School of Nursing and Midwifery

FITNESS TO PRACTISE POLICY

<table>
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<tr>
<th>Revision</th>
<th>Date</th>
<th>Owner/s</th>
<th>Approved by</th>
<th>Next review</th>
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</thead>
</table>
| 1.0      | April 2019 | • ASL Academic Strategic Lead, Student Experience and Enhancement  
|          |          | • School Fitness to Practise Committee                | SAB         | April 2020  |
1.0 Fitness to Practise Policy

1.1 Introduction

The School of Nursing and Midwifery is a provider of Nursing and Midwifery Council (NMC) and Health and Care Professions Council (HCPC) approved educational programmes.

The NMC’s primary statutory obligation as a regulator of nursing and midwifery education, and the HCPC’s role as the regulator of 16 health professions, is to protect the public and maintain public confidence in the professions. In line with the Nursing and Midwifery Order (2001) and The Health Professions Order (2001), the NMC and HCPC require that all applicants and registrants are of **good health** and **good character**. Providers of approved NMC and HCPC programmes therefore have a responsibility to ensure that all students meet the relevant Professional, Statutory and Regulatory Body (PSRB) requirements for entry to and, as students, continued maintenance on approved programmes leading to registration. To achieve this, the School of Nursing and Midwifery must evidence “robust, effective, fair, impartial and lawful Fitness to Practise procedures to swiftly address concerns about the conduct of students that might compromise public safety and protection” (NMC 2018, p. 7). The HCPC requires that education and training programmes must have “thorough and effective processes in place for ensuring the ongoing suitability of learners’ conduct, character and health” (HCPC 2017).

1.2 Purpose of the Fitness to Practise Policy

The Policy aims to make explicit the School of Nursing and Midwifery’s intentions, expectations and actions in respect to assuring applicants’ and students’ Fitness to Practise. The Policy therefore applies to all applicants and students (undergraduate, postgraduate, including health and social care professionals) during the course of their programme and, where relevant, up to and including the point of confirming eligibility to register with the NMC or the HCPC.

This policy presents the procedures which will be exercised by the School to inform decision making and outcomes in those situations where a student’s Fitness to Practise may be compromised through evidence of concerns related to behaviour and/or professional conduct, or by virtue of a health condition/disability which may render that individual not being deemed Fit to Practise.

The policy has been developed with regard to relevant equal opportunities legislation and complies with the commitment of Robert Gordon University toward Equality and Diversity including the University’s Equality and Diversity Policy, accessible from: https://www3.rgu.ac.uk/about/equality-and-diversity/equality-and-diversity
The Policy should also be read with reference to:

- Student Mental Health Policy and Recruitment and Admissions to Higher Education Policy (2017), both accessible from Academic and Student Life section at: https://www3.rgu.ac.uk/about/planning-and-policy/policies/policies.

The Fitness to Practise Policy is accessible from: http://campusmoodle.rgu.ac.uk/public/Nursing_and_Midwifery/module_guides_info/FitnessToPractisePolicy.pdf

The policy will be reviewed on an annual basis. Staff and students should familiarise themselves with the policy. Students should seek advice from their course leader should they require guidance. Staff can seek guidance from the School Fitness to Practise Committee if required.

1.3 Definitions – Health and Good Character

**Good Health** requires that an individual is capable of safe and effective practice without direct supervision as a practitioner either with or without reasonable adjustments. Good health does not mean the absence of a health condition and/or disability. Many people with disabilities and health conditions are able to practise with or without adjustments put in place to support their practice.

Applicants to, and students during their approved educational programme must tell the School about any health conditions and/or disability which could impact upon their ability to practise safely and effectively.

**Good Character** requires that an individual's character is such that they are capable of safe and effective practice without direct supervision. This includes a consideration of any:

- criminal proceedings
- investigations/sanctions from PSRB
- conduct which may amount to a breach of the requirements of professional codes.

