



University of
Salford
MANCHESTER

FITNESS TO PRACTISE POLICY STATEMENT AND PROCEDURE

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FITNESS TO PRACTISE POLICY STATEMENT

1.0 Purpose.

The University of Salford's Fitness to Practise (FtP) Procedure is designed to allow the University to consider concerns raised in relation to the fitness to practise (professional misconduct and/or professional unsuitability) of students whose professions are regulated by Professional, Statutory and Regulatory Bodies (PSRBs). The relevant PSRBs and associated programmes are listed in Appendix A.

The Procedure is required as a safeguard for public protection and public safety and is informed by the obligation on practitioners to comply with those regulatory bodies' professional codes of practice and standards.

The Procedure will be applied in instances where consideration needs to be given not only to the student's status as a student of the University, but also to their status on the specific programme of study leading to membership of, or potential entry to, their chosen profession.

The supporting guidance to this Procedure indicates what types of activity or behaviour constitute professional misconduct and/or professional unsuitability. The Procedure and supporting guidance set out the processes which will be followed in dealing with concerns, and the sanctions which may be applied in cases where allegations are established.

The Procedure sets out reasonable timescales which the University will strive to meet, having due regard to the spirit of natural justice.

The University's Student Disciplinary Procedure (SDP) and Academic Misconduct Procedure (AMP) apply across the whole University, where consideration needs to be given only to the student's status as a student of the University. Where concerns are raised in relation to disciplinary matters involving a student on a programme covered by this Procedure, the case may be considered under the FtP Procedure and provision is made to allow this, including allowing the application of disciplinary sanctions. Concerns about academic misconduct will first be considered under the AMP. Once this process is completed, should concerns about the student's fitness to practise remain, then that matter may be referred to the FtP Procedure. The documentation and the outcome of the AMP hearing may be included as part of the case. In case of doubt as to which Procedure to follow, the Dean of School (or nominee) shall determine which procedure applies.

To avoid 'double jeopardy' a single issue or case against a student may not be considered through the formal stages of more than one Procedure. For instance, academic misconduct concerns will only be considered under AMP, it is then the related fitness to practise concerns which would be considered under FtP, not the specific academic misconduct.

2.0 Scope.

This Procedure applies to students registered at the University of Salford whose professions are regulated by relevant PSRBs, as identified in Appendix A.

This Procedure does not apply to students registered at collaborative partner institutions unless specified in the collaborative partnership agreement.

This Procedure does not cover concerns arising after a student has left the University.

The Procedure is not a means for third parties to seek resolution to disputes. The University invokes the Procedure to deal with concerns about the fitness to practise of its students and not criminal offences or civil offences. However, actions that result in criminal or civil actions outside the University may also result in action under the Procedure. The Procedure does not, and cannot, seek to replace criminal or civil legal proceedings, nor those of PSRBs, which may also be pursued.

The University may take action against a student, even if the person who raised concerns does not wish the matter to be taken further.

Disclosure of the progress and outcome of a case will only ever be shared with third parties (including students or members of staff who raise concerns) where there are legitimate grounds to do so.

Where the student is already a registrant the relevant PSRB will normally be informed where there is a finding that there is a concern about a student's fitness to practise. In certain circumstances, such as where someone is employed in the NHS, the University may be required to inform employers of outcomes.

Outcomes may be included in references (see sections 15.0 and 33.6).

Where a student is also a member of staff, guidance will be sought from Human Resources Division and QEO as to how any allegation might be considered.

3.0 Fitness to Practise and Professional, Statutory and Regulatory Bodies (PSRBs).

PSRBs require students pursuing programmes leading to, or enhancing, registration as a practitioner to be fit to practise at the point of registration. Some PSRBs require students seeking to enter the profession to comply fully with their professional codes of practice and standards. This means having the knowledge, skills, attitudes, good health and good character to carry out the duties of a registered practitioner safely and effectively.

PSRBs provide guidance on professional requirements for students and students are directed to the relevant professional codes of practice and standards as part of their programme.

4.0 Professional, Statutory and Regulatory Bodies (PSRBs) 'Sign-Off'.

Some Professional, Statutory and Regulatory Bodies (for example the Nursing and Midwifery Council (NMC)) require a Registrant from that body, who is also a senior member of academic staff within the discipline area, to 'sign-off' each student as being professionally suitable before the candidate will be allowed to register. Whilst any case considered through this Procedure may inform this, the decision is for the Registrant as required by the PSRB. The 'sign-off' is not subject to appeal or review through the University.

5.0 Professional Misconduct.

Professional misconduct includes any conduct or behaviour that would bring the profession into disrepute or that puts the proper operation of practice and/or public safety and/or confidence at risk.

6.0 Professional Unsuitability.

Sometimes, even where professional misconduct is not involved, concerns may arise that a student is unsuitable for the profession which they want to enter.

The issues of concern may be resolved by appropriate support and guidance, by failure of one or more components of assessment of the programme or by withdrawal from the programme by the student. If the professional unsuitability is considered to be of a temporary nature, an interruption of study may be an appropriate course of action (for example, due to illness). Where this is not possible the matters may be considered under this procedure.

Information submitted under other University Procedures (for example, the Personal Mitigating Circumstances Procedure) may be used by the School or the student as evidence in the context of an allegation of professional unsuitability.

A decision about professional unsuitability shall take into account a student's level of study and how far they are from independent practise.

