

Procedure for admitting applicants for courses requiring Medical Fitness Assessment

1. Purpose of the procedure

This procedure for admitting applicants for courses requiring medical fitness assessment (“the procedure”) is the means by which the University of Manchester (“the University”) assesses whether a Student is medically fit for such courses and, where necessary, allows the Disability Advisory and Support Service (“DASS”) and Occupational Health Service (“OHS”) to advise as to whether any adjustments and/or support is necessary.

Applicants for the courses listed in the Appendix A are required to demonstrate that they are medically fit to study by reference to the requirements and core competencies for each course. Those courses listed in Appendix B require the University to confirm to the appropriate Regulatory Body upon graduation that the Student is medically fit to practise the profession; this requirement is reflected in the requirements and core competencies for each course and considered during the medical fitness assessment.

For the postgraduate taught (PGT) course or postgraduate research (PGR) programme listed in Appendix A, a medical fitness assessment may be required after a suitable and sufficient risk assessment has been carried out if research projects or taught modules within the programme involve certain types of laboratory work or have a significant clinical component.

2. Pre-application information and the importance of early communication

If you have a disability or a diagnosed medical condition and/or additional support needs, you are strongly advised to contact DASS and/or the OHS as soon as possible and, ideally, prior to making a formal application. An informal discussion may then be held to discuss the potential practical implications of your disability and/or medical condition on your ability to fulfil the requirements (taking into account your own and/or the safety of others, where applicable) and core competencies of your chosen course and to explore what, if any, adjustments can be put in place for you. Contact details are provided for both DASS and OHS on page 5.

Please note that the medical fitness assessment process can take some time and may include the need for laboratory tests and/or additional information from your GP or specialist, a workplace assessment or simulated workplace assessment and/or case discussion (see Section 4.1 for more information). The level of additional information required and the format of the medical fitness assessment depends on the course for which you are applying and/or whether you have a disability, and/or medical condition and/or additional support needs. You are therefore advised to begin the application process as early as possible and to comply with any deadlines given to you (see Section 3.3 for further information if you are a late applicant). You will not be able to register for your course if you are still waiting for the outcome of a medical fitness assessment (see Section 6 for further information).

3. The application process

3.1 Disclosing disability in an application form

Applicants are strongly encouraged to disclose information about disabilities, medical conditions and/or additional support needs on the application form. Having this information enables the University to inform you of the options available to you and to identify any support and adjustments you may require during your studies. Whilst disclosing a disability and/or medical condition on your application form is voluntary, it is mandatory on the pre-acceptance medical fitness assessment questionnaire (see 4.1 below). If a disability and/or medical condition is not disclosed then the University cannot identify what, if any, adjustments are required and/or whether you will be able to meet the requirements and core competencies of the course. If it is subsequently discovered that you have not disclosed information about a disability and/or medical condition (or have not disclosed the extent and detail of the effect of such a disability and/or medical condition) and, as a result, you cannot meet the requirements or core competencies of the course, you may be withdrawn from the course or programme.

3.1.1 Exchange of information about disabilities disclosed on an application form

For undergraduate and PGCE courses the specific information regarding any disability and/or medical condition is received via the disability field box on the UCAS form and for postgraduate, or other direct entry courses, through an online or paper based application form. If you have declared a disability, a medical condition or additional support needs in your application by ticking this box, the information is automatically passed to the DASS and others as outlined on the UCAS or application form.

DASS will then send an information pack which will provide you with relevant information and contact details and will ask you to provide any additional evidence that you may have in relation to your disability and/or medical condition (see also <http://www.dso.manchester.ac.uk/who-do-we-support/prospective-students/>).

3.2 Academic assessment of your application

Your application will be assessed against academic and non-academic selection criteria specific to the course of study for which you have applied. Information on course specific entry requirements can be found on the University website at: <http://www.manchester.ac.uk/undergraduate/courses/> and/or <http://www.manchester.ac.uk/study/postgraduate/>.

