



The Hull York Medical School

**Code of Practice on Admissions to MB BS course**

**Updated:** **March 2011**

**Frequency of Update:** As required

**Responsibility to Update:** HYMS Associate Dean for Admissions

## **I. General**

- 1.1. This Code of Practice applies to the recruitment and admission of students to the MB BS course of Hull York Medical School. It is designed to be consistent with The Schwartz Report: Fair Admissions to higher education: Recommendations for good practice (2004), Admissions Policies: Guidance for Higher Education Providers (2009). Supporting Professionalism in Admissions; 2.1.2.–2.1.3. [www.spa.ac.uk/good-practice/admissions-policies](http://www.spa.ac.uk/good-practice/admissions-policies) and the Council of Heads of Medical Schools Guiding Principles for the Admission of Medical Students, revised 2010, <http://www.medschools.ac.uk/Publications/Pages/GuidingPrinciplesfortheAdmissionofMedicalStudents.aspx>
- 1.2. This Code of Practice is a public document and will be available on the HYMS website.

## **2. Equal Opportunities and Widening Participation**

- 2.1. The policies of the Universities of Hull and York in respect of equality of opportunity under Race Relations and Disability Legislation, will apply.
- 2.2. The Universities of Hull and York are committed to a programme of widening access. In its admissions process, HYMS will take account of any evidence of educational disadvantage.
- 2.3. In compliance with equal opportunities legislation, no discrimination will be made on grounds of age, race, religion, gender or sexual orientation.
- 2.4. Students with a wide range of disabilities or health conditions are eligible for admission through the normal processes, with the expectation of graduation in medicine provided that they achieve the prescribed standards of knowledge, skills, and attributes. A very small number of disabilities and health conditions may prevent satisfactory completion of medical training. Each case is different and has to be viewed on its merits, but students on graduation must meet the core outcomes set by the General Medical Council in Tomorrow's Doctors, 2009. ([http://www.gmc-uk.org/education/undergraduate/tomorrows\\_doctors\\_2009.asp](http://www.gmc-uk.org/education/undergraduate/tomorrows_doctors_2009.asp); [http://www.gmc-uk.org/education/undergraduate/professional\\_behaviour.asp](http://www.gmc-uk.org/education/undergraduate/professional_behaviour.asp))

## **3. Health and Disability (see also Appendix I)**

- 3.1. All applicants are required to declare on the UCAS application form any disability or health problem that they may have. The GMC *Gateways guidance Advising medical schools: encouraging disabled students* ([http://www.gmc-uk.org/education/undergraduate/gateways\\_guidance.asp](http://www.gmc-uk.org/education/undergraduate/gateways_guidance.asp)) is considered when implementing the Equality Act 2010.
- 3.2. In considering the potential impact of an individual applicant's disability or health problem on medical training, the safety of the public must always take priority. The GMC Document *Good Medical Practice* ([http://www.gmc-uk.org/guidance/good\\_medical\\_practice.asp](http://www.gmc-uk.org/guidance/good_medical_practice.asp)) requires doctors to take responsibility for their own health in the interests of public safety. Applicants for entry to HYMS should read this guidance and consider prior to application whether any disability or health problem might bring a risk to members of the public, or limit their own ability to perform a medical role

- 3.3. An applicant who knows that he or she has a serious condition which could be passed on to patients or which might affect that their judgement or performance (because of the nature of the illness or its treatment) should take advice on medicine as a career from a consultant in occupational health or another suitably qualified doctor on whether, and in what ways, their clinical contact with patients should be modified, and should then discuss with the HYMS Associate Dean for Admissions whether any reasonable adjustments might be required for satisfactory completion of the MB BS programme.
- 3.4. HYMS may ask an applicant with a disability or health problem that might impede clinical capability or require reasonable adjustments to undergo an independent medical examination, and/or a skills assessment, and reserves the right to refer the applicant's case to the HYMS Fitness to Practise Committee.
- 3.5. Attention is drawn to HYMS *Code of Practice on Fitness to Practise Medicine* (on this website), which describes policy and process in any case where an application might be rejected, or an offer of admission be withdrawn, on grounds of conduct giving rise to serious cause for concern (including failure to declare a known medical condition), or of impairment of health to such a degree as to pose a risk to patients
- 3.6. The Department of Health guidance issued in March 2007 '*Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New healthcare workers*', which applies to all medical students and all other new healthcare workers, is followed as recommended by the Medical Schools Council report *Medical and Dental Students: Health clearance for Hepatitis B, Hepatitis C, HIV and Tuberculosis*, March 2008 ([www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_073132](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_073132); <http://www.medschools.ac.uk/Publications/Pages/Health-clearance-for-HepatitisB-HepatitisC-HIV-and-Tuberculosis.aspx>) All applicants will be given information about testing for blood borne viruses at the time of interview. Further details are given in Appendix I of this Code of Practice and at [www.hyms.ac.uk](http://www.hyms.ac.uk)
- 3.7. Other requirements in respect of transmissible diseases may be required from time to time by the Department of Health or by NHS institutions in order to reduce risks of transmission to patients. Further details are in Appendix I of this Code of Practice.