A decision relating to professional suitability can only be taken on the suitability of the student at the point of the decision, not about what might be a person's professional suitability in the future. Such decisions are made either at the School hearing (section 28.0) or the Fitness to Practise Panel hearing (section 29.0).

7.0 Criminal and Civil Proceedings

Where the concerns relate to allegations about fitness to practise that are also criminal offences, or subject to civil proceedings, then action under the Procedure may be deferred until such a time as is appropriate to proceed. This will normally be following conversations with the external body (for example, the Police) to ensure University actions do not adversely interfere with their processes.

The University may rely upon any finding of guilt or liability made against the student in any criminal and/or civil proceedings for the purposes of acting against the student in relation to their fitness to practise under this Procedure, but only if, and to the extent that, the finding relates to specific concerns under the Procedure.

Where a student has been sentenced by a criminal court in respect of their misconduct, the sentence imposed shall be taken into consideration when determining any sanction for professional misconduct under this Procedure.

8.0 Support, Training and Education.

The University, as an educational institution, is committed to providing appropriate support, training and education about professional practise to students. Information on relevant codes and standards, along with the ways in which students are expected to meet them must be integrated into relevant programmes.

Programme teams must also ensure that students are provided with information about requirements upon them and about this Procedure.

9.0 Standard and Burden of Proof.

The burden is on the University to demonstrate and evidence allegations of professional misconduct and/or professional unsuitability.

In deciding whether professional misconduct and/or professional unsuitability have been demonstrated, the standard of proof shall be 'the balance of probabilities', that is on the evidence available, professional misconduct/professional unsuitability is more likely than not.

10.0 Cases Referred Under the Academic Misconduct Procedure.

Cases maybe referred following consideration under the Academic Misconduct Procedure. The FtP hearing will be asked to consider whether or not the academic misconduct and the context in which it occurred constituted professional misconduct and/or professional unsuitability.

11.0 Certification and Award.

A student may not be granted an award, obtain certification of an award or attend a graduation ceremony whilst a matter of alleged professional misconduct and/or professional unsuitability is still in the process of being dealt with under the Procedure.

12.0 Exceptional Circumstances (Ill Health or other Mitigating Circumstances).

Exceptional circumstances may arise, such as a significant illness, which, if evidenced by the student would permit suspension or termination of Fitness to Practise proceedings. Appropriate evidence to support such circumstances must be provided (for example, a letter from a doctor or other medical practitioner). It may be made a condition of suspension or termination of the proceedings that the student seeks and engages with appropriate support and/or treatment. If evidence supplied does not support suspension or termination of proceedings, the case may be considered in the absence of the student if the student decides not to engage. The decision to suspend or terminate the procedure will normally be made by the relevant Dean of School (or nominee).

13.0 Legal Representation.

There is no automatic right for a student to have legal representation at meetings and legal representation is only allowed for certain meetings or hearings where the student has been granted permission as set out below in the guidance found in the Fitness to Practise section on the QEO webpages <https://beta.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures>.

Legal Representation will not normally be approved for meetings held as part of an investigation nor for School level hearings.

14.0 Audio Recording.

The audio recording of formal meetings and hearings held under this Procedure is prohibited, subject to such reasonable adjustment as may be agreed by the University where required under the Equality Act 2010.

15.0 References.

Findings and sanctions imposed may be referred to in references which are requested for students. Normally this would only be for the most severe of sanctions, for example where the University suspends a student, removes them from a programme, or expels them from the University. However, where references are for employment, education, training or other activities which could involve contact with vulnerable people, then reference to any finding under the Procedure may be included.

16.0 Referral of Concerns Raised and Findings to Disclosure and Barring Service (DBS).

The University has an obligation to report serious concerns to the Disclosure and Barring Service (DBS), this may include allegations which the University has become aware of, but no formal hearing has considered, as well as where a formal decision has been made

through a University procedure. Such a referral to DBS may take place at any point during the consideration of a case under the Procedure.

17.0 Notification to Students Registering on Programmes.

Schools must ensure that notification regarding the requirements of the Procedure is made available in advance to all applicants considering applying to programmes covered by this Procedure.

18.0 Communication during the Procedure.

Communication to students will be sent to the student's official University email account (unless this account has been deactivated by the University). Where practicable details of formal decisions, such as an outcome letter following a Panel hearing or a Completion of Procedures letter, will, in addition, normally be sent the student's address as recorded in the Student Information System.

Given the confidential nature of the material, the University will not normally send communication associated with the Fitness to Practise Procedure to a personal email account.

19.0 Data Protection.

All processing of personal data is undertaken in accordance with the General Data Protection Regulation (GDPR) 2018.

Where an allegation relates to possible criminal activity, the University may share information with Greater Manchester Police as set out in the relevant information sharing agreement, and with other external agencies where formal approved requested are received.

A student who is subject to conditions pending a hearing where the allegation relates to violence, aggression or other matters of direct interest to the Students' Union shall be reported to QEO and to the Chief Executive of the Students' Union. They may also be reported to other areas within the University (for example Security, the Library, the Chaplaincy) depending on the circumstances.

A student who is subject to the sanction of suspension or expulsion shall be reported to the Chief Executive of the Students' Union and Student Experience and Support. They may also be reported to other areas within the University (for example Security, the Library, the Chaplaincy) depending on the circumstances.

