Fitness to Practise Declaration Form

PLEASE PRINT CLEARLY IN CAPITAL LETTERS

THIS DECLARATION FORMS PART OF THE ADMISSIONS PROCESS.

IT MUST BE COMPLETED AND RETURNED, BY THE APPLICANT, TO THE ADDRESS BELOW BY THE 31st MAY 2017. THE CLINICAL SKILLS ADDITIONAL INFORMATION FORM MUST BE COMPLETED AND SUBMITTED AT THE SAME TIME.

Surname/Family Name: __________________________

First Name/Given Name: __________________________

UCAS Number: __________________________

I declare that I have read and understood the information sheet entitled “Information on the Fitness to Practise Process” before making the declaration(s) using the tick boxes below. Where appropriate I have included additional information to be used by the Fitness to Practise Review Group or the Fitness to Practise Committee.

I also understand that should any of the circumstances below change that I will inform the Senior Assistant Registrar as a matter of urgency, prior to my enrolment on the course. Once enrolled should my circumstances change I will make a self-referral to the Secretary to the Fitness to Practise Committee.

I wish to declare that I have: (please tick boxes as appropriate)

i.  □  a disability

ii. □  a health issue that may impair my ability to study or practise medicine

iii. □  been issued with a fixed penalty notice (FPN)

iv. □  a spent caution / criminal conviction

v. □  a current caution / criminal conviction

vi. □  a current or future proceeding that might lead to a caution or conviction

vii. □  previously been refused registration or a licence to practise by another medical, health or social care regulator

viii. □  previously been fined, given a warning or been reprimanded by another medical, health or social care regulator

ix. □  had disciplinary action taken against me by a medical school, university or employer

x. □  nothing to declare

□  I consent that any information previously submitted during the selection centre process may be shared with the Senior Assistant Registrar and the Fitness to Practise Review Group / Committee.

Signature: __________________________  Date: __________________________

FtP Disclosure
Mrs L McCarthy
Senior Assistant Registrar
Medical Teaching Centre
University of Warwick CV4 7AL
Information on the Fitness to Practise (FtP) Process

The decision on whether or not to offer a place to study medicine at Warwick Medical School is made independently of any decision on whether or not an applicant is fit to practise medicine.

The fitness to practise process does not commence until an offer has been accepted, on rare occasions an offer to study medicine may be made and subsequently withdrawn if an applicant is found not to be fit to study or practise medicine.

Failure to disclose potentially relevant information is, in itself, a fitness to practice issue and may lead to the offer of a place being withdrawn.

The Warwick Medical School Admissions FtP process is outlined below:

1. All applicants to University complete the UCAS form. Applicants should have identified any disabilities plus any criminal convictions, cautions, fixed penalty notices (FPNs) both current and spent. They should have done this by completing the disability and criminal convictions boxes in Section 2 of the UCAS form.

   The disability box information allows the staff involved in the admissions procedure to ensure that any special circumstances required for the selection centre process can be reasonably adjusted for.

2. If you declared a disability prior to the selection centre and submitted supporting documents for the Medical School, please consent to these being transferred to the Senior Assistant Registrar and potentially the FtP Review Group / FtP Committee.

3. If, following the selection centre, an applicant accepts any offer made they may be asked to provide additional evidence of any declared disability, and will be referred to the FtP Review Group. They will also be referred to the University Disability Services who will work with the applicant to ensure that their needs are supported by the University.

   A prompt response to our offer, as well as to any other requests for information, and attendance at meetings, enhances our ability to support an applicant’s learning needs from the moment that they join us.

4. At the same time any applicants who have ticked boxes ii. – ix. on the FtP Declaration Form will have their paperwork forwarded to the Fitness to Practise Review Group, via the Senior Assistant Registrar, where a decision will be made as to what happens to the information next.

5. The FtP Review Group will report or refer cases to the FtP Committee as appropriate and let the applicant know the outcome of any discussions.

   The decision may be that the applicant will receive a letter from the FtP Committee outlining any action they wish them to take or the Committee may wish to investigate the circumstances and then discuss it with the applicant; if this is the case the applicant will be asked to attend an appointment with the Investigating Officer.

WMS would rather that applicants were open and honest at the early stage in the process so that effective decisions and support can be put into place before they commence their degree.

Applicants and offer holders are advised to review the General Medical Council web pages on making declarations and are advised to seek additional information from the Senior Assistant Registrar if they are unsure as to whether to make a declaration. The following
Fitness to Practise Declaration Form

web site gives excellent advice on declarations and has case studies that you may find helpful: http://www.gmc-uk.org/education/undergraduate/information_for_uk_students.asp

Applicants who defer identifying any such issues until after they have registered on the MB ChB programme not only call into question their fitness to practise determined by that issue but also their honesty.

