

**Checklist for staff with key roles in a**

**University of Hull Fitness to Practise Process**

**Student Name:** **Student Number:**

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| **Stage of process & action required** | **Date /notes** |
| 1 | Fitness to Practise (FtP) Referral form received by the FtP Professional Lead (PL). | Date form received: |
| 2 | The FtP PL makes further enquiries to determine if there is evidence that the concern captured on the referral form either: i) do not warrant further action (case closed’) orii) require further investigation as fitness to practise may have been impaired.If no further action is to be taken, the Curriculum team updates the *Fitness to Practise Process Outcomes Repository* (a Teams Channel) with the information that ‘*a Referral form was submitted on {date}, considered by the PL {name} on {date} but warrants no further action; fitness to practise case closed.*’ If the referral requires further investigation, the FtP Professional Lead emails the Faculty Curriculum team to confirm that a folder in the student’s name should be set up (usually in One Drive); that information should be added to the faculty’s FtP Tracker and that initial information should be added to the central *Fitness to Practise Process Outcomes* *Repository* (a Teams Channel). Where a referral has been initiated by the Student Wellbeing team and/or includes concerns relating to a student’s mental or physical health, before commencing step 3, there should be a professional discussion between the Fitness to Practise Lead and an appropriate member of the Student Wellbeing Leadership team to determine the most appropriate course of action (further information is available at the foot of this checklist). | Decision of FtP Lead (circle or bold):1. Case closed, or
2. Further investigation required

Date:  |
| 3 | The FtP PL emails the student to request to meet them for a ‘fact-finding session (the FtP PL will note that the student must respond in writing and that they can nominate a person to accompany them if they wish to (e.g. a HUSU rep., a relative or other).  | Date of email: |
| 4 | The student confirms or rejects participation in the ‘fact-finding’ session. | Date of reply:Confirm / Reject |
| 5 | The FtP PL emails the student’s Personal Supervisor to invite them to attend the ‘fact-finding’ session.  | Date of email:Attend / Not able to attend |
| 6 | The ‘fact-finding’ session takes place with a note-taker present and / or with the participants knowledge that the ‘record’ function will be used to generate a record if the session is held online. | Session date:Held in person or online: Attendees’ names/roles:  |
| 7 | Summary notes of the ‘fact-finding’ session are sent to the student and to all other attendees for checking for accuracy. If available, the Teams recording and transcript also are supplied. | Date of email with summary notes attached:Recording and transcript supplied? Yes / No |
| 9 | The student confirms in writing (by email) that summary notes are accurate or responds with comments (which will be logged by the FtP PL). | Date of confirmation of accuracy:Or, date of reply with comments: |
| 10 | The FtP PL aligns the allegations to the relevant PSRB’s Code of Conduct or requirements (e.g. the NMC Code of Conduct’ (2018)) to determine if any points have been compromised. | Alignment completedYes / No |
| 11 | The FtP PL meets with a person of equal professional to consider prima facie evidence. Those meeting will decide if precautionary or immediate measures are deemed necessary (suspension or exclusion). *If so, see steps 12.1 or 12.2 of this checklist; if not proceed to step 13.* | Date of meeting:Attendees:Precautionary/immediate measures required? Yes / NoIf ‘yes’ what measure is to be taken? |
| 12.1 | **Suspension.** The FtP PL invites the student to attend a meeting.Either:the student and FtP PL meet and the student is given written confirmation of the FtP PL’s decision to suspend them (which should include whether this is with immediate effect or from a given date, and what this means in terms of teaching sessions and assessments). The FtP PL signs and dates the letter including the time of the meeting.Or:the student is unable to attend in person, so the signed letter is sent recorded delivery to the student’s home and/ or local address as held on SIS.In either case, the FtP PL sends a copy of this letter to the Registry Operations team of Academic Services.Note: suspension will normally be reviewed by the Head of School every 20 working days of it coming into effect. | Student invited to attend meeting (date): Signed and dated letter is given to student in person (date):OrSigned and dated letter is sent by recorded delivery post to student (date): A copy is emailed to Registry Operations team on (date): Review by HoS (date):  |
| 12.2 | **Exclusion.** The Head of School considers and rejects or approves ‘Precautionary Exclusion’ and if approved, completes a *Suspension and Exclusion* form and which is sent to the student,The exclusion will normally be reviewed by the Head of School every 20 working days of it coming into effect. | Approval from HoS? Yes / NoForm completed and sent to the student (date):Review by HoS (date): |
| 13 | Within 5 working days of the prima facie meeting, the FtP PL informs the student in writing (usually by email) of the outcome of the discussion - giving the student the chance to respond to the initial findings including an opportunity to confirm or deny the nature of the concerns and if admitted, the opportunity to make a statement of explanation. | PL emails student (date):Is this within 5 working days of the prima facie meeting? Yes/NoIf no what are the reasons for communication being outside of the 5 working days? |
| 14 | Has the student responded within 15 working days of the FtP PL’s information being sent to them? | Yes. Date of response: No. The student has not responded by last date possible. |
| 15 | After the 15 working day window date, the PL meets with a the colleague of equal professional standing to determine whether the case should i) proceed to the informal ‘cause for concern’ stage, or ii) proceed to the formal Fitness to Practise Panel stage. | Meeting to determine next steps held on (date):Agreed outcome is (circle or bold):1. Move to ‘cause for concern’
2. Move to Fitness to Practice Panel
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| 16 | Within 5 working days, the student is informed of the decision of the meeting of FtP PL and the colleague of equal standing. | Confirmation of outcome sent to student in writing (date):  |
| 17 | If the decision is that a FtP Panel is to be scheduled, the date of the Panel is set no less than 20 working days after the student is informed of the decision to use a Panel. Confirmation sent in writing to the student, includes the proposed Panel Hearing date; the proposed Panel members, information about the role of the Panel and their right to attend (with a companion if requested). | Panel hearing date set for (date):Last possible date that the information bundle should be shared is (date above – 15 working days) = |
| 18 | Does the student object to any of the proposed Panel members within 15 days of the Panel Hearing date?  | NoYes. Action taken:  |
| 19 | The information bundle is shared with the student at least 15 working days before the Panel Hearing. | Information bundle shared (date):  |
| 20 | The student provides the Faculty Curriculum team with copies of any information not already provided to the FtP PL and which the student intends use in response to the concern raised, and this information is provided at least 5 working days before the Panel Hearing date. | Student has provided additional information within the allowed timeframe. Yes / No |
| 20 | A FtP Panel is held according the University Fitness to Practise regulations. | Date of panel:Attendees: |
| 21 | The written outcome of the Panel Hearing is given to the student within 3 working days from the date of the Panel Hearing. This written outcome will usually be composed by the Panel Secretary and is always approved by the Chair. The Curriculum team will email this to the student with the Chair's signature and will copy in the Chair, the Professional Lead, the Personal Supervisor, the Programme Director and, if required (in cases where the outcome is a withdrawal or suspension) the Registry Operations team of Academic Services and the Manager of the Hubble Centre.Note: any University Warning applied must be issued by the Chair of the FtP Panel.  | Date of email to student: |
| 22 | Within 5 working days of the Hearing, the full transcription of the Panel Hearing is sent to the student by Curriculum team. | Date of information provided to student: |
| 23 | A copy of the written outcome of the Panel and the Hearing transcript is logged in the central *Fitness to Practise Process Outcomes* *Repository* (Teams channel) by the Faculty Curriculum team.  | Date logged: |
| 24 | 1. *Where there is a requirement to do so*, within 7 working days of the Panel Hearing, the FtP PL will inform in writing, the relevant PSRB or Regulator of the decision of the FtP Panel.
2. *Where there is a requirement to do so*, the FtP PL will submit (online) a barring referral to the Disclosure and Barring Service (DBS) using the University SoP -*DBS Referral as an Outcome of a Fitness to Practise Process*, for guidance.
 | 1. PSRB or Regulator informed?