20.0 Implications for international students.

A student studying on a Tier 4 visa who is to be subject to condition pending a hearing or who will be subject to the sanction of suspension, removal from the programme or expulsion shall be reported to the University's Home Office Compliance Team for further advice and guidance on the implications for their immigration status and leave to remain in the UK. Once this has been considered, and if the decision is maintained, the Home Office Compliance will report this, as appropriate, to the Home Office (UK Visas & Immigration).

FITNESS TO PRACTISE PROCEDURE

21.0 Concerns about a Student's Fitness to Practise.

21.1 Initiation of this Procedure may arise as a result of concerns raised regarding a student's conduct or behaviour; these concerns may be raised by members of the University, staff or other students, placement staff or members of the public. Fitness to Practise concerns may relate to concerns about professional misconduct and/or professional unsuitability.

22.0 Concerns which are also subject to a Criminal investigation, Court Hearing or which are subject to Civil Proceedings, including Proceedings by a Relevant Professional, Statutory and Regulatory Body (PSRB).

22.1 The Dean of School (or nominee) may at any stage defer (either completely or partially) taking action under this Procedure in relation to an allegation of professional misconduct until the Police action, criminal proceedings and/or civil proceedings against the student have been concluded.

22.2 The Dean of School (or nominee) will notify the student in writing when a decision has been taken to defer action.

23.0 Action pending a hearing.

23.1 A student who is subject to consideration under the Procedure may be subject to specific Dean of Students or nominee pending a hearing and, if applicable, any subsequent appeal.

23.2 When imposing any requirements under this section the member of staff making the decision should do so on the basis of risk to other students, staff, or the University or other identified people and/or organisations (such as related to a placement or field trip). Advice on making a risk assessment can be obtained from the Student Experience and Support (SES) and QEO.

23.3 Action pending a hearing is a neutral act in the context of the eventual determination of whether an allegation is found to be proven or not proven. Its purpose may be, for example,

- to ensure that potential witnesses or other evidence are not subject to interference;
- to avoid any repetition of the circumstances which led to an allegation;
- to ensure the safety and wellbeing of the University community, including the student against whom an allegation has been made.

23.4 Written reasons for the decision to suspend shall be recorded by the Dean and sent to the student, copied to QEO.

23.5 Action pending a hearing may include a range of actions, including

- whole or partial prohibition from entering all or specific University premises,
- prohibition on approaching, contacting (in person, by telephone, email or other means), or having cause for a third party to approach or contact named individuals,
- prohibition from participating in University activities, including exercising their functions or duties of any office or committee membership in the University,
- withdraw of the student's access to IT facilities.

- 23.6 Action pending may be subject to further qualification, such as permission to take an examination or submit assignments.
- 23.7 The terms of the action shall be notified in writing to the student.
- 23.8 The Dean of School (or nominee) must ensure, where cases involve Police action, criminal proceedings and/or civil proceedings against a student of the University, that QEO is informed at the earliest opportunity.
- 23.9 In cases where the allegation involves the most serious misconduct (for example sexual violence), QEO will arrange for an appropriate member of staff to be identified to act as a key contact for the student under investigation (normally a member of staff from the School) and, where an alleged victim is a student of the University, to support the alleged victim (normally a member of staff from Student Experience and Support).
- 23.10 The University may report any suspected criminal offence to the Police. In doing this the University will take into consideration the wishes of the person reporting the alleged offence.
- 23.11 The University may rely upon any finding of guilt or liability made against the student in any criminal and/or civil proceedings for the purposes of acting against the student under this Procedure but only if, and to the extent that, the finding relates to the fitness to practise concerns.
- 23.12 Where a student has been sentenced by a criminal court in respect of their misconduct, the sentence imposed shall be taken into consideration when determining any sanction for professional misconduct under this Procedure.

24.0 Initial Referral.

- 24.1 Allegations of professional misconduct and/or professional unsuitability against a student are referred to the Dean of School (or nominee).
- 24.2 The student will be advised in writing, normally within 5 working days of the referral to the Dean of School (or nominee), of the following:
- A clear summary of the concerns raised, in addition to a brief explanation and relevant/reports (if available) to support the concerns will be provided;
 - The decision of the Dean of School (or nominee) as to whether the concerns will be considered under the preliminary or the formal stage of the Procedure;
 - If a decision has been taken to impose any action on the student pending a hearing a rationale for the suspension will be provided in relation to the specific allegations and any terms and conditions associated with the suspension and details of the suspension review process.
- 24.3 The Dean of School (or nominee) may also consider referral to the Fitness to Study Procedure.

25.0 Preliminary Stage – Education, Training and Support.

- 25.1 Where the Dean of School (or nominee) considers that the allegations can be dealt with through education, training and support, the student will be invited to attend a meeting with the Dean of School (or nominee) to discuss the allegations. Following discussion, the Dean of School (or nominee) may decide on one of the following courses of action:
- provide the student with the opportunity to seek further guidance on the appropriate professional code of conduct and standards, this may be in the form of one-to-one sessions, group sessions, directed reading or through online material;

- ask the student to complete further work to demonstrate their engagement with, and understanding of, the appropriate professional code of conduct and standards. This may take the form of a reflective piece of work (written, practical or oral), action planning or other such work. Clear timescales and guidance as to the size and nature of the work shall be set and information should be given about where the student shall access guidance and who would be responsible for signing off the work as complete and satisfactory.

