University of Birmingham Pre-Placement Protocol – Students’ Occupational Health
Requirements

Central Admissions send prospective students the Health Declaration/Immunisation forms for completion and return (By Freshers’ Week)

Students return forms and supporting evidence to Occupational Health (OH) who input this to Practice Placement Administration System (PPAS) screen pre-loaded by the Practice Placements Team with the names of the prospective students received from the N&P Admissions team (By Freshers’ Week)

Did student attend Occupational Health Appointment?

Yes

OH provide a letter/or advise them of the current outstanding requirements and asks them to make a further appointment. OH updates PPAS

Student attend appointment and continues this process until complete. OH updates PPAS

Has OH confirmed student is complete?

Yes

Student may attend Placement

No

Prior to placement PPM sends OH Risk Assessment (RA) list. OH conducts RA and updates PPAS notifying PPM when the RA’s are complete

Is there a risk to the Student/Public Safety?

Yes

OH put placement on Stop and advise Student of outstanding requirements

Placement Cancelled. Placements Officer advises Student BCU, PPM’s, Wards, Module Leaders and PD

No

Placement on Stop and they must contact OH within a given deadline

PPM writes to student advising placement on Stop and they must contact OH within a given deadline

Have OH confirmed pre-placement health requirements completed?

Yes

No

Placement Cancelled. Placements Officer advises Student BCU, PPM’s, Wards, Module Leaders and PD

No

Yes

3rd breach would result in Fitness to Practice Referral

Did the student make a further OH appointment?

Yes

Practice Placements Manager (PPM) reviews student status. 1st breach letter from (PPM) OH app required 2nd breach letter from PT for a formal interview 3rd breach consideration by Programe Director (PD) refer Fitness to Practise (F2P). All letters will confirm consequences of non compliance.

No

PD and PPM discuss outcome of PD interview and check to see if student is now complying

Occupational Health via Nursing and Physiotherapy (NAP) Freshers’ Timetables notify students in advance advising that they are required to attend an appointment to deal with health & immunisations with Occupational Health during Freshers’ week.

N&P Practice Placement Officers (PO) attend OH during Freshers’ week to assist with the administration of OH appointments

No

Has OH confirmed student is complete?

Yes

Student may attend Placement

No

Have OH confirmed pre-placement health requirements completed?