

## **Case Management Group**

### **Accountability and purpose**

The Case Management Group (CMG) is accountable to the Hull York Medical School Board of Studies.

The CMG exists to receive expressions of concern regarding student health, conduct, progress and behaviour. It takes a case-based approach to assess, monitor and refer student cases to the Academic Cases Committee and the Student Fitness to Practise Committee as and when appropriate. It has the power to issue a Caution if a student's behaviour departs significantly from the expected standards but does not reach the threshold for referral to fitness to practise procedures.

### **Membership**

Chair  
Deputy Chair  
Programme Director, MB BS  
Programme Director, MSc in Physician Associate Studies  
Chair of MB BS Board of Examiners  
Chair of Postgraduate Board of Examiners  
Phase Leads, MB BS and Gateway

### **In attendance:**

Secretary of the Case Management Group  
Director of Student Support  
Student Life and Wellbeing Officer  
Academic Support Officer

*The Chair and Deputy Chair of the CMG will be appointed by the Dean of Hull York Medical School and will hold office for a period of three years and shall not hold office for more than two consecutive periods.*

*All members shall be entitled to send appropriate deputies for if they are unable to attend.*

*The CMG may co-opt new members at any point to ensure sufficient experience and expertise. The CMG may invite colleagues to provide specific expertise in a meeting.*

*The meeting convened either in whole or in part by electronic means is permissible.*

**Quorum: 4**

**Frequency of meetings**

The Case Management Group shall meet monthly.

### **Terms of Reference**

The Case Management Group provides scrutiny of student cases related to health, conduct, progress and behaviour. It operates under a set of standard operating procedures and its conduct is governed by the *Code of Practice on Student Fitness to Practise*, *Code of Practice on Student Fitness to Study*, and *Code of Practice on Academic Misconduct*.

5. To consider expressions of concern relating to a student's health, conduct, progress, and behaviour in all stages of the student journey.
6. To receive and gather relevant information on a student case, including information provided by the Student Support Team, and to determine the appropriate actions in line with the CMG's standard operating procedures.
7. To de-escalate or escalate a student case based on a set of criteria set out in the standard operating procedures.
8. To address a student case by referring it to different supportive mechanisms in the Medical School and the Universities, including the Phase Leads/Programme Directors, Student Support, and Occupational Health.
9. To address a student case by holding a formal meeting with a student.
10. To escalate a student case by undertaking an investigation and appointing an Investigating Officer.
11. To escalate a student case by referring it to the Student Fitness to Practise Committee, Academic Cases Committee, and the Postgraduate Board of Examiners.
12. To issue a Caution to a student if it is deemed appropriate.
13. To receive and consider programme level student data (e.g. withdrawals and non-progression) to identify any pattern for concern.
14. To conduct an annual review of the standard operating procedures and analyse case data to ensure the procedures are fair, consistent, and transparent.
15. To provide an annual report to the Board of Studies.