25.2 Should a student fail to complete either of the above actions or, having completed them, fail to meet the required standards, the Dean of School (or nominee), may refer the case to the formal stage for further consideration.

26.0 Formal Stage.

26.1 The Dean of School (or nominee) shall initiate the formal stage where:

- the matter has not been resolved by the course of action under the Preliminary stage;
- the original allegation was sufficiently serious, or;
- further concerns regarding professional conduct or professional unsuitability have arisen following the matter being dealt with at the preliminary stage.

26.2 The Dean of School (or nominee), normally within 5 working days of the matter being notified to them, shall advise the student in writing:

- a clear summary of the allegation(s) made and that the matter is being considered under the Formal Stage of the Fitness to Practise Procedure;
- that the Dean of School (or nominee) will appoint an investigator to gather information and report back to the Dean of School (or nominee);
- that, on receipt of the report, the Dean of School (or nominee) will decide and notify the student if and how the matter will progress further;
- of their right to be accompanied by a supporter or be represented;
- where the matter will be referred to the Disclosure and Barring Service (DBS) at this point.

26.3 Where a decision has been taken to require a student to meet specific requirements, or where a student is fully or partially suspended pending a hearing (action pending a hearing), a rationale for the action will be provided in relation to the specific allegations and any terms and conditions associated with the suspension and details of the suspension review process.

27.0 Formal Stage – Investigation.

27.1 The Dean of School (or nominee) shall, normally within 5 working days of the referral to the formal stage being notified to the student, appoint an Investigator. The Investigator shall normally be a member of academic staff from the same School as the student who has had no involvement in the circumstances which led to the Procedure being invoked.

27.2 The investigation shall be progressed and concluded as soon as is reasonably practicable and the Investigator shall make every effort to report to the Dean of School (or nominee) within 30 working days of the Investigator's appointment. However, where extensive interviews are required and where they involve staff outside the University, this may extend the timescale of the investigation. The student must be informed of any significant delays. Notification of any delay shall be copied to the Dean of School (or nominee).

27.3 The Investigator will initiate an interview with the student, to be held as soon as possible.

- 27.4 If the student, without good cause, fails to cooperate with the process at the investigation stage, the University may continue the process without the student's input. Failure to engage may be reported and considered at later stages of the Procedure.
- 27.5 Following the interview with the student, at which the allegations and any evidence available which supports the allegations, as circulated in advance to the student, will be made clear to the student if required, the Investigator shall, where possible, interview others who might be able to assist the investigation, for example, but not limited to, placement staff, witnesses to events, personal tutors, fellow students, the Police and relevant professional practitioners. Where substantive new evidence comes to light, an investigator may, at their discretion, provide the student with an update on new evidence and even offer the opportunity for further discussion of such new evidence.
- 27.6 Interviews may be conducted face to face, via telephone, email or any other appropriate means. Interviews and further discussions with the student about whom the concerns are raised will preferably be completed in person, or via video conference, should this not be practicable then the Investigator is asked to record the reasons for this.
- 27.7 The Investigator shall keep a note of each interview and append the notes to their report for transparency. The interviewee would normally be offered the opportunity to comment on the notes, should there be disagreement about the version, both viewpoints shall be included in the final report.
- 27.8 When the investigation is complete, the Investigator shall prepare a report using the [University template](#). This shall be presented to the Dean of School (or nominee).
- 27.9 Where considered appropriate the Investigator may include a commentary, which may address whether there is evidence to support:
- that the allegations appear to be substantiated in whole or in part;
 - that there is a need to refer the student for a medical assessment or to refer to the Wellbeing Team and/or Occupational Health;
 - named individuals to be considered as witnesses should a case be referred to a formal hearing.
- 28.0 Formal Stage – Dean of School Review of Investigation**
- 28.1 The Dean of School (or nominee) will review the Investigator's findings (report and appendices).
- 28.2 Where no further action is to be taken, the Dean of School (or nominee) shall normally, within 5 working days of receipt of the report, write to the student, copied to QEO, informing the student of the outcome of the investigation and confirming that no further action will be taken in relation to this matter.
- 28.3 Where further action is to be taken the Dean of School (or nominee) shall take one of the following actions:
- refer the case for further consideration at a School Hearing;
 - refer the case for further consideration by a Fitness to Practise Panel;
 - refer the student to the Wellbeing Team and/or Occupational Health;
 - whether to refer the matter to the Disclosure and Barring Service (DBS) at this point.
- 28.4 Where there is a referral to the Wellbeing Team and/or Occupational Health, the Dean of School (or nominee) will confirm this in writing to the student setting an appropriate deadline for the completion of this referral. Following receipt of the outcome from such a

referral, the Dean of School (or nominee) will review the case again and decide whether further action under the Procedure is required. Should the student, without good reason, fail to engage with a referral to the Wellbeing Team and/or Occupational Health then the University may continue the process without the student's input, this failure to engage may be reported and considered at later stages of the Procedure.

28.5 The Dean of School (or nominee)'s response and the full investigation findings (report and appendices) will be submitted to the student and copied to QEO.

29.0 Formal Stage – School Hearing.

29.1 Where the Dean of School (or nominee) decides the matter is not serious enough to require potential permanent removal of the student from the programme, or expulsion from the University, the case may be considered through a School Hearing.

