

Procedure for admitting applicants for courses requiring Medical Fitness Assessment

1. Purpose of the procedure

We require applicants for certain vocational or professional courses to demonstrate medical fitness prior to admission in order to comply with the requirements of relevant professional bodies.

This procedure provides information about the admissions process for applicants who have applied for one or more of these courses.

Disabled students make up over 15% of University of Manchester students. Creating an inclusive environment that welcomes disabled applicants to The University of Manchester is really important to us. We're committed to making adjustments and addressing any individual support requirements to make sure that people are able to participate fully and enjoy a fulfilling university experience.

2. Which courses require medical fitness assessment? What are these requirements?

A list of courses and research programmes requiring medical fitness to practice assessment at The University of Manchester is included in Appendix 1 of this document.

If the course for which you are applying requires a medical fitness assessment this is stated on the School website. If you are unsure whether this requirement applies to the course for which you are applying, you are advised to contact the relevant academic School.

You should also note that medical fitness requirements differ between the courses. Specific information about the requirements for each course is available through the University's Occupational Health Service.

For a postgraduate taught (PGT) course or postgraduate research (PGR) programme, 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. For some PGR courses the procedure is carried out at registration and appropriate adjustments, where possible, will be made to the project if any problems have occurred. You are advised to contact the academic School for further information.

3. Pre-application information

3.1 Importance of early communication

If you have a disability, medical condition or you require additional support needs, you are encouraged to contact the University's Disability Advisory and Support Service (DASS) and/or Occupational Health Office prior to making a formal application to discuss the practical implications of your disability and/or medical condition on your ability to fulfil the course requirements, and to explore what adjustments can be put in place for you. Please see the contact details at the end of this procedure.

If you have applied to a course that requires satisfactory completion of medical fitness assessment, we advise you to bear in mind that the medical fitness assessment process may be lengthy irrespective of whether you have disability, medical condition or additional support needs. The process may include the need for laboratory tests, additional information from your GP or specialist, a workplace assessment or simulated workplace assessment and/or case discussion. The level of additional information required depends on the course for which you are applying and/or whether you have a disability, medical condition or additional support needs. You are therefore advised to begin the application process as early as possible.

3.2 Disclosing disability in an application form

At application stage you are given the opportunity to disclose information on disability or additional support needs which may have resulted from a medical condition or specific learning difficulty. If this applies to you we strongly encourage you to disclose this information at the application stage as it will enable us to inform you about the options available to you though you may choose not to take them up. Any information you provide will be treated as strictly confidential. Refer to the University website <http://www.dass.manchester.ac.uk> for further information about practical support that we have to offer.

3.3 Information specific to non UK applicants

As explained above, the medical fitness assessment may include a number of different stages depending on the course concerned. If you are an international applicant, you should be aware that for some courses laboratory tests may need to be repeated at a UK laboratory. If these results are inconsistent with the results originally supplied, and/or the information supplied proves to be inaccurate, we may subsequently have to withdraw the original offer of a place.

3.4 Late applicants

If you are planning to make a late application, especially around confirmation/clearing time, you should be aware that difficulties may arise with completing medical fitness checks in time for the admission date. The short timescale between receiving the offer and starting the course may make it impossible for the Occupational Health Service to complete checks on time, especially where workplace assessments and/or further medical information is needed. The Occupational Health Service has no control over how long specialists take to respond. The tight timescales may mean that we have to defer your entry for up to one year if checks cannot be completed on time.

4. The application process

4.1 Disclosing disability on an application form

As stated above in section 3.2, applicants are strongly encouraged to disclose information on disability, medical condition or additional support needs. Having this information enables us to identify what adjustments can be made and what support you will require during your study at the University of Manchester.

4.2 Application received

For undergraduate courses the information regarding any disability is received via UCAS and for postgraduate or other direct entry courses through an online or paper based application form. If you have declared a disability or additional support needs in your application, the information is automatically passed to the Disability Advisory and Support Service (DASS).

4.3 Exchange of information

When the Disability Advisory and Support Service (DASS) receives notification from you declaring a disability or additional support needs, they will contact you directly to advise you on the process for accessing support at University. You are strongly encouraged to engage with this process as soon as you can, as it can take several months for the full process of assessment and determination of adjustments to be completed.

4.4 Assessment of your application

Your application will be assessed against valid 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/postgraduate/>.

The assessment is made only against the academic entry requirements and the information about your disability, medical condition or requirement for additional support needs are 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 conditions that you are expected to meet in order to take up a place on the course.

5. Information for offer holders: Medical fitness assessment and reasonable adjustments

5.1 Pre-acceptance medical clearance

If you are applying for a course that is subject to regulatory bodies requiring ability to fulfil the core competencies/requirements you will be subject to medical fitness assessment and you will be sent a pre-acceptance medical questionnaire following either a firm or a provisional place to study. You should complete this form and return it to the Occupational Health Service as soon as possible. You can be reassured that such information will be treated as strictly confidential.

The information you provided in the pre-acceptance medical questionnaire form will be assessed against the core competencies/requirements for the course by medically trained staff based at our Occupational Health Service. You may be contacted either for an appointment and/or further information and a medical assessment will be undertaken. You will be fully informed of the medical recommendation and the reasons for this.

