

MediPro[★]

Learner Fitness



Version 4

20 February 2023

LEARNER FITNESS

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Ratified by: Brian English, Managing Director
Signed:



Date Ratified: 02/03/2023

Version Control

This policy and procedure will be reviewed annually or as changes in legislation dictate.

Version Number	Date	Reason for Update
2	23/02/2022	Due to expire.
3	09/11/2022	Changing layout to make it more user friendly
4	20/02/2023	Updated due to expiry

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Purpose

Medipro takes the health, safety, and wellbeing of all learners seriously and we seek to provide an environment that is safe and conducive to study. Medipro has a duty of care to respond appropriately to situations where concerns are raised about a learner and is obliged to act if a learner's conduct or behaviour presents a risk or where such behaviour results in unreasonable demands being placed on staff, learners, or others.

The Learner Fitness Policy applies to learner conduct on Medipro premises and during study activities off site (for example practice placements) and to any other situation where conduct is brought to the attention of Medipro, which suggests a reasonably foreseeable risk to the learner or others as described above.

For example, when a learner's conduct is unacceptable in how they behave and treat other people, how they function in managing their own health and safety and where this type of behaviour impacts on other learners, staff, or members of the public. It may be that there are underlying health issues or substance misuse problems for example.

In these circumstances, it is appropriate for Medipro to act to minimise risks, prevent harm or disruption to the learning process, and to protect the health and safety of both the individual concerned and others around that person including patients.

Scope

Regarding the term Fitness to Practise, this will encompass both learner conduct and good health in determining a learner's professional suitability for the programme of study. And subsequent professional qualification and eligibility for future registration with professional bodies. This Fitness Policy applies to all learners of Medipro.

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Operating Principles

This policy is intended for use where the behaviour, disruption or risk presented by a learner is perceived to be serious or potentially serious.

The policy is intended to be supportive rather than disciplinary in nature. However, Medipro reserves the right to refer to disciplinary procedures in those exceptional circumstances where a learners' health or behaviour poses a serious risk of harm to either themselves or others and have not positively responded to more supportive interventions.

All information provided regarding fitness will remain confidential for use within the procedure and is subject to the requirements of the General Data Protection Regulations. Only staff directly involved in the procedure will be given access to information. If there is a concern which would warrant medical assistance, Medipro will consider referring the learner to our Occupational Health (OH) provider for assessment.

Where a learner presents with a significant concern, the matter may be escalated directly to the third stage of the fitness procedure without passing through the intermediate stages.

Medipro will uses the following generic standards to assess fitness. Learners should have:

- A full awareness of their own health and safety and that of others.
- A full awareness of the risk of physical danger to themselves and others.
- The ability to communicate effectively with fellow learners, staff, and others. (This would include alternative methods of communication such as British Sign Language, computer aided speech etc).
- The ability to undertake periods in private study without supervision (with or without supporting mechanisms).
- The ability to attend and engage effectively in lectures and tutorials, with physical and study support adjustments as necessary.
- The ability to submit coursework within required academic timescales.
- The ability to undertake assessment and engage effectively with the assessment process, with appropriate adjustments.

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Supporting Procedure

First Stage – Initial concerns

Staff members may become aware of issues affecting a learner's health, safety, wellbeing, or behaviour. This could be directly observed, reported by a third party or possibly suggested by the reactions, general presentation or demeanour of the learner.

Staff should either approach the learner in an empathetic and non-confrontational manner to try and understand the issue or should suggest to the learner that they contact their tutor (or equivalent) for support.

If a staff member talks to the learner themselves, they should outline their concerns and offer to assist with referring the learner.

The learner should be asked to moderate their behaviour or to seek help with presenting issues:

- If the learner responds positively, there would be no further action needed
- If the learner fails to respond positively or refuses to cooperate, the member of staff should contact the Head of Education (or equivalent) to discuss progression to the second stage of the procedure.