29.2 The Dean of School (or nominee) shall, normally within 10 working days of receipt of the Investigator's report, arrange for the student to meet with them and an officer (normally from the School) who shall act as secretary and keep a record of the meeting. The student will be invited to bring a supporter or a representative to the School Hearing (See additional guidance for procedure for hearings).

29.3 The Dean of School (or nominee) shall take one or more of the following actions:

29.4 Where the student does not confirm that they understand or admit to the allegations, this will be regarded as the student not admitting the allegations.

29.5 Should new information be provided by the student, or their representative, during the School Hearing which the Dean of School (or nominee) believes aggravates the allegations, the case may be referred back to the Investigator.

29.6 The student will be sent confirmation of the outcome of the School Hearing in writing within 5 working days of the meeting. This confirmation will include details of the allegations, the key points considered, the decision and any sanction imposed. The confirmation will also include reference to any right to appeal. The confirmation letter will constitute the formal record of the Hearing. The confirmation will be copied to QEO.

30.0 Formal Stage – Fitness to Practise Panel hearing.

30.1 Where the matter is not admitted by the student, or where it is admitted by the student and the Dean of School (or nominee) considers that the relevant sanction to be applied in the matter may include the four most serious sanctions, g) to j) listed in 32.6, the Dean of School (or nominee) shall refer the matter to a Fitness to Practise Panel (constituted in accordance with the arrangements set out in 32.6. The Dean of School (or nominee) shall at this point identify any witness the School intends to call during the Panel hearing.

30.2 QEO shall establish a Fitness to Practise Panel.

30.3 The purpose of the Panel is to consider the evidence before it, to ensure due process has been followed and that principles of natural justice are followed. The Panel shall seek to establish the facts of the case, based on the evidence provided, asking questions of all parties as appropriate, and to determine an outcome.

30.4 The Dean of School (or nominee) shall normally present the case. Should the Dean of School (or nominee) not be in attendance to present the case, the Panel may choose to continue replacing presentation by the School with reference to the circulated documentation. The Panel must agree and record its reasons for either continuing or not.

- 30.5 The Panel shall comprise:
- a member of academic staff from outside the student's School who will act as Chair;
 - an external professional practitioner from the profession the student's field of study leads to;
 - a nominee of the University of Salford Students' Union;
 - a member of academic staff from a different discipline area covered by the Fitness to Practise Procedure. Where possible they should be from the same school and from a discipline aligned to that of the student, for example for a case concerning a student on a health and social care programme the member would normally be from a health and social care profession.
- 30.6 The quorum for the Panel hearing shall be three of the four members, the three must include the chair and the external professional practitioner.
- 30.7 An officer, normally from QEO, shall act as Secretary to the Panel hearing and shall keep minutes of the proceedings. The Secretary to the Panel hearing does not constitute a member of the Panel and does not take part in the decision making. The Secretary shall, however, advise the hearing on matters relating to the Procedure and associated guidance.
- 30.8 Where practical, the Investigator shall normally be in attendance, and where required, act as a witness answering questions from the Panel. Non-attendance by the Investigator would not normally be a reason for postponing a hearing.
- 31.0 Notification and Circulation of Documentation.**
- 31.1 On receipt of the case, QEO shall confirm to the student that the case has been referred to a University level Panel. The student shall be given at least 10 working days' notice of the date and time when the Panel hearing will convene.
- 31.2 QEO shall, as soon as is reasonably possible, and in any event no later than 10 working days prior to the meeting of the Panel hearing, provide the student with a copy of all the documentation included in the Dean of School (or nominee)'s referral to the hearing. That is the same documentation to be submitted to the Panel members.
- 31.3 The student shall have the right to submit written evidence and to call witnesses to the Panel hearing, provided that details of the witnesses (section 40), their statements and or other evidence to be relied upon is given to QEO at least 5 working days before the Hearing.
- 31.4 The student may be accompanied at the hearing by a supporter or a representative. The person accompanying them may speak on the student's behalf. However, the Chair may determine that particular questions require a response directly from the student themselves (see section 39 and supporting guidance for more information on representation).
- 31.5 QEO shall circulate all documentation for the hearing to Panel members 5 working days before the hearing.
- 32.0 Decision.**
- 32.1 The Panel shall find a case has been demonstrated only if, on the evidence before it, it is satisfied that a case has been established on the balance of probabilities. If the members of the Panel cannot agree, the verdict of the Panel shall be that of the majority of its members. In the case of a tie, the Chair shall have an additional casting vote.

32.2 When it has considered the case, the Panel shall reach one or more of the following decisions:

- case dismissed;
- a finding of professional unsuitability; and/or,
- a finding of professional misconduct.

32.3 The Panel shall set out detailed reasons for its decision(s).

33.0 Applying Sanctions.

33.1 In the case of a finding of professional misconduct and/or professional unsuitability, the Panel, taking account of:

- the seriousness of the allegation, the circumstances,
- the level of the student and general personal circumstances of the student;
- previous findings of guilt under the Academic Misconduct Procedure, the Student Disciplinary Procedure or the Fitness to Practise Procedure as appropriate;
- whether or not the University, or other parties, have suffered any particular detriment as a result.

shall apply one or more of the sanctions stated in section 32.6

33.2 The overriding principle underpinning the determination of sanctions is the protection of the public and that sanctions shall be proportionate to the particular offences. Account shall also be taken of the feasibility of implementing the sanctions where, in the panel's view, this does not jeopardise the protection of the public.

