

## **University of Manchester**

### **Faculty of Biology, Medicine and Health**

#### **School of Medical Sciences**

#### **Division of Medical Education**

#### **MB ChB Programme**

### **Policy on Allocation to Clinical Education Campus in Years 3-5**

#### **Academic Year 2018/19**

**This policy applies to students entering either Year 1 or Foundation Year 0 on the MB ChB Programme in 2018 as well as students entering the Programme into Year 3 directly in 2018. This supersedes any existing policy in place. This policy has been drawn up in consultation and agreement with MB ChB student representatives.**

**The latest policy will apply to all students at the time of clinical education campus allocation in their year of entry.**

#### **Section 1: Expectations in Relation to Clinical Placements and Training on the MB ChB Programme**

By undertaking study and a career in medicine you (the student) are accepting a lifestyle that is very different from other degrees and occupations and it is important to know that your life will be impacted both while you are at medical school, when you take on your Foundation training post and in your medical career beyond. For example, you may have to move around the country to get the job you want or if you want to move up the ladder, and you will work unusual hours such as nights, weekends or bank holidays “on call”. Life as a medical student and as a doctor is different to other academic programmes of study and careers and we expect you to have considered this before accepting to study on the Programme and enter the field of medicine.

An important feature of the Manchester MB ChB Programme is that you are educated and trained in the NHS in a variety of settings. In order to get the most out of your learning opportunities we expect you to demonstrate that you can work and study in the same sort of way as you will be working throughout your career. Medicine is a full-time course and to

get the best out of the programme students will need to travel to hospitals, GP surgeries and other primary care/community placements. By accepting a place on the MB ChB Programme you are accepting our rules and regulations and the structure of our programme. This includes accepting that for Years 3 to 5 we will allocate you to one of our four clinical education campuses and their associated district general hospitals and community placements (see [Section 2](#)). We are confident that all of our clinical education campuses offer a high quality, supportive learning environment. The Programme assesses data each year on student performance as well as student satisfaction in order to ensure this is the case.

Due to the nature of training on a medical programme you will be expected to live in the vicinity (within 10 miles) of your clinical education campus in Years 3 to 5.

***Buying or Renting Accommodation Before or After Commencing the Programme:*** Buying or renting accommodation before or after commencing the Programme, including Foundation Year 0, is not sufficient mitigation to be allocated to a particular clinical education campus and will not be taken into account. We strongly advise you not to purchase property before your clinical education campus allocation is confirmed, as the location of the property may not be convenient for commuting to the hospitals associated with your campus, and your allocation will not be altered. Until allocations are confirmed in December of Year 1 for Year 1 students and in the period of before starting Year 3 for direct entry students (normally by June), you should be prepared to spend Years 3 to 5 at any of the locations across the four clinical education campuses and you are therefore strongly advised against making any permanent living arrangements until this point.

***Employment whilst on the Programme:*** We advise that, due to the nature and high level commitment required for the MB ChB Programme, especially in the clinical Years 3-5, students may struggle to undertake employment alongside their studies. Therefore, any arrangements for employment should be flexible in accordance with the needs of the Programme. Employment in a particular location cannot be considered as mitigation in the clinical education campus allocation process.

## **Section 2: MB ChB Programme: Undergraduate Clinical Placement Locations**

For Years 3 to 5, students learn primarily through clinical placements delivered in partnership with our clinical education providers in the NHS. For this period, each student is based at one of our four clinical education campuses and attends placements on the campus and with other associated clinical placement providers across the North West, including acute hospitals, general practice and community-based services.

Our four clinical education campuses are:

### **Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR) (known as Preston)**

The Undergraduate Department is located at the Royal Preston Hospital campus but also currently includes the following hospitals for placements: Royal Preston Hospital, Chorley and South Ribble District General Hospital.