Applicants to, and students during their programme must disclose to the School any police charges, cautions, convictions or conditional discharges or other relevant information contained within a Protection of Vulnerable Groups (PVG) Scheme Record or Disclosure and Barring Service (DBS) Certificate. The School's Fitness to Practise Committee will then investigate any charge, caution, conviction or conditional discharge or other relevant information contained within a PVG Scheme Record or DBS Certificate to decide if it calls into question
whether an individual is of good character and suited to commence, or to continue on, an approved nursing or midwifery programme. Any concerns relating to enrolled student conduct and character will be investigated via the University Academic Regulations, Regulation A3 – 2 Student Misconduct Procedure.

Further NMC information in relation to health and character as a student can be accessed from: https://www.nmc.org.uk/education/becoming-a-nurse-midwife-nursing-associate/guidance-for-students/

Further information regarding how the NMC assess health and character when students come to register can be accessed via the NMC at: https://www.nmc.org.uk/registration/joining-the-register/health-and-character/

Further HCPC Guidance on health and character can be accessed from: https://www.hcpc-uk.org/resources/guidance/guidance-on-health-and-character/

1.4 Application of relevant University Academic Regulations

In addition to the responsibility of the School for ensuring that applicants meet professional requirements for entry to and, as students, continued maintenance on approved programmes leading to registration via Fitness to Practise procedures, Robert Gordon University Academic Regulations outline the quality assurance and regulations governing programme provision. Of particular relevance in relation to the assessment of student conduct and character, Regulation A3 – 2 Student Misconduct Procedure specifies the procedure which is followed when misconduct is alleged for students on taught courses or research degrees, accessible from: https://www3.rgu.ac.uk/about/schools-and-departments/administration-and-support/governance-and-academic-quality/quality-assurance-and-regulations/academic-regulations

In the context of the expected conduct of all students, reference is made to regulation A3 – 2 Student Misconduct Procedure 2018-19, and in particular:

4.1 Student obligations
4.2 Student conduct
4.3 Misconduct
5.2 Suspension of a student and/or process pending an Investigation
6.1 Academic misconduct
6.2 Non-academic misconduct with particular reference to conduct involving (but not limited to):
6.2.1 (i)
“Breaches of stated instructions or regulations issued by the University, associated professional, statutory and/or regulatory bodies, or by authorised members of the University, that prejudice the orderly working of the University and/or contravene the requirements of associated professional, statutory and/or regulatory bodies. This includes conduct which may fall below any relevant professional fitness to practise standards or requirements”.

1.5 Applicant and Student Responsibilities

Students will be required to ensure that they are familiar with and abide by the relevant PSRB Standards or Code of Conduct and to work toward being able to apply the relevant Standards or Code at the point of registration. See:

The NMC and HCPC also provide guidance on using social media responsibly and raising concerns for the safety and wellbeing of people in their care. See:

The principles and themes covered in these publications are integrated into student learning throughout approved programme curricula and applied in both the context of theory and practice learning.

All students undertaking approved NMC or HCPC courses are required, as a minimum requirement, to declare their good health and good character on an annual basis.

Therefore, the School of Nursing and Midwifery requires that:

1. Applicants will be open and honest in relation to health, disability and/or any criminal convictions, cautions, pending charges or other relevant information, at the time of applying to the course.
2. Students must register with an accessible GP so they can have access to independent medical care.
3. When undertaking the course/programme students will be open and honest in relation to any health, disability and/or any criminal convictions, cautions, pending charges or other relevant information that arise during their course/programme.
4. Students accept that there may be times when they are less/not able to accurately assess their own level of health and be willing to be referred to relevant services for assessment and support.
5. Students should never depend upon their own assessment of the level of risk their health may pose to others and seek relevant professional advice at all times.
6. Students will abide by all requirements for professional conduct and behaviour as defined by the University and the associated PSRB.