33.3 The Panel shall clearly state, where required, the timescale for any sanctions imposed and specify the sign off point to confirm completion (normally the Chair of the Panel advised by Panel members but may also include specific confirmation from others such as professional services, external panel member).

33.4 The Panel shall indicate what actions might be taken should a student fail to comply with a specific sanction. For example, referral back to the Chair of the Panel to confirm a pre-determined action such as a revised and increased sanction, referral to a further Panel hearing.

33.5 The Panel shall specify how the sanction shall be imposed and monitored. Where practicable, this will be by the Panel. However, in some circumstances, this may need to be by the School, a practice partner or a professional service.

33.6 The following sanctions can be put in place by the Panel:

- Written undertaking by the student**, this may include specific actions which shall be clearly specified by the Panel, including dates for completion and the point/process for signoff.
- Written Warning**. This shall give details of the specific concerns, any improvements required and associated timescales. It shall warn that further action will be taken if there are further instances of concern regarding the student's professional practice. Failure to address concerns, repeat of similar concerns and/or no satisfactory improvement will be referred back to the Procedure, with the likelihood that in any formally confirmed case a more severe sanction will be imposed.

A copy of the Written Warning shall be placed on the student's record and will remain on record until the completion of their studies.

- c) **A fine** up to a maximum of £500 (amount subject to periodic review) and/or **Compensation** of a reasonable sum in respect of identified and quantified loss such as for damages to cover full or partial costs.
- d) **An additional period of practice/clinical study.**
- e) **Limited period of suspension** from the University for a fixed period of time, up to a maximum of three months.
- f) **Extended period of suspension** from the University for a fixed period of time, from three months up to a maximum of twelve months.
- g) **Withdrawal of academic credit or award.**
- h) **Permanent removal from the programme.**
- i) **Expulsion** from the University, which means that the student ceases to be a member of the University, has their registration as a student cancelled and loses all rights and privileges of membership. A student expelled from the University would not be permitted to study within the University for a period of at least 10 years. An expelled student shall not attend University campus, nor participate in University of Salford activity.

33.7 The Panel may defer a decision on a sanction pending a medical report or health and wellbeing action plan. In doing so a Panel must state the timescale for the completion of any such action.

34.0 Documentation and Communication of the Panel Hearing's Finding and any Sanctions Imposed.

- 34.1 Wherever possible, the Panel's decision(s), the reasons for that decision(s) and any sanction imposed shall be communicated orally to the student and to the Dean of School (or nominee) after adjourning to consider the evidence.
- 34.2 QEO shall communicate the decision(s), the reason for the decision(s) and the outcome to the student in writing normally, within 5 working days of the hearing. This written communication will advise of the student's right to appeal.
- 34.3 Where the student is a Registrant of a Professional, Statutory and Regulatory Body (PSRB) consideration must be given to referring the individual to the relevant PRSB by the School as a conclusion of this Procedure.
- 34.4 If the student is a pre-registration student, then the student must, as required, notify/self-declare this outcome as part of the process involving registration with the relevant professional body.
- 34.5 The decision of the Panel hearing shall take effect and remain in force until such time as it may be changed by an Appeal Panel.
- 34.6 Where appropriate, findings and sanctions imposed may be referred to in references which are requested for students. Normally this would only be for the most severe of sanctions, for example where the University suspends a student, removes them from a programme or expels them from the University. However, where references are for employment, education, training or other activities which may involve contact with vulnerable people, then reference to any finding under the Procedure may be included.
- 34.7 The Secretary will formally notify the Dean of School (or nominee) of the outcome. The School has responsibility for ensure appropriate staff within the school (personal tutors, programme administrators, programme leaders) and in placements (for example practice educators, mentors) are informed as required (for example where a sanction impacts on a student's engagement with a programme, the Programme Leader as a minimum will need

to be informed, those involved in the provision of placements may also need to be informed where an outcome may affect placement provision).

35.0 Notification to Placement Providers.

35.1 Schools work closely with employers to find placements. A School may share, as appropriate, information about the student's professional and academic progress with those placement providers. If a student has received a sanction under this Procedure, this will be made known to potential placement providers who, at their own discretion, may refuse to accept particular students. Whilst the Schools will endeavour as far as possible to secure placements for all students who require them, a student who by their own professional misconduct and/or professional unsuitability incurs a sanction under this Procedure may jeopardize the ability of the School to help students find placements and therefore may also jeopardize their own ability to complete their programme.

36.0 Appeals.

36.1 The student shall be allowed 10 working days from the date on the outcome letter (either the outcome letter from a School hearing or a Panel hearing to provide written notice of an appeal and relevant supporting evidence to QEO. Appeals must be submitted using an appeal form <https://beta.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures>.

36.2 The appeal must identify the ground(s) of appeal being relied upon which may be one or more of the following:

- A: that new and relevant evidence is available which, for good and reasonable cause, was not available to the Dean of School or Hearing Panel (as the case may be) at the earlier stage of this Procedure. (Exceptional circumstances are needed to explain why any evidence could not have been made available);
- B: that there was a relevant and significant defect, error or mistake in the conduct of the earlier stage of this Procedure which casts reasonable doubt on the decision reached by the Dean of School or Panel hearing (as the case may be) in that the decision might have been different if the defect, error or mistake had not occurred;
- C: that the decision reached at the earlier stage of this Procedure is manifestly unreasonable. In this context, unreasonable will be taken to mean perverse, i.e. the decision was not one that a similar process might have reached.