### **Manchester University NHS Foundation Trust (MFT): Oxford Road**

(Formerly known as: 'MRI', 'CMFT' or 'Central')

The Undergraduate Department is located on the Oxford Road campus but also currently includes the following hospitals for placements: Manchester Royal Infirmary, Royal Manchester Children's Hospital, Manchester Royal Eye Hospital, Saint Mary's Hospital, Trafford General Hospital, Royal Oldham Hospital, Fairfield General Hospital, Rochdale Infirmary, North Manchester General Hospital, Tameside Hospital, Wrexham Maelor Hospital, Glan Clwyd Hospital, Nobles Hospital (Isle of Man).

### **Manchester University NHS Foundation Trust (MFT): Wythenshawe Hospital**

(Formerly known as 'UHSM' or 'South')

The Undergraduate Department is located on the Wythenshawe campus but also currently includes the following hospitals for placements: Wythenshawe Hospital, Withington Community Hospital, Leighton Hospital, near Crewe (Mid Cheshire Hospitals NHS Trust), Stepping Hill Hospital (Stockport NHS Foundation Trust), Macclesfield (East Cheshire NHS Trust), Tameside Hospital.

### **Salford Royal NHS Foundation Trust (SRFT)**

The Undergraduate Department is located at the Salford campus but also currently includes the following hospitals for placements: Salford Royal Hospital, Royal Bolton Hospital, Trafford General, Royal Albert Edward Infirmary (Wigan), Pennine Acute Trust – Royal Oldham Hospital, Fairfield General Hospital.

*\*Please note you will also need to spend some time at hospitals outside your clinical education campus and its associated clinical education providers. Please be aware that due to the changes in the NHS, Trusts may merge, change or increase. Also due to changes in NHS services there may be some changes in placement locations and in the usage of associated teaching hospitals listed above.*

## **Section 3: MB ChB Programme Allocation Process & Approved Mitigating Circumstances for Clinical Education Campus in Years 3-5**

### **1. Students' opportunity to notify the Programme about approved Mitigating Circumstances**

For students commencing Year 1, you will be sent instructions during the first Semester of Year 1, and for direct entry students to Year 3 in March/April about how to notify the Programme of approved mitigation (See [Section 5](#) for details of mitigation). A deadline for submission of mitigating circumstances will be applied. Applications after this time will not be considered unless new approved mitigating circumstances have arisen after the deadline.

If you apply for mitigation and it is accepted, your situation will be taken into account when allocations are carried out. This is judged according to the approved mitigating circumstances criteria and it is not guaranteed that your request will be granted. Once a clinical education campus has been allocated, changes can only be made in exceptional new circumstances with supporting evidence.

### **2. Students' opportunity to notify the Programme about preference to attend Preston**

Students who have applied via the official Preston Widening Access Programme (PWAP) as part of their application to the University will be automatically assigned to Preston Lancashire Teaching Hospitals NHS Foundation Trust (LTHTR) (Preston) as their clinical education campus as per the regulations under that scheme.

However, all other students are invited to express a preference to be placed in Preston ([Lancashire Teaching Hospitals NHS Foundation Trust](#)). We have the capacity to offer this option as it has been more common for students with mitigating circumstances to require a Manchester-based clinical education campus.

Students who are based at Preston list some of the advantages as cheaper accommodation and travel, the smaller size of the student cohort, and less travel to further placements than students in the Manchester-based campuses because Preston has most clinical specialties available locally.

The process of declaring a preference for Preston will be carried out simultaneously to the collection of mitigation (point 1 above).

### **3. Consideration of approved mitigating circumstances**

To ensure consistency and fairness a panel of University staff including the MB ChB Programme Manager, a clinical and an academic member of staff from the programme, will

meet to consider these submissions. Further evidence from the student may be requested if necessary before a decision is made.

#### **4. Allocation of students with accepted approved mitigating circumstances**

After consideration of submitted mitigating circumstances we will allocate any students, whose cases were accepted, to particular clinical education campuses as required.

#### **5. Allocation of students who stated Preston preference**

We will endeavour to place you in Preston if that has been selected as your preferred clinical education campus. However, there is no guarantee of this due to a balance of student numbers required across the base teaching hospitals. In the case of an oversubscription of students stating a preference for Preston a random allocation process will allocate you to one of the other clinical education campuses.

#### **6. Allocation of students across clinical education campuses**

For any students with no mitigation and no preference, an automated, anonymised random allocation process will be run in order to allocate students to the available clinical places across the four campuses.