5.2 Case Discussion

In some cases (in the light of any medical condition/disability declared and following a discussion with the Occupational Health Service) a case discussion will be arranged to include yourself, a representative of the Disability Advisory and Support Service (DASS), Occupational Health Service, the admitting academic School and the relevant placement provider. This will be arranged only with your informed consent and on a "strictly need to know" basis. The purpose of such a meeting is to consider any necessary adjustments and to decide whether these are practically possible and if, as a result, you will be able to fulfil the course requirements. In some cases it may be decided that a practical workplace assessment will be helpful.

5.3 Workplace assessments

Where the above procedures have identified that it would be helpful to undertake a practical assessment in a workplace setting or in simulated workplace setting, we will define an assessment relevant to your individual needs and it will be carried out in an objective and structured manner. The Disability Advisory and Support Service (DASS), Occupational Health Services, a representative

from the admitting academic School and the placement provider are usually involved in the assessment.

5.4 Outcome of the case meeting/ work place assessment

When the assessment of the case meeting and/or workplace assessment has been completed, we will write a report of the findings in the assessment and you will be informed about the outcome. Where a workplace assessment has taken place you will be provided with a copy of the report. This will include information on whether you have met the core competencies/requirements for the course.

The Disability Advisory and Support Service (DASS)/ Occupational Health Service will contact you to discuss any adjustments/support needs and advises the admitting School who will consider whether these are reasonable in the light of the level of fitness required to complete the course. You will be informed about the final outcome of the process as soon as it has been completed.

6. Important information for offer holders

We encourage applicants to be aware that for some courses the final confirmation of a place can only be made after the medical assessment has been completed satisfactorily. 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 received medical clearance and your place at the University is confirmed.

7. Registration for the course

You may not be able to register for your course if you are still waiting for a medical clearance or a decision from the admitting academic School regarding the implementation of the required support needs. It is essential that you discuss this with the academic School to which you applied, who will advise you on the latest possible date when you are able to start the course.

If your medical assessment will not be completed on time for you to start the course, the School will be able to advise you whether you may defer your entry for the following academic year.

8. Appeals against the outcome

Where the assessment has concluded that you do not meet the required criteria to take up a place you may request feedback from the Occupational Health Service. The feedback will be based on assessments relating to the identified competency standards/course requirements.

A simple disagreement with the decision would not be reason for the School to reconsider. However, if you have additional medical information which was not previously considered you can contact the School requesting that the Occupational Physician sees this and decides whether, as a result, it is appropriate to change the decision and you will be informed accordingly.

If you have been dissatisfied with the way the procedures have been followed or the treatment you have received, we advise you to refer to the [University's Appeals and Complaints Procedure](#) for Applicants. Please use the University's Appeals and Complaints form for your appeal or a complaint.

Contact details

Occupational Health Services

4th floor, Crawford House, Booth Street East, Manchester, M13 9QS

Contact details for staff and postgraduates

Tel: 0161 306 5806

Email: millocchealth@manchester.ac.uk

Contact details for undergraduates

Tel: 0161 275 2858

Email: waterloocchealth@manchester.ac.uk

If

Disability Advisory and Support Service (DASS)

Tel: +44 (0)161 275 7512/8518

Minicom: +44 (0)161 275 2794

Website: www.manchester.ac.uk/disability

Academic Schools

www.manchester.ac.uk

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

Courses requiring medical fitness assessment

Undergraduate entry:

Audiology (4yrs) [BSc]
 Dentistry BDS (5 years); Dentistry with a Foundation Year BDS (6 years)
 Medicine MBChB (5 years); Medicine with a Foundation Year MBChB (6 years)
 Midwifery BMidwif (3 years)
 Nursing courses: Adult Nursing BNurs (3yrs); Children's Nursing BNurs (3 years); Mental Health Nursing BNurs (3 years)
 Optometry BSc (3 years)
 Oral Health Sciences BSc (3yrs)
 Pharmacy MPharm (4 years); Pharmacy with a Foundation Year MPharm (5 years)
 Speech and Language Therapy BSc (4yrs)

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.

Manchester Institute of Education:

PGCE Primary; PGCE secondary Business Education; PGCE Secondary Design Technology; PGCE Secondary English; PGCE Secondary Mathematics; PGCE Secondary Modern Languages (French/German/Spanish), PGCE Secondary Science (Biology/Chemistry/Physics)

School of Medical Sciences

Postgraduate Taught and Postgraduate Research:

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. This 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 if there are problems.

Postgraduate Thought: MSc Oral and Maxillofacial Surgery; MSc Endodontics; MSc Fixed & Removable Prosthodontics; MSc Orthodontics; MSc Periodontology; MSc Implantology
Clinical Dental Science (4 year Clinical PhD): Endodontics; Fixed & Removable; Prosthodontics; Periodontology; Oral Surgery; Implantology; Dental Public Health; Paediatric Dentistry

Postgraduate Research: All research programmes

School of Health Sciences

Division of Nursing, Midwifery and Social Work:

MA Social Work

Division of Pharmacy and Optometry:

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

Division of Psychology and Mental Health:

Audiology MSc/ PGDip; Clinical Psychology Doctorate ClinPsyD.

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Supersedes:	December 2012
Previous review dates:	October 2010; December 2009; December 2012
Next review date:	December 2022
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 Services (John Newton) Head of Disability Advisory and Support Service (DASS)
Lead contact:	Head of Occupational Health (John Newton) The University of Manchester 4th floor, Crawford House, Booth Street East, Manchester, M13 9QS