PSRB / Regulator name:Date:1. Barring referral made to the DBS?

Date: |

Additional guidance:

Where a referral has been initiated by the Student Wellbeing team and/or includes concerns relating to a student’s mental or physical health, before commencing step 3 of the checklist, there should be a professional discussion between the Fitness to Practise Lead and an appropriate member of the Student Wellbeing Leadership team to determine the most appropriate course of action.

This may be:

* 1. that the concern raised does not warrant further action and that neither the fitness to practise or the support for study processes are required, or
	2. that the matter is best progressed through case management by the Student Wellbeing team, or the initiation of the support for study process and that the student will not be subject to a fitness to practise process **unless** additional information or a fresh referral is received, or
	3. that the matter may warrant the concurrent use of the fitness to practise process and the support for study process. Should the need to use both processes be agreed, and where there are clear risk factors requiring immediate action to ensure the safety, physical or mental wellbeing of the student, the support for study process will take precedence over the initiation of the fitness to practise process. This will help to ensure that a student has the necessary capacity and competence to engage in the fitness to practise process and that initiation of the process will not put them at further risk.

 Suspension from studies, placement and removal from accommodation can all be initiated as part of the support for study process.

Support for study cases will be managed and co-ordinated by the Student Wellbeing team and the student will have a case manager who will ensure appropriate support is provided throughout the process. There is expected to be ongoing collaboration and coordination between the case manager and the fitness to practise Professional Lead to i) ascertain the most appropriate time to formally commence any fitness to practise activity and ii) to collectively ensure that the timing of any communication with the student is carefully considered.

In either process, the student should be offered the opportunity to appoint a supporter or independent advocate to attend meetings with them and should be provided with details of the Hull University Students’ Union Advice Centre to arrange this.