7. Students will adhere to the Robert Gordon University regulations with particular respect to paragraphs 4.1 Student obligations and 4.2. Student conduct: in A3 - Section 2: Student Misconduct Procedure.

Any breaches of the expected student obligations and conduct provided for in the Academic Regulations may be deemed to constitute misconduct, and will be dealt with as specified in paragraph 4.3 section A3 – 2 i.e. where misconduct is alleged in respect of paragraph 4.2 of this Regulation, students shall be liable to disciplinary procedures provided for in the Student Misconduct Procedure, as contained in this Section of Regulation. Where alleged misconduct leads to criminal proceedings, the University shall not be precluded from also taking action under the Student Misconduct Procedure. Therefore, in cases where misconduct is alleged in respect of paragraph 4.2 of the Regulations, these will be investigated via the Student Misconduct Procedure.

1.6 Remit of the School Fitness to Practise Committee

The School of Nursing and Midwifery's Fitness to Practise Committee (Appendix 1) has been approved by School Academic Board as having the lead responsibility for the governance of the School's Fitness to Practise processes and assuring Fitness to Practise of applicants and students. The remit of the Committee is to:

1. Ensure the School of Nursing and Midwifery's Fitness to Practise Policy and associated procedures are explicit, reviewed annually and in line with statutory professional and regulatory body standards and developed as required.

2. Consider and make decisions on issues related to Fitness to Practise of students and applicants and ensure that this is considered within the processes outlined in the School's Fitness to Practise Policy:
   a. Consider and make decisions in individual cases where there are concerns about the health of an applicant and/or the implementation of reasonable adjustments.
   b. Consider and make decisions in individual cases where there are concerns about the character suitability of an applicant to enter a course or programme.
   c. Consider and make recommendations to the Course Leader in individual cases where there are concerns about the health of a student and/or the implementation of reasonable adjustments
   d. Consider and make recommendations to the Course Leader in individual cases where a student has been withdrawn from a practice area following concern in relation to patient safety/care.
3. Consider and make recommendations to the Course Leader or Lead Midwife for Education in individual cases where there is a concern about signing the declaration of good health and good character at the point of applying for entry to the NMC or HCPC register.

4. Consult with the Cross School Fitness to Practise Advisory Group in individual cases (complex cases or where policy issues arise) where there is concern about the health or character suitability of an applicant or student who is registered with a professional body.

5. Consult with the University Legal Advisor in complex individual situations, for example when a student is also an employee within a health care role or in cases where potential criminal activity has been highlighted.

6. Advise Course/Programme Management Teams and School Academic Board of trends that could have an impact on the planning and delivery of courses/programmes.

7. Liaise with Cross School Fitness to Practise Advisory Group and share best practice across the Schools.

In exercising responsibility, the Fitness to Practise Committee will ensure that all staff within the School of Nursing and Midwifery adhere to the Equality Act 2010, Rehabilitation of Offender's Act 1974 (as amended in 2012), Data Protection Act 2018 and all relevant PSRB standards and requirements in relation to good health and good character. The Committee will also ensure that there are relevant opportunities for staff training and development in regard to Fitness to Practise. Course Leaders will also oversee ongoing processes for the annual monitoring of good health and good character of students within an approved programme.

2.0 Health and Inclusion

2.1 Assessment of Health Conditions and/or Disabilities

Opportunities for declaring a health condition and/or disability are available within the UCAS and Robert Gordon University course application forms. Additionally, all staff associated with the School of Nursing and Midwifery provide a supportive environment to enable students to share health or disability concerns, and all students are provided with information on the University's Inclusion Service within their Student Handbook.