In the interests of patient and public safety, we wish to share some of the information provided in your application form with the Medical Schools Council in order to verify your fitness to practise. If a fitness to practise outcome is made against you in the future, this information and a copy of the decision against you will also be stored on a central database which is accessible only to other schools with courses leading to entry to a registered profession in the UK. It is used only for proper fitness to practise purposes to protect patients and the public. This offer is conditional on you having disclosed any previous fitness to practise outcomes against you, and your consent being given to this use of information. You have a right of access to any information held about you on the database and to correct any errors. If you wish to exercise the right, please contact your Fitness to Practise lead.

The information to be kept on individuals is listed below:

The national database will hold the following information about any medical school applicant or student who is either declined entry or is removed from their course due to fitness to practise issues:

Known name(s) including any changes by Deed Polls
Current gender and gender at birth
Date of birth
Name of School that the student was excluded from
UCAS ID
Photograph
A copy of the outcomes letter at the end of the fitness to practise proceedings.

The information above will be held securely in the online database for 10 years rolling and then destroyed.
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<tr>
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<th>Additional Information that we may ask for</th>
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<tbody>
<tr>
<td>Positive Statement</td>
<td>You will be asked to provide an educational psychologists report if you have declared a disability or a specific learning difficulty (SpLD) such as dyslexia or dyscalculia. You may be asked for a health report from your general practitioner or other medical specialist as to the nature of the physical and/or mental condition and how it may impair your ability to study or fitness to practise.</td>
</tr>
<tr>
<td>(i) / (ii) I have a disability and/or a health issue that may impair my ability to study or practise medicine</td>
<td></td>
</tr>
</tbody>
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| (iii) I have been issued with a fixed penalty notice either in the UK or another country. This should include declarations for disorder and harassment notices. (you do not need to declare any road traffic offences where you have accepted the option of paying a fixed penalty notice) | You will be asked for:  
- Documentary evidence of the fixed penalties received.  
- To submit a commentary on the incident(s)  
- Character references |
| (iv) / (v) I have been convicted of an offence in a court of law or been cautioned, either in the UK or another country You **MUST** include:  
- Any convictions in the UK that have been spent under the Rehabilitation of Offenders Act 1974  
  - Any road traffic convictions  
  - Any offences for which you have been convicted in a military court or tribunal. | If you have been cautioned, or convicted in a court of law, you will be asked for:  
- The date of the caution or conviction  
- the name and address of the court or police authority and  
- the details of the penalty (if applicable) that was imposed.  
- You will need to supply evidence of the caution or conviction in the form of a caution note or conviction notice, or a recent Disclosure and Barring Service report.  
- To submit a commentary on the incident(s)  
- Character references |
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| (vi) I have a current or future proceeding that might lead to a conviction or caution | You will be asked for a full statement and any documentary information:  
  - On the nature of the proceedings.  
  - The names of the regulating or employing bodies and/or persons involved in the matter(s)  
  - Contact names and details (address, email and telephone number) of person(s) involved the proceedings/action whom we can approach to secure further information.  
  - Any other information that you would wish us to consider with regards to the proceedings pending. |
| (vii) I have previously been refused registration or a licence to practise by another medical, health or social care regulator in the UK or another country. | You will be asked for:  
  - Details of the regulator who refused registration.  
  - Documentary evidence of the grounds for refusal.  
  - A full statement from you as to the background and grounds of the refusal and information of any appeal on the refusal of registration (successful or not) must be submitted. |
| (viii) I have previously been fined, given a warning or been reprimanded by another medical, health, social care or other regulator in the UK or another country. | You will be asked for:  
  - Details of the regulator that imposed the sanction, including your reference/registration number.  
  - Documentary evidence of the sanction/warning imposed.  
  - A full statement from you of the background and grounds of sanction/warning and information if any appeal successful or not to be submitted. |
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<td>(ix) I have had disciplinary action taken against me by a medical school, university or employer</td>
<td>You will be asked for:</td>
</tr>
<tr>
<td></td>
<td>• Documentary evidence of the nature of the disciplinary action undertaken by the medical school, university or employer.</td>
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<tr>
<td></td>
<td>• Contact names and contact details (address, email and telephone number) of person(s) involved at the medical school that we can approach to secure further information and details.</td>
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<td></td>
<td>• A full statement from you on the nature of the allegation and disciplinary action taken and any other information you would wish us to consider.</td>
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