#### **4. Criminal Records Bureau (CRB) disclosures and checks**

- 4.1. All applicants must declare any prior charges including, but not limited to criminal convictions, warnings, cautions, reprimands, final warnings, bind over orders or similar, fixed penalty notices, penalty notices for disorder (PND), criminal behaviour order, and violent offender order (VOO) and also any charges with offences that are awaiting trial, or involvement in Child Protection investigations.
- 4.2. Any significant declaration will be forwarded to the HYMS Fitness to Practise Committee for a recommendation on whether admission should be offered.
- 4.3. Applicants should note that enhanced CRB checks are required as part of the admissions procedures of all healthcare students whose programme includes clinical training placements.
- 4.4. CRB checks will be requested for applicants on first registration as a student of the University of York or the University of Hull and at whatever interval subsequently requested by HYMS' partner NHS organisations.

- 4.5. Failure to have a CRB disclosure or similar criminal background check processed within ten weeks of first registration as a student of the University of York or the University of Hull may result in termination of the student's participation on the course.
- 4.6. Failure to make a relevant declaration under the terms of clause 4.1 above may result in termination of the student's participation on the course. In the case of any such failure to declare identified only after registration for the MB BS programme, the procedures followed will be those outlined in *HYMS Code of Practice on Fitness to Practise Medicine*.
- 4.7. Students who are unable to obtain a CRB disclosure because they have been living outside the UK will be required to provide an appropriately authenticated Certificate of Good Standing in respect of any criminal convictions or charges with offences that are awaiting trial or involvement in Child Protection investigations.
- 4.8. HYMS reserves the right to require such further or additional criminal background checks as are deemed necessary for participation on the course. Failure to have any such check processed within twelve weeks of request may result in termination of the student's participation on the course.

## 5. Recruitment

- 5.1. The HYMS prospectus will be updated at least annually, and will be made available on the HYMS website. An annual print version will contain selected information, and will draw attention to the HYMS website. The HYMS website will remain the source of the most up-to-date information.
- 5.2. In accordance with QAA standards, the on-line prospectus will be developed to contain information on
  - 5.2.1. An outline of the range and content of the HYMS programme of study, to include
    - 5.2.1.1. The modes of study
    - 5.2.1.2. The main learning and teaching methods which are employed
    - 5.2.1.3. The assessment procedures
    - 5.2.1.4. An indication of flexibility and choice offered by Student-selected components (SSCs)
    - 5.2.1.5. Information on accreditation of the programme by the General Medical Council
    - 5.2.1.6. Information identifying the location of HYMS policies and procedures employed in the admissions cycle, and throughout the programme
    - 5.2.1.7. Information identifying the location of details of open days, summer schools or other opportunities for prospective students to meet current students and staff
    - 5.2.1.8. The responsibilities and obligations of applicants and students
    - 5.2.1.9. Welfare, guidance and support services that are available for all students and services that are available for those with particular needs
    - 5.2.1.10. Fees and associated costs and information on sources of financial support
    - 5.2.1.11. Special application and support arrangements for any specific category of applicant, be they from the UK, elsewhere in the European Union (EU) or from outside the EU
    - 5.2.1.12. Opportunities for credit transfer and accreditation of prior experience and learning.