Applicants or students who declare health conditions or disabilities will be assessed, as appropriate, through the Occupational Health Provider and/or Inclusion Service in relation to the compatibility of the applicant's or student's condition to the relevant approved programme. Many people with a health condition and/or disability do not require any adjustments to support their learning; however where it applies, the assessment will focus upon what reasonable adjustments can be made to support the applicant or student to achieve entry to the NMC or HCPC register or, for students who are already NMC or HCPC registrants, maintain their status on the relevant register.
2.2 Reasonable Adjustments

All staff within the School of Nursing and Midwifery have a responsibility to ensure that they fulfil their duty to make anticipatory adjustments to teaching, learning and assessment practices and promote positive attitudes towards applicants and students with a health condition and/or disability. In addition to anticipatory adjustments, applicants may require individual reasonable adjustments to the interview and selection process, and students may also require individual reasonable adjustments to the academic and/or practice based learning environment.

The NMC and HCPC state that students with health conditions and/or disabilities are permitted to have reasonable adjustments considered in relation to their practice learning. However, while reasonable adjustments may be made to the way in which a student is supported to meet a competency or standard, the competency or standard itself cannot be adjusted. Therefore, via the School Fitness to Practise Policy and related procedures, a decision will be made before a student starts a course, and at relevant points within the programme, as to whether they will be able to meet all the competencies of the course, taking into account what reasonable adjustments can be made if, for example, they have a health condition/disability. Other factors to take into account when determining if an adjustment is reasonable are:

1. The need to maintain academic and practice competence standards.
2. The financial cost of making the adjustment and the financial resources available.
3. The practicality of the adjustment.
4. The effectiveness of the adjustment.
5. The health and safety of the individual, patients and clients, fellow students, placement team members.

2.3 Process following Assessment of a Health Condition and/or Disability that requires Individual Reasonable Adjustments

Information about health and/or a disability is regarded as confidential and, as such, staff within the School of Nursing and Midwifery respect the sensitive nature of such information. Agreement with, and consent from the student will be sought on how their requirements will be communicated to academic staff, mentors and practice staff.

Students have a responsibility to attend all arranged appointments with Occupational Health. Following assessment by Occupational Health or the Inclusion Service, students are expected to engage with the Inclusion Champion for the School if they are invited to do so. Agreed reasonable adjustments for placement are at the discretion of the School. Recommendations that compromise the student's ability to achieve required course/programme competencies are not considered reasonable.
2.4 Referral to the Fitness to Practise Committee

The following situations will be referred to the School Fitness to Practise Committee for further consideration and assessment:

1. Where there are professional concerns about the implementation of adjustments.
2. Where there are professional concerns that a lack of consent to communicate reasonable adjustments to practice staff could compromise the safety of the student, patients/clients and/or practice staff.
3. Where there are professional concerns that an applicant or student's health or disability is likely to compromise, or has compromised their ability to meet the required competence standards including practising safely without direct supervision at the point of entry to the nursing or midwifery register.
4. In cases where there is an immediate concern or risk to the public from the student's performance in practice, as evidenced as a result of discussion between relevant practice or academic staff, a recommendation may be made for the immediate removal or suspension of the student from the practice learning environment.

The Fitness to Practise Committee will make a decision about the student's fitness to continue on the course. This may include decisions related to whether or not any other measures are required to help a student work towards the requirements of their course/programme or whether a recommendation is made to the course/programme assessment board to withhold any further assessment or reassessment opportunities. If, when considering concerns related to a student's Fitness to Practise, there are further concerns related to their conduct and character, these may be referred to Academic Regulations A3 - Section 2: Student Misconduct Procedure.
2.5 Supporting a Student with a Disability

Student application to UCAS or RGU may disclose a disability.

Selection interview and place offered.

Occupational Health assessment and/or by The Inclusion Centre.

Disclosure or identification of a disability when on the course/programme.

Reasonable adjustments communicated to School’s Inclusion Champion.

Consent obtained to share information with relevant academic and practice placement staff.

Individual recommendations communicated to relevant staff.

School’s Inclusion Champion and Personal Tutor monitor implementation of recommendations and review where necessary throughout the course/programme.