Second Stage – Continuing Concerns

If a learner's health, safety, wellbeing, or behaviour continues to cause concern, the issue will be taken up on referral, by the Head of Education (or equivalent). The learner will be invited to attend an initial interview. Within a confidential interview environment, issues facing the learner and the learner's perception of their actions will be discussed and assessed.

A mutually agreeable learning plan will be developed, which may include utilising internal support teams, but may also include referral to OH.

The learner will be advised of the consequences of not adhering to the learning plan, e.g., the potential for referral to the third stage of the fitness procedure. Once the plan is agreed with both the learner and staff concerned, this will be noted on their Individual Learning Record (ILR).

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If the learner refuses to cooperate or fails to adhere to the agreed learning plan, the matter will be escalated to the next stage.

Third Stage – Persistent Concerns

Should the situation persist, or the learner's conduct continue to cause concern, then MediPro may conclude that the learner's behaviour is putting health and safety, wellbeing, or the academic progress of themselves and/or others at risk and will take action as appropriate. Such action may include suspension of study and/or referral to OH and removal from the programme.

The decision to suspend and/or referral to OH will be formally taken by the Head of Education (or equivalent) following consultation. It is important to note that suspension of study is not in itself a disciplinary sanction but is to allow a period for a full assessment of the circumstances, about the learner and their study.

The suspension procedure is managed by the Education Team and overseen by the Head of Education. The learner will be notified formally in writing of the suspension and any associated terms and conditions.

OH may, with the learner's permission, contact their GP for information regarding their health issues.

Fourth Stage – Return to Study

Learners will be encouraged to maintain contact with the Education Team during their period of suspension, to advise of progress and facilitate a return to study when the learner's circumstances improve. This should be followed up with a letter indicating their wish to return to study. The learner may be referred again to OH for assessment, so they should allow a reasonable time for this to take place. With the learner's permission, OH may need to contact their GP for updated information regarding their health issues.

Learners should also be aware that return to study may only be possible at certain times of the academic cycle, depending on the programme being studied. So, for example dependent upon the timing and period of suspension, return to study may only be possible at the start of a new academic year.

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Appeals

To appeal any decision taken on this process, there will need to be a written appeal addressed to the Managing Director, who will review the evidence and make a final decision.

Other Issues

All learners enrolling on a Medipro course will complete a 'Learner Health Declaration' (Appendix A) before the programme commences. This forms a part of the Student Induction Process and can be found within the Induction Pack when you start.

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Appendix A
dated 20 Feb 23

LEARNER HEALTH DECLARATION AND PHYSICAL CONSTRAINT WAIVER

COURSE TITLE	
COURSE DATE	

As the Learner attending this course, I understand that there may be physical requirements which may be asked of me during this course involving physical contact, simulated patient movement and extrication activities.

I confirm that I am under no physical restrictions at this time which would prevent my participation in this programme. I have not sustained any recent injuries or illnesses which would preclude participation.

Likewise, I do not currently suffer any illnesses or injuries which would pose a risk to myself, other Learners, tutors, or simulated patients by my participation.

Please detail any illnesses or injuries if applicable:
--

I confirm that I am aware of, and up to date with basic moving and handling techniques, however if I am not sure I will ask for assistance from my tutor. I will also listen to advice given by tutors regarding moving and handling, and if I feel at any point that I cannot complete a task will inform the tutor immediately.

Medipro in return will endeavour to assist and accommodate wherever possible, within reason, any persons who need special requirements to complete our courses.

Please indicate if you have any specific <u>dietary requirements</u> or allergies that we should be aware of below:
Please indicate any specific <u>learning difficulties</u> you may have if any that we can help you with during the course:

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<u>NEXT OF KIN</u> CONTACT NAME & CONTACT NUMBER	

I hereby release Medipro and any tutor(s) of any responsibility for any illnesses or injury which may arise during participation of the course and confirm anything above is correct.

LEARNER NAME	
LEARNER SIGNATURE <i>(to agree to the above terms)</i>	
DATE	

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