## 6. Selection

- 6.1. HYMS offers a five-year MBBS programme suitable for direct entry from school. There is no accelerated 4 year programme, but HYMS welcomes applicants who are not recent school leavers who wish to take the five-year programme. This includes - graduates in biomedical sciences, other graduates, currently practising experienced health professionals, and applicants attending Access to Medicine or similar programmes.
- 6.2. Indicative information on a minimum level of academic performance in each category will be published on the HYMS website.
- 6.3. All applicants must apply through UCAS by the annual published closing date. HYMS does not normally consider late applications.
- 6.4. In selecting students for offers of admission, HYMS may take account of information from the UCAS application, an interview and/or from such other selection and assessment tools as are approved by the HYMS Admissions Committee. Details of the selection process will be published on the HYMS website. Candidates will be assessed on the following domains:
  - 6.4.1. Academic ability, as evidenced by prior academic performance, and where appropriate, predicted academic results
  - 6.4.2. Evidence of, and reasons for, motivation to work in healthcare
  - 6.4.3. Understanding of healthcare issues and practice
  - 6.4.4. Evidence of self-motivation and responsibility
  - 6.4.5. Written and oral communication
  - 6.4.6. Conscientiousness
  - 6.4.7. Interpersonal skills
  - 6.4.8. An appropriate level of maturity and confidence
  - 6.4.9. Aptitude for medicine
- 6.5. Offers of admission will not normally be made without interview. For an offer of admission to be made, the candidate must be satisfactory in all the above domains.
- 6.6. All interviews will be in a standard format approved by the HYMS Admissions Committee, the details of which will be published on the HYMS website. The interview will include assessment of the candidate's verbal communication skills and interpersonal skills.
- 6.7. The location of the interview does not indicate at which University a place will be offered
- 6.8. All applicants invited for interview will be required to bring with them photographic identification documents in order to be interviewed.
- 6.9. The interview will include consideration of every candidate's ability to speak and understand English. Where there are concerns, candidates will be asked to provide evidence of English language ability as part of the conditions of their offer. Acceptable evidence will be determined by the HYMS Admissions Committee and published on the HYMS website.

## **7. Offer of Admission**

- 7.1. Offers of admission to HYMS will be sent as soon as practicable after the decision of the HYMS Admissions Committee. They will be communicated to applicants through UCAS.
- 7.2. Offers of admission will be made to the Hull York Medical School, in which all students will undergo an single programme of instruction with shared learning experiences and a single examination system. Students who satisfactorily complete the programme of study and assessment will graduate MB BS (Hull and York). Successful applicants will be allocated in

equal numbers to be based for the first two years at, and registered with, either the University of York or the University of Hull.

7.3. Allocation of applicants to Hull or York for the first two years of their programme will normally take place only after students have accepted HYMS as their firm choice.

7.4. Allocations to either the University of Hull or the University of York will normally be made randomly. Expressions of preference to be allocated to one or other University will only be accepted from applicants who have already firmly accepted an offer of a place at HYMS, in circumstances as set out below.

- The applicant who intends to live at home during term time, and their home is within a specified distance (normally 30 miles) of either the University of York or the University of Hull can apply to be allocated to the University nearest to their home. Approval by the HYMS Board of Studies is required for students to live 31 to 45 miles away, and by the HYMS Joint Senate Committee to live further than this.

7.4.1. Applicants must understand that they may have to leave the course if they cannot meet the required standards of attendance and performance because of the demands of daily travelling or domestic commitments.

7.4.2. Applicants intending to live at home may be required to sign an agreement that they will not seek university accommodation during phase I of the programme.

- Applicants resident at the time of their UCAS application in the HYMS catchment area (ie whose Local Education Authority is either Humber, N Lincs, NE Lincs, York, Hull, N Yorks or East Riding) may request either to be allocated to the University campus nearest their home or to be entered in to the ballot for random allocation to either Hull or York.
- Other applications for allocation to a specific campus will only be considered in line with the current HYMS campus allocation policy, published on the HYMS website.

7.5. Applicants in any of these categories must first firmly accept the offer of a place at HYMS and then submit a written application or outline of their case to the HYMS Associate Dean for Admissions by the date specified in the HYMS offer letter, for consideration by the HYMS Admissions Committee, and other committees as necessary.

7.6. In addition to any necessary academic conditions all offers will place conditions on meeting HYMS current Health Requirements

## **8. Questions, Complaints and Appeals**

8.1. Questions, Complaints or Appeals should be addressed to the HYMS Associate Dean for Admissions in the first instance for consideration if necessary by the HYMS Admissions Committee. (see *HYMS Code of Practice on Academic Committees*)

## **9. Responsibility for the Recruiting/ Admissions Process**

9.1. Responsibility for the various elements of the recruiting and admissions process is shared between the Student Recruitment and Admissions Service of the University of Hull, the Admissions and Schools Liaison Office of the University of York, and the Admissions

Office of the Hull York Medical School. The Student Recruitment and Admissions Office of the University of York is the lead Admissions Office on behalf of both Universities.