36.3 A request from a student for a rehearing is not a valid ground of appeal.

36.4 The student must not only state a ground or grounds for appeal but must also provide evidence to substantiate those grounds. An appeal shall only be granted if there is evidence to support one or more of the grounds set out above.

36.5 The Registrar (or nominee) shall, in all cases, and normally within 5 working days, determine whether the appeal has been received within the appropriate timescale and discloses a valid ground of appeal.

36.6 The Registrar (or nominee) shall reject any appeal which does not disclose a valid ground of appeal; does not evidence a ground or ground(s) of appeal or is out of time. In such instances, the student shall be formally notified by a Completion of Procedures Letter.

36.7 If the notice of appeal is accepted as valid by the Registrar (or nominee), depending on the ground(s) for appeal, they may refer the case back to an earlier stage of the Procedure or to an Appeal Panel as appropriate.

37.0 Fitness to Practise Appeal Panel.

- 37.1 Where the Registrar (or nominee) refers a case to an Appeal Panel, QEO shall arrange for a Panel to be established as soon as possible, normally within 30 working days, to consider the appeal and to determine an outcome.
- 37.2 The School and the Chair of any original panel shall, as soon as is reasonably possible, receive a full copy of any evidence submitted by the student.
- 37.3 The Chair of the original Panel will normally make a written response to the appeal, they may also be invited as a witness to an appeal hearing.
- 37.4 The School may make a written response for submission at least 5 working days before the date of the Appeal Panel hearing. These responses shall not include new information or evidence not directly related to the grounds for appeal.
- 37.5 The School may also notify QEO of any witnesses they wish to call. This information must be provided at least 10 working days before the date of an Appeal Panel.
- 37.6 The student shall receive written notification from QEO including whether the University will call witnesses, giving at least 5 working days' notice of the date and time when the Appeal Panel will convene.
- 37.7 QEO shall circulate all documentation for the Appeal Panel to all parties at least 5 working days before the hearing.
- 37.8 The Appeal Panel constitution will be the same as for the Panel hearing. All members shall have had no involvement in the direct circumstances leading to the allegations against the student, the investigation into those allegations, have not been members of the original panel or have any other connection to the student which might be regarded as prejudicial to their impartiality.
- 37.9 An officer, normally from QEO, shall act as Secretary to the Panel hearing and shall keep minutes of the proceedings. The Secretary to the Panel hearing does not constitute a member of the Panel and does not take part in the decision making. The Secretary shall, however, advise the hearing on matters relating to the Procedure and associated guidance.
- 37.10 The quorum for the Appeal Panel shall be three of the four members, the three must include the chair and the external professional practitioner.
- 37.11 The student will normally be in attendance to present their case at an Appeal Panel. If the student does not attend, despite appropriate notification, the Panel will normally continue with the appeal. The Panel must agree and record its reasons for either continuing or not.
- 37.12 The Dean of School (or nominee) will normally be in attendance to reply to the appeal. If the Dean or School (or nominee) does not attend, the Panel may choose to continue with the appeal using the Order of Proceedings. The Panel must agree and record its reasons for either continuing or not.
- 37.13 The Chair of the original hearing may be in attendance, and where required, will act as a witness answering questions from the Appeal Panel. Non-attendance by the Chair of the original hearing would not normally be seen as a reason for postponing a hearing.
- 37.14 The student may be accompanied at the appeal hearing by one person, for example a friend or Students' Union/other supporter or representative. The person accompanying them may speak on the student's behalf. However, the Chair may determine that particular questions require a response directly from the student themselves (see sections 39.0 and 13.0 for more information on representation).

38.0 Decision of an Appeal Panel.

- 38.1 The Appeal Panel shall uphold an appeal only where it is satisfied that the student has successfully substantiated their grounds for appeal.
- 38.2 The Appeal Panel shall have the power to uphold or to set aside a finding reached by a previous Panel and shall have the power to uphold, to revoke or to vary (to make more severe or less severe) the sanction imposed. The range of sanctions shall be as set out in 32.0.
- 38.3 The Appeal Panel may exceptionally, at its reasonable discretion, receive late evidence, adjourn, continue or postpone an appeal, seeking further information and take any other action(s) which it deems reasonable and/or appropriate in order fairly to consider the case. However, it is normally in the interests of all parties that the case be concluded on the day of the hearing.
- 38.4 Wherever possible, the Panel's decision, the reasons for that decision and any impact that decision therefore has upon the sanction imposed shall be communicated orally to the student and the Dean of School (or nominee). QEO shall, in all cases, communicate the conclusion, the reason for the conclusion and the outcome to all parties in writing, normally within 5 working days of the hearing.
- 38.5 This written communication will be a Completion of Procedures Letter which will advise the student that, if they are still dissatisfied, they have recourse to the Office of the Independent Adjudicator for Higher Education (OIA) (<http://www.oiahe.org.uk>). The letter will set out relevant details of the OIA including contact information.
- 38.6 The relevant professional body may also be notified by the University in accordance with the arrangements governing that profession. The University may inform the student's employer (where the student is employed in a related and relevant professional role).
- 38.7 The University may also be required to inform the Disclosure and Barring Service (DBS) of a formal outcome.