The assessment is made only against the selection criteria and it is important to note that any information about your disability, medical condition or requirement for additional support needs is not considered at this stage. Where places are limited, we offer places to those eligible applicants who best meet our selection criteria, and whom admissions staff judge to have most potential to benefit from their chosen course and to contribute to the academic School and the University. Usually the offer is made subject to specific conditions that you are expected to meet in order to take up a place on the course. Such conditions may be academic or non-academic.

3.3 Late applicants

If you make a late application, especially for undergraduates in the UCAS Clearing period or PGCE applicants over the summer months, you should be aware that difficulties may arise in completing the medical fitness assessment in time for your course commencing. The short timescale between receiving the offer and starting the course may make it impossible for the

OHS to complete your medical fitness assessment before your course commences, especially where workplace assessments and/or further medical information is needed. The OHS has no control over how long external specialists take to respond to requests for additional information. If the medical fitness assessment cannot be completed before the course commences, the School will be able to advise you whether or not you are able to defer your entry to the following academic year.

4. Information for offer holders: Medical fitness assessment

4.1 Pre-acceptance medical fitness assessment

Following an offer of a place to study you will be sent a pre-acceptance medical questionnaire (“the questionnaire”) together with a consent form for OHS to contact your specialist, if OHS consider that further information from your specialist is required. You should complete the questionnaire and pass this to your General Practitioner. He/she will be required to confirm that your answers to the questionnaire accurately reflect your medical position. The completed questionnaire should then be returned to the admissions team handling the application as soon as possible who will then pass it on to the OHS. The questionnaire and any associated information will be treated as strictly confidential by OHS. Please note that information disclosed in your questionnaire will not be shared with DASS and if disability support is required you should register with DASS separately via <http://www.manchester.ac.uk/dass>.

The information you provide in the questionnaire will be assessed against the requirements and core competencies of the course by medically trained staff based at our OHS. Following which, you may be asked to provide further information and/or to take part in one or more of the steps outlined at 4.1.1- 4.1.3 below.

4.1.1 Pre-Acceptance face-to-face appointment

If appropriate, following the assessment of the questionnaire and submission by you of further information, you may be invited to attend a face-to-face appointment. In such cases it is often helpful to invite a member of the DASS staff to also attend so that advice can be sought on what, if any, adjustments may be necessary in light of your medical condition. If this is the case then, with your informed consent, OHS staff would provide DASS with the details of your medical condition prior to the face-to-face appointment. You can request, in advance, to have a friend or family member attend with you. In some cases it may be decided that a practical workplace assessment would be necessary (see further Section 4.1.3); and / or

4.1.2 Case Discussion

Following the pre-acceptance face-to-face appointment in a limited number of cases (in the light of the medical condition declared and following a discussion between you and the OHS) a case discussion may be arranged to include you and, as appropriate, representatives from the DASS, the OHS, your School and any relevant placement provider. A case discussion will be arranged with your informed consent and on a “strictly need to know” basis. The purpose of such a meeting is to consider whether you can meet the requirements and core competencies of the course (including any placements) and any adjustments which may be necessary to enable you to do so. In some cases it may be decided that a practical workplace assessment would be necessary (see further Section 4.1.3); and/or

4.1.3 Workplace assessments

Where a practical assessment in a workplace setting, or in a simulated workplace setting, is necessary, an assessment based on your individual needs will be carried out in an objective and structured manner in line with requirements and core competencies of the course. The DASS, OHS, a representative from the admitting academic School and any placement provider are involved in the assessment, as appropriate, and with your informed consent.

Please note, if you are an applicant who is presenting any required laboratory test results from outside of the UK, it may be that these need to be repeated at a validated laboratory in the UK. If these results are inconsistent with the results originally supplied, and/or the information supplied proves to be inaccurate, we may subsequently withdraw the offer of a place.

Should you fail to complete and/or return the questionnaire and/or fail to attend any of the required steps under 4.1.1 – 4.1.3, the University will not be able to assess your medical fitness and you will not be able to start the course.

4.2 Outcome of medical fitness assessment

A report of the findings of the medical fitness assessment will be provided to you by OHS and will include a decision as to whether or not you are medically fit to commence the course. Any recommendations regarding reasonable adjustments/medical adjustments will be made in consultation between DASS and OHS, as appropriate.