**REFERRAL TO FITNESS TO PRACTISE COMMITTEE WHERE THERE ARE:**
- Concerns about the implementation of adjustments.
- Concerns about the safety of student and/or others when student consent to share recommendations has not been given.
- Concerns about potential to practise safely without supervision.
3.0 Good Character

3.1 Protection of Vulnerable Groups Scheme (PVG) and Disclosure and Barring Service (DBS) check

The PVG Scheme is established by the Protection of Vulnerable Groups (Scotland) Act 2007 and it helps to ensure that people whose behaviour makes them unsuitable to work with children and/or protected adults can't do 'regulated work' with these vulnerable groups. The DBS scheme is the equivalent scheme for England and Wales.

Applicants are made aware through marketing literature and the School website that a PVG Scheme Record is required, and that in line with the Rehabilitation of Offender's Act 1974 (Exclusions and Exemptions) (Scotland) Amendment Order 2015, applicants are required to disclose convictions and relevant spent convictions. All applicants who accept a place on an approved course that involves placement in a clinical practice area will undergo a criminal record check through the PVG scheme in Scotland. Once applicants join the PVG scheme their membership records will be automatically updated if any new vetting information arises. This criminal record check must be completed prior to commencing placement in a clinical practice area. Vetting information is conviction information retrieved from the criminal justice systems and non-conviction information held by the police that are considered relevant. European and overseas clearance is required from applicants who have stayed out with the UK for 13 weeks duration or longer. It is the applicant's responsibility to provide evidence of good character from another country. All students who take a 6 month or longer break from a course/programme that involves placement within a clinical area will undergo an updated criminal record check through the PVG scheme prior to re-entering the course/programme.

For students residing in England or Wales, the DBS scheme will be accessed.

3.2 Declaration of Good Health and Good Character

Students undertaking an approved programme are required to declare their good health and good character on an annual basis. Current registrants are required to declare their good health and character as a requirement for registration. Students are also informed, within the Student Handbook and verbally by Course Leaders and Personal Tutors, that it is their responsibility to inform the Personal Tutor immediately if they have a charge, conviction or caution during the course. This will then be raised with the relevant Course Leader in the first instance, and if deemed appropriate, School Academic Strategic Leads will be informed to determine where the issue is best referred.
3.3 Managing Allegations related to Breaches of the requirements for Good Character – Enrolled Students

Individual situations which lead to the involvement of police or criminal proceedings or call into question good character, may impact upon progression on the course/programme and these situations will be considered in accordance with Section A3 - 2 of the Robert Gordon University Regulations Student Misconduct Procedure. Any allegations of misconduct which bring into question the conduct or character of students enrolled on approved courses/programmes within the School of Nursing and Midwifery will be liable to disciplinary procedures provided for in the Student Misconduct Procedure.

Cases related to students who are existing registrants will be referred to the employer and guidance sought from the PSRB if required.

3.4 Managing Issues related to the Assessment of Good Character - Applicants

The following list is not exhaustive; however, it provides an indication of the type situations, in regard to applicants, that will be referred to the Fitness to Practice Committee for further consideration and risk assessment to determine whether application to the course continues to be processed or rejected:

1. Traffic offences that have involved substance misuse or loss of human life.
2. Offences that are punished by fines, community service, or a term in prison.
3. Vetting information recorded by the Police.
4. Information that the individual is under consideration for listing.
5. Failure to disclose information, or lack of openness and/or non-truth telling.

The Fitness to Practise Committee will review the information and undertake a risk assessment based on relevant PSRB guidance. This will in turn inform decisions as to whether to accept or reject an applicant.