## Hull York Medical School (HYMS) Code of Practice on Admissions

### Appendix I

### Health, Illness, and Disability

See also Section 3 of the main body of this Code of Practice

#### I. General

- i) There are few health problems, which, once stabilised, are a bar to entry to the medical course. Certain infectious diseases offer a risk to patients (see sections 3.ii and 3.iii). The most likely conditions to put a patient at risk are certain psychiatric problems. Otherwise an individual who has achieved high grades at 'A' levels, despite a medical handicap, is very likely to be well motivated and to continue that success into their subsequent career.
- ii) A section is provided on the UCAS form for special needs. This indicates a physical or other disability or medical condition, which might necessitate special arrangements or facilities. Careful note should be taken of this section on the UCAS form when assessing the candidate.
- iii) The responsibility rests with the Associate Dean for Admissions whether to refer a candidate with a disability or a medical condition to a specialist panel for further assessment before an offer is confirmed. The offer decision will then be confirmed or withdrawn after consideration by the HYMS Fitness to Practise committee.

#### 2. Disability

##### **We use the following example of dyslexia.**

- i) Applicants to HYMS should declare on their UCAS application if they have dyslexia and, if so, to provide evidence of any examination by an appropriate psychologist.
- ii) Applicants who declare dyslexia will be selected using the same procedures as other applicants. In their own interests, they may request an additional interview which will explore: -
  - a) the applicant's understanding of dyslexia
  - b) how dyslexia affects them
  - c) what kinds of educational aids and strategies they need
  - d) whether they feel dyslexia would interfere with their studies or work as a doctor
- iii) In considering whether to apply, potential applicants should note:
  - a) It is the convention of both Universities that students with dyslexia will be allowed additional time in written components of assessment.
  - b) However there will be no concessions for dyslexic students in clinical examinations. This is because all medical graduates have a right to provisional registration by the General Medical Council. They must achieve the core educational outcomes set out by the GMC in *Tomorrow's Doctors*, must be fit to practise as Foundation programme doctors and must meet the standards of competence, care and conduct set by the GMC in its statement of principles on *Good Medical Practice*.

### **3. Medical Examination**

#### **i) Confidentiality and Data Protection**

- a) Applicants seeking a place at HYMS are required to provide explicit consent for the occupational health provider for HYMS to hold and share with HYMS as necessary the medical data required both to allow the Universities to satisfactorily undertake their duty of care, and to allow HYMS to exercise its role in assuring patient safety under Fitness to Practise procedures (see Section 3.5 of the main body of this Code of Practice).
- b) Data relating to the health of applicants who gain entry to HYMS will normally be kept until satisfactory completion of the Foundation programme and for the recommended term following completion.
- c) Where a student has been the subject, during participation in the HYMS MB BS programme, of an enquiry by Fitness to Practise Health/Conduct investigation, the data will be retained as indicated in Section 7 of HYMS *Code of Practice on Fitness to Practise Medicine*.

#### **ii) Hepatitis B**

All applicants who accept an offered place at HYMS, and meet the academic conditions, are required to comply with the current advice from the Department of Health and the General Medical Council on protection against hepatitis B and will be offered testing for Hepatitis B Surface Antigen at entry medical screening. A summary of this advice is available on the HYMS website. Those who decline testing or who are found to be positive will not be able to perform exposure prone procedures where there is a chance of transmission of infection and may find themselves limited in their career choice within medicine.

#### **iii) Hepatitis C and HIV**

All applicants who accept an offered place at HYMS, and meet the academic conditions will be offered testing for Hepatitis C and HIV at entry medical screening. Those who decline testing or who are found to be positive will not be able to perform exposure prone procedures where there is a chance of transmission of infection and may find themselves limited in their career choice within medicine.

The information provided to candidates attending interview about hepatitis B, hepatitis C, HIV and exposure-prone procedures can be found on the HYMS website.

#### **iv) TB**

All students are required to produce evidence of immunity to TB. This may be documented evidence of BCG in the presence of a scar. For those not previously immunised or displaying a scar, appropriate action will be taken at entry medical screening.

**v) Other transmissible viral diseases**

- a) At the time of health screening immune status to a number of infectious diseases will be checked, this will include, rubella, chicken pox, measles and mumps.
- b) Students who have not had two MMR vaccinations are advised to ask their GP for this as soon as possible and ensure this is done in good time before they come to university.

**vi) Completion of Health questionnaire / confirmation of laboratory results**

- a) A health questionnaire will be sent out at the time the candidate is made a provisional offer to study Medicine.
- b) The completed health questionnaire must be returned by the date specified. Failure to do so may result in forfeiture of the place.