If you have indicated that you may have a disability (as defined under the Equality Act 2010) in your University application and/or registered separately with DASS, then DASS will contact you independently to discuss your University support and any reasonable adjustments that you might need. DASS will also discuss any external support that might be available, such as from the Disabled Students' Allowance.

If you have a medical condition that may not be a disability, OHS will discuss any short-term adjustments which may be required and will advise the admitting School accordingly. In some cases, DASS and OHS will work closely, both together and with you, in advising where any reasonable adjustments are appropriate.

In all cases, information about adjustments will be passed on to your School, as part of the DASS University Support Plan, to ensure that they are put in place as soon as is possible.

Should you experience any change in your medical condition between being deemed medically fit and the start date of your course you should inform OHS as soon as possible.

5. Important information for offer holders

Acceptance to the courses listed in Appendix A is dependent on being assessed as medically fit through the medical fitness assessment. If you are holding an offer from the University you are advised not to make any definite arrangements such as resigning from current jobs, moving out of current accommodation, etc., until you have been assessed as medically fit for the course and your place at the University is unconditionally confirmed.

6. Registration for the course

You will not be able to register for your course if you are awaiting the outcome of your medical fitness assessment. If any delay in the outcome of the medical fitness assessment is anticipated, it is essential that you discuss this with the School as soon as possible. If your

medical fitness assessment will not be completed in time for you to start the course, the School will be able to advise you whether or not you are able to defer your entry to the following academic year.

Any outstanding assessment of needs by DASS will not prevent you from registering for your course, provided you have been assessed as medically fit to start the course and are holding an unconditional offer. However it is strongly recommended that you engage with DASS at an early stage to enable support to be put in place for the start of your course wherever possible.

7. Appeals against the outcome

Where the assessment has determined that you are not medically fit to commence the course, you may request feedback from the OHS. The feedback will be based on assessments relating to the requirements and core competencies of the course.

If you are dissatisfied with the outcome of the medical fitness assessment please refer to the University's appeals and complaints procedure for applicants, which set out the grounds for appeal in this area. Please note that there is no provision to appeal against the professional medical judgement of OHS. Please use the University's appeals and complaints form for applicants for your appeal or complaint.

[Applicant Appeals Procedure](#)

[Stage 2 Appeal Form](#)

[Stage 3 Appeal Form](#)

[Applicant Complaints Procedure](#)

[Stage 2 Complaint Form](#)

[Stage 3 Complaint Form](#)

8. Data Protection

The University will use the information you have supplied for the purpose of carrying out a medical fitness assessment [and putting in place any reasonable adjustments arising out of the medical fitness assessment] only. It will treat this information in accordance with the Data Protection Act 1998. The data will be kept confidential and will not be supplied to any 3rd party. The data will only be seen by those individuals within the University who need to see it and will be destroyed when it is no longer needed.

Contact details

Occupational Health Service (OHS)

Website: <http://www.occhealth.manchester.ac.uk/>

South Campus – All undergraduate students

Waterloo Place

182-184 Oxford Road

Manchester M13 9GP

Tel: +44 (0)161 275 2858

North Campus – All postgraduate students

B22 The Mill

Sackville Street

Manchester M13 9PL (Postcode for mail only)

Tel: +44 (0)161 306 5806

Disability Advisory and Support Service (DASS)

Tel: +44 (0)161 275 7512

Text number: +44 (0) 7899 658 790

Website: www.manchester.ac.uk/dass

Academic Schools

Website: www.manchester.ac.uk/schools

Tel: +44 (0)161 275 2000 (switch board)

Courses requiring medical fitness assessment

Undergraduate entry:

- Healthcare Science (Audiology) (3yrs) [BSc]
- Dentistry BDS (5yrs); Dentistry with a Foundation Year BDS (6yrs)
- Medicine MBChB (5yrs); Medicine with a Foundation Year MBChB (6yrs)
- Midwifery BMidwif (3yrs)
- Nursing courses: Adult Nursing BNurs (3yrs); Child Nursing BNurs (3yrs); Mental Health Nursing BNurs (3yrs)
- Optometry BSc (3yrs); MSci (4yrs)¹
- Oral Health Sciences BSc (3yrs)
- Pharmacy MPharm (4yrs); Pharmacy with a Foundation Year MPharm (5yrs)
- Speech and Language Therapy BSc (3yrs)

Postgraduate entry:

Please note: In addition to the taught courses or research programmes listed below, medical fitness assessment may be required where research projects or taught modules within programme involve certain types of laboratory work or have a significant clinical component.