References


Nursing and Midwifery Council - Raising concerns: guidance for nurses, midwives and nursing associates (2018):
www.nmc.org.uk/standards/guidance/

Nursing and Midwifery Council - Guidance on using social media responsibly (2018):
https://www.nmc.org.uk/standards/guidance/social-media-guidance/

Nursing and Midwifery Order (2001);

Police Act (1997);
www.legislation.gov.uk/ukpga/1997/50/contents

Protection of Vulnerable Groups (Scotland) Act 2007;

Rehabilitation of Offenders (1974) Scotland Order (2003);

Robert Gordon University Equity and Diversity Policy;
https://www3.rgu.ac.uk/about/equality-and-diversity

Robert Gordon University Recruitment and Admission to Higher Education Policy:
Appendix 1: Fitness to Practise Committee

School of Nursing & Midwifery

Fitness to Practise Committee

Membership

Academic Strategic Lead: Student Experience and Enhancement (convenor)
Academic Strategic Lead: Academic Programmes (co – convenor)
Lecturer Recruitment, Admissions and Selection
Senior Lecturer Practice Learning
Lead Midwife Education
Course Leaders
School Inclusion Champion
Midwifery Clinical Representative
Adult Nursing Clinical Representative
Mental Health Nursing Clinical Representative
Children and Young People's Nursing Clinical Representative
Specialist Community Public Health Clinical Representative
Human Resources Representative, NHS
Two lay members
Ex officio – Head of School
School of Nursing and Midwifery Administration Manager
Secretary/PA to Head of School.

Quorum for individual cases relating to good health and/or good character

For the Committee to be quorum at least 3 members of School of Nursing and Midwifery staff and a minimum of one clinical representative are required to be present. If the case is in relation to a midwifery applicant or student, the Lead Midwife for Education and/or the Midwifery Clinical representative must be present.

Frequency/Agenda/Note taking

There will be 3 meetings per year and as required to consider individual cases. Each meeting will have an agenda, a record of members in attendance and a note taken of the proceedings and outcome. Meetings in relation to individual cases are regarded as confidential business and therefore the note of the outcome will be stored within the Head of School Office.

Governance

The School of Nursing and Midwifery’s Fitness to Practise Committee is responsible to the Head of School and will report on a semester basis to School Academic Board. The Fitness to Practise Committee will also liaise with the Health and Social Care Professional Suitability Advisory Group and share best practice across the Schools.
Appendix 2: Annual Declaration of Good Health and Good Character

Pre-registration Nursing & Midwifery: Annual Declaration of Good Health and Good Character

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>ENROLMENT NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTAKE:</td>
<td>PERSONAL TUTOR:</td>
</tr>
</tbody>
</table>

As a developing professional nurse or midwife you must be ready to engage with the concept of professional regulation. The issue of fitness to practise is one which you are required to understand and embrace. Your health status and your standard of conduct within and out with your nursing programme are of key concern in ensuring you meet the requirements for entry to the professional register. The Nursing and Midwifery Council requires that an annual declaration must be made by students that confirms their good health and good character or identifies areas that need to be addressed.

Please note that it is expected that you will complete this declaration honestly. Please tick the requirements that you meet and for those you believe you do not, please explain your situation on page 2. (NB. having areas to address does not necessarily mean your studies will be affected).

<table>
<thead>
<tr>
<th>I can confirm that my health status;</th>
<th>Tick box to confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Is good and there is no new current health issues that are likely to impact on my performance, health and safety or the health and safety of others</td>
<td></td>
</tr>
<tr>
<td>• Continues as before and has not altered since my last health or disability assessment/screening</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>I can confirm that my conduct in relation to self and others, within and out with the nursing programme;</th>
<th>Tick box to confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Has reflected the values set out within the NMC Code (2015)</td>
<td></td>
</tr>
<tr>
<td>• Has not required the implementation of University disciplinary procedures, and/or there have been no cautions or criminal proceedings involving the police since the last time Disclosure clearance was confirmed</td>
<td></td>
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Your personal tutor may want discuss your declaration with you and add their comments to the document. In addition, there may be areas that need to be addressed to enable you to continue with your studies. **Thereafter your declaration will be retained within the School and may be referred to if any issues regarding your fitness to practise arise.**

In addition, please tick to confirm that you meet the University's expectations with respect to your studies. If there are areas you cannot tick, please provide an explanation overleaf.

