that your individual circumstances can be reviewed by a new pre-allocation panel, please note that input may be required from Occupational Health and/or other appropriate independent professionals before a decision is made. It is unlikely that it will be possible to implement any new placement allocations after 9th September 2024 and therefore students who are granted a change of placement after then may have to consider deferring their placement.

Any queries regarding allocation processes should be directed to the Programme Manager med-curriculum@buckingham.ac.uk

Responsibilities

It is the student's responsibility to read and respond to the above Policy document according to the deadlines set. Failure to do so may result in their pre-allocation being denied.

Students must read the policy document and ensure that they meet the necessary criteria and provide the appropriate supporting evidence. Failure to do so could result in their application being rejected.

Related Policies

1 Travel and Expenses Policy

2 Student Agreement

Document Control

Date policy approved: March 2024

Date of policy review approval: n/a

Date of next policy review: Academic year 2024/25