School of Environment, Education & Development:

- PGCE Primary (including School Direct (unsalariated))
- PGCE Secondary Business Education (including School Direct (unsalariated))
- PGCE Secondary Economics and Business Education (including School Direct (unsalariated))
- PGCE Secondary English (including School Direct (unsalariated))
- PGCE Secondary Mathematics (including School Direct (unsalariated))
- PGCE Secondary Modern Languages (French/German/Spanish) (including School Direct (unsalariated))
- PGCE Secondary Science (Biology/Chemistry/Physics) (including School Direct (unsalariated))
- PGCE Teach First

School of Medical Sciences:

- MSc Oral and Maxillofacial Surgery
- MSc Endodontics
- MSc Fixed & Removable Prosthodontics
- MSc Orthodontics
- MSc Periodontology
- MSc Implantology
- PGDip Physician Associate Studies

School of Health Sciences:

- MA Social Work
- MSc/ PGDip Audiology

¹ Please note that as an Optometry student you will be required to register with the General Optical Council (GOC), which requires yearly declarations from students in relation to a number of matters, including medical conditions. The GOC determines whether you are 'fit to train' and so the final decision as to whether you can register for this course rests with the GOC, not the University. Please contact the School for more information.

- MSc/PgDip Clinical and Health Services Pharmacy (note: the medical fitness assessment is conducted by the employer although the University will carry out the assessment where the pharmacist is a community locum)

Faculty of Biology, Medicine & Health Postgraduate Research Programmes:

A medical fitness assessment may be required where research projects or taught modules within programme involve certain types of laboratory work or have a significant clinical component. Please contact the academic School for further information. For the majority of PGR we do this at registration and make adjustments to the project as appropriate. The following programmes require medical fitness assessment:

- All research programmes in Dentistry; and
- ClinPsyD Clinical Psychology Doctorate (note; the medical fitness assessment is undertaken by the employer)

Courses for which the University confirms to the appropriate Regulatory Body upon graduation that the Student is medically fit to practice in the profession:-

Dentistry BDS (5yrs)

Dentistry with a Foundation Year BDS (6yrs)

Oral Health Sciences BSc (3yrs)

Medicine MBChB (5yrs)

Medicine with a Foundation Year MBChB (6yrs)

Midwifery BMidwif (3yrs)

Nursing: Adult, Child and Mental Health BNurs (3yrs)

PGCE Primary (including School Direct (unsalaried))

PGCE Secondary Business Education (including School Direct (unsalaried))

PGCE Secondary Economics & Business Education (including School Direct (unsalaried))

PGCE Secondary English (including School Direct (unsalaried))

PGCE Secondary Mathematics (including School Direct (unsalaried))

PGCE Secondary Modern Languages (French/German/Spanish) (including School Direct (unsalaried))

PGCE Secondary Science (Biology/Chemistry/Physics) (including School Direct (unsalaried))

PGCE Teach First

Document control box	
Policy /Procedure title:	Procedure for admitting applicants for courses requiring Medical Fitness Assessment
Date approved:	June 2017
Approving body:	Recruitment and Admissions Management Group
Supersedes:	December 2012
Previous review dates:	August 2011; October 2010; December 2009
Next review date:	June 2020
Related Statutes, Ordinances, General Regulations:	Ordinance XVI The Admissions and Registration of Students Equality Act 2010
Equality Relevance outcome:	High
Related policies:	Student Admissions Policy
Related procedures:	Procedure for Applicants with a Disability
Related guidance and or codes of practice:	n/a
Policy owner:	Head of Occupational Health (John Newton) Head of Disability Advisory and Support Service (Lyle Millard)
Lead contact:	Head of Occupational Health (John Newton) The University of Manchester Waterloo Place 182-184 Oxford Road Manchester M13 9GP