<table>
<thead>
<tr>
<th>I can confirm that I have engaged with the nursing/midwifery programme/course in the following areas;</th>
<th>Tick box to confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have attended and participated in all timetabled classes, including tutorials, only missing classes for genuine reasons which have been reported and recorded using the correct procedures for the programme.</td>
<td></td>
</tr>
<tr>
<td>I have actively engaged in learning opportunities by participating in group work, completing directed learning activities and accessing academic support particularly when preparing for summative assessments.</td>
<td></td>
</tr>
<tr>
<td>I have attended practice placements as required, only missing shifts for genuine reasons which have been reported and recorded using the correct procedures for the programme.</td>
<td></td>
</tr>
</tbody>
</table>
### Areas requiring explanation and discussion: Health Status

| 
| --- |

### Areas requiring explanation and discussion: Conduct

| 
| --- |

### Areas requiring explanation and discussion: Engagement with the Programme

| 
| --- |

### Personal Tutor Comments

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**Personal Tutor Signature:** ………………………………………………………………………………………………………………….. **Date:** …………………………………………………………………………..
Appendix 3: Risk Assessment

School of Nursing and Midwifery
Fitness to Practice Committee
Risk Assessment for Applicants with a Conviction, Caution, Pending Charges or other Relevant Information

<table>
<thead>
<tr>
<th>Name of applicant:</th>
<th></th>
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<tbody>
<tr>
<td>UCAS number:</td>
<td></td>
</tr>
<tr>
<td>Course applied for:</td>
<td>Proposed year and stage of entry:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did the applicant disclose past convictions/cautions on the application form?</th>
<th>Additional Notes</th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>If No, question applicant about why:</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
<td>• If mitigating circumstances then complete assessment.</td>
</tr>
<tr>
<td>Did the applicant contact the University regarding convictions, cautions, pending charges or other relevant information?</td>
<td></td>
<td>• If no mitigating circumstances, end application process if appropriate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If Yes, complete this assessment.</td>
</tr>
<tr>
<td>RISK LEVEL IN RELATION TO QUESTIONS:</td>
<td>Additional notes</td>
<td>HIGH</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>What was the sentence?</td>
<td></td>
<td>Custodial</td>
</tr>
<tr>
<td>When was the offence committed?</td>
<td>Date:</td>
<td>In the past 3 years</td>
</tr>
<tr>
<td>Is the type/nature of the offence relevant to the safety of patients and service users?</td>
<td>Yes</td>
<td>Some link</td>
</tr>
<tr>
<td>If yes, in what way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a pattern of specific offences?</td>
<td>Yes</td>
<td>Some instances</td>
</tr>
<tr>
<td>If yes, state that pattern:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the applicant supplied additional references?</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>How do the referees rate the applicant's suitability for a nurse or midwifery course?</td>
<td>Referees declare applicant unsuitable</td>
<td>Referees share some reservations</td>
</tr>
<tr>
<td>Does the applicant offer any mitigating circumstances concerning past offence/s?</td>
<td>Yes / No</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Any concerning factors to be taken into account (e.g. intent of harm/exploitation/breach of trust:</td>
<td>What has changed since offence occurred?</td>
<td></td>
</tr>
<tr>
<td>Where relevant who else has been consulted about this disclosure?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant's attitude towards offence/s?</td>
<td></td>
<td></td>
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FITNESS TO PRACTISE COMMITTEE

DECISION

On consideration of the risk assessment form and information submitted by the applicant the Fitness to Practise Committee believes that the applicant should / should not proceed with the admissions process for the following reasons:

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Signed:........................................................................................................Date:.............................................................................................