#### **7. Announcement of allocations**

Year 1 students will be informed of their allocation in December of Year 1, direct entry students in the months prior to joining Year 3 of the programme (normally by June).

Students have no right of appeal against the decision as to the allocation of hospital placements. Students may submit a complaint under Regulation XVIII (Student Complaints Procedure) e.g. if they consider a procedural irregularity to have arisen in the placement allocation process. However, students should be aware that, unless they are otherwise informed, the Programme's decision as to the placement location will remain in place; failure to attend may impact on a student's progression and may result in disciplinary action or have fitness to practice implications.

## **Section 4: Principles of the Allocation Policy**

1. There are no guarantees regarding allocation of clinical education campus for students as the Programme has to balance numbers across four campuses. However, we will endeavour to take students' mitigating circumstances and preference for Preston into account where possible when allocating students.
2. We recognise that during their studies students as an exception may experience a change of circumstance. Before the start of Year 3 we will reconsider the allocated clinical education campus of students whose circumstances have changed and meet the criteria listed under mitigating circumstances Category 1 (Category 2 will only be taken into account for the initial allocation - see [Section 5](#) for approved mitigation criteria categories). We will not retrospectively consider circumstances which were in place prior to the allocation process being carried out at the beginning of studies.
3. Once a student commences Year 3, they will not be able to transfer their clinical education campus unless there is an extreme change to their circumstances, i.e. their situation now falls under one of the approved mitigation criteria (Category 1). In this case we will need to assess the request on an individual basis. Educational experience and student progression can be negatively affected if students change campuses after the start of Year 3.
4. If a student requests to transfer, with the hope of beginning the next academic year at a different clinical education campus, applications complete with evidence must be submitted **no less than 12 weeks** prior to the start date for that year of the Programme. Otherwise there is unlikely to be sufficient time to consider the case fully and to make arrangements for clinical placements in the event of a successful outcome. The Allocations Panel reserves the right to decline to consider any requests to transfer after that point, except in extreme circumstances that arise/could not have been predicted sooner.
5. We encourage students whose personal circumstances change during the Programme, whether they meet the policy's approved mitigating circumstances criteria or not, to initially seek advice and support for their circumstances from the Student Welfare and Professionalism Support Team (SWAPS) and discuss their situation in full. A change in clinical education campus allocation is not always the only/best option and there may be other ways in which the Programme can support the student with their circumstances. These should always be explored first.
6. Students must declare all relevant circumstances when applying for mitigation to be considered.
7. Direct entry to Year 3 Students on the Manchester/St Andrews pathway follow the allocation process as agreed with St Andrews who have their own allocation process, and a mitigating circumstance process which aligns with ours.
8. Direct entry dental students and students transferring from IMU will be allocated to a clinical education campus where there are student numbers available. Approved mitigation will be considered where this is applicable and students will be emailed with information relating to this prior to starting the Programme.
9. Although self-evident, it is important for any student claiming mitigating circumstances to recognise that evidence submitted in support of an allocation

should come from those as stated in the Policy. Please note evidence will not be accepted if it comes from a family member or friend of the family.

10. Students who submit multiple requests sequentially, based on a variety of different reasons, should be aware that this may undermine the credibility of their application. Students could be subject to referral to the MB ChB Programme Health and Conduct Committee as a matter of professionalism.
11. Students applying under Category 2.1 are expected to live at their parental/own home for the full duration of the Programme. If it is brought to the attention of the Programme that this is not the case, students could be subject to referral to the MB ChB Programme's Health and Conduct Committee as a matter of professionalism.

## **Section 5: Approved Mitigating Circumstances Criteria**

Approved Mitigating Circumstances for this policy are grouped into 2 categories:

### **Category 1 – UK Foundation Programme Criteria (endorsed by Medical Schools Council)**

*Students whose circumstances fall under these criteria will have their mitigation considered both as part of the initial allocation process, and at any point during their studies, should new circumstances arise that mean they now fall under this category.*

These criteria are used by the UK Foundation Programme Office which manages student Foundation Training placements once students qualify as a doctor, and are therefore consistent with the expectations for doctors throughout their medical career.

**1.1 Student is a parent or legal guardian of a child or children under the age of 18 who resides primarily with them and for whom they have significant caring responsibilities.**

*Evidence required: A copy/copies of Full Birth Certificate(s), in addition to a statement confirming that the student has significant caring responsibilities for the child/children.*

**1.2 Student is an official, recognised primary carer for someone who is disabled.**

*Evidence required: An official Care Assessment Plan with the local authority would be required as evidence.*

**1.3 Student has a disability for which local follow up is an absolute requirement.**

*Evidence required: Confirmation by the Disability Advisory Support Service (DASS) that this is a required adjustment, with evidence from a medical specialist.*

*Please note: in the case of disabilities, in order to make a decision DASS and the Panel will be looking at the student's condition in terms of frequency of required medical care/contact, expected duration of the condition, severity and detail of treatment required, therefore these need to be addressed in the letters of support from the Medical specialist in order to determine if the clinical education campus allocation will be relevant for the student being able to receive ongoing care that is required. The medical evidence provided must explain why the follow up must be delivered in a specific location rather than by other treatment centres.*

## **Category 2 – MB ChB Programme specific criteria**

*This set of criteria is considered as part of the initial allocation process only. Once allocations are confirmed, students may not apply for mitigation based on these reasons.*

### **2.1 Student is living at parental or own home.**

If students plan to continue living at their parental or own home for the full duration of the Programme from Year 1 (identified via the address provided on the UCAS form/pre-admission) they can indicate that they wish to be placed at a clinical education campus within either one of the three clinical education campuses in Greater Manchester or the campus in Preston, and we will take this into account during the allocation process to allocate them to a suitable campus.

### **2.2 Student has particular exceptional circumstances/requirements relating to religious observance.**

In exceptional circumstances, the Programme will consider requests from students to be based at a particular campus due to mandatory religious requirements. Cases will be considered independently by the University Chaplaincy, who will provide advice to the Programme. The final decision will be made by the Programme and will be considered on the grounds of religious requirement only, not for cultural preference. Students considering applying under this category should be aware that all teaching hospitals and associated teaching hospitals have prayer rooms that are available to students of all faiths and denominations.

*Evidence required: an official statement confirming that the student has mandatory religious requirements.*

### **2.3 Student is enrolled on the European Studies programme.**

Students who successfully enrol onto the MB ChB with European Studies programme will be placed at one of the three clinical education campuses in Manchester to support and facilitate their attendance at the mandatory evening language classes that take place on the University's Oxford Road Campus. Successful enrolment will be confirmed by the European Studies Administrator prior to allocations taking place.

### **2.4 Student is elite Sportsman/woman**

Students who are elite sportsmen/women will be identified to the Division of Medical Education by the University Sport Department, SPORT Manchester. Elite sportsmen/women are those who are competing at a Junior National Level being supported on a University Sport Scholarship or in a BUCS Premiership team representing an Athletic Union sports club. If these students intend to continue with their top level sports during clinical years, they may be allocated to a Manchester clinical education campus in order to facilitate attendance at sporting events. However such students must be aware that they are still obliged to meet the usual attendance requirements at teaching, therefore we advise them to consider carefully whether or not they will be able to continue their sporting career alongside medical training. Names of students in this category will be automatically

provided to the Division by SPORT Manchester, students are therefore not required to declare this as mitigation as part of the allocation process.

#### **2.4 Preston Widening Access Programme (PWAP)**

PWAP is aimed at supporting students who aspire to enter the medical profession and who live or study in the Preston area to attain a place on the Medical MB ChB Undergraduate programme with The University of Manchester. PWAP is coordinated and delivered by Lancashire Teaching Hospitals NHS Foundation Trust at the Preston site.

<http://www.access.manchester.ac.uk/preston-widening-access-programme/>

Students will be aware of their PWAP status when applying to the MB ChB programme and the University's MB ChB Programme staff involved in allocations to clinical education campus will have a record of this information. Students are not required to declare this as part of the mitigation process as it will automatically be applied.