39.0 Consideration in Absence.

- 39.1 At all stages of this Procedure, if it appears to those considering an allegation that the student in question is suffering from significant illness, the proceedings may be adjourned for the preparation of a medical report. In that instance, the Dean of School (or nominee) shall consider action pending a hearing as set out above.
- 39.2 If a student is unable to attend or fails to attend any meeting or hearing under this Procedure without prior approval, the meeting or hearing will normally continue in their absence on the basis of the evidence available at the time of the meeting or hearing.

40.0 Support and Representation at Meetings and Hearings

- 40.1 Students are entitled to be accompanied at hearings by one supporter or representative (excluding legally qualified individuals). Further information on representation, including requests for legal representation (section 13.0) are available via QEO.

41.0 Witnesses.

- 41.1 Where witnesses are called they may attend a hearing in person, via video or telephone conference. Where this is not possible they may be requested to provide a written statement (should one not already be included in the documentation), however as this would not permit them to be asked questions the hearing may take this into account in balancing the impact of this testimony.

41.2 The invitation of witnesses is the responsibility of those calling them; for example the student or the School. Provision of documentation and any costs associated with the witnesses' participation are the responsibility of those calling the witness.

41.3 QEO must be notified of potential witnesses in the timescale set out in the procedure.

41.4 Investigators will normally be invited to attend hearings and to act as witnesses.

42.0 External Review.

42.1 The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. The University of Salford is a member of this scheme. If a student is unhappy with the outcome they may be able to ask the OIA to review their complaint. More information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here:

<https://www.oiahe.org.uk/students>.

42.2 Students normally need to have completed the Fitness to Practise Procedure before submitting a complain to the OIA. The University will send a letter called a "Completion of Procedures Letter" when a student has reached the end of our processes and there are no further steps which can be taken internally. If an appeal made against a formal decision taken under this Procedure is not upheld, the University will issue a Completion of Procedures Letter automatically. If an appeal is upheld or partly upheld a student can ask for a Completion of Procedures letter. More information about Completion of Procedures Letters and when a student should expect to receive one here:

<https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

43.0 Guidance and related forms and documentation.

43.1 Supporting guidance and forms for student facing procedures can be found on the QEO webpages at <https://beta.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures> and on the QEO staff hub <https://testlivesalfordac.sharepoint.com/sites/QEO/SitePages/StudentFacingPolicies.aspx>.

44.0 Contact information and Advice.

44.1 General enquiries about the Procedure may be made to QEO: Telephone 0161 295 2255 or e-mail: ftp@salford.ac.uk.

44.2 Counselling and Wellbeing Service telephone: +44(0) 161 295 0023 (choose 'option 1' and then 'option 1' again) or e-mail: wellbeing@salford.ac.uk.

44.3 University of Salford Students' Union - Independent advice to students about their specific case is available from the Students' Union (telephone 0161 351 5400 or e-mail: advicecentre-ussu@salford.ac.uk).

45.0 Appendices.

Appendix A: A list of professional statutory and regulatory bodies (PSRBs) where accredited programmes are covered by this procedure.

A list of programmes covered by the Procedure (by School).

Appendix B: Examples of professional misconduct.

Appendix C: Examples of types of professional unsuitability.

Appendix D: Flowchart - Procedure for dealing with professional misconduct and/or professional unsuitability.

Appendix A – list of PSRBs & programmes covered by the Procedure.

A list of professional statutory and regulatory bodies (PSRBs) relating to accredited programmes covered by this procedure.

- Association of MBAs (AMBA)
- British Association for Counselling & Psychotherapy (BACP)
- British Association of Sport and Exercise Science (BASES)
- British Association of Sport Rehabilitators and Trainers (BASRaT)
- British Psychological Society (BPS)
- Chartered Society of Physiotherapy (CSP)
- General Pharmaceutical Council (GPhC)
- Health and Care Professions Council (HCPC)
- Institution of Mechanical Engineers (IMechE)
- Nursing & Midwifery Council (NMC)
- Royal Aeronautical Society (RAeS)
- Royal College of Surgeons (RCS)
- Social Work England (SWE)
- UK Civil Aviation Authority (UK CAA).

An indicative list of programmes covered by the Procedure (by School):

- School of Arts & Media
 - None.
- Salford Business School
 - Master of Business Administration (MBA).
- School of Science, Engineering & Environment
 - MEng Aircraft Engineering and Pilot Studies,
 - BSc (Hons) Aviation Technology with Pilot Studies.
- School of Health and Society
 - All undergraduate and postgraduate taught Nursing programmes accredited by the Nursing & Midwifery Council (including Adult, Children & Young People, Mental Health and Learning Disabilities degrees, and Nursing Associate programmes),
 - All undergraduate and postgraduate taught Midwifery programmes accredited by the Nursing & Midwifery Council,
 - All undergraduate and postgraduate taught Social Work programmes (including Learning Disabilities) accredited by the Health & Care Professions Council (HCPC), this includes those programmes which will be accredited by Social Work England (SWE).
 - All undergraduate and postgraduate taught Counselling and Psychotherapy programmes accredited by the British Association for Counselling & Psychotherapy (BACP).

- All undergraduate and postgraduate taught Occupational Therapy programmes accredited by the Health & Care Professions Council (HCPC).
- All undergraduate and postgraduate taught Physiotherapy programmes accredited by the Health & Care Professions Council (HCPC).
- All undergraduate and postgraduate taught Podiatry programmes accredited by the Health & Care Professions Council (HCPC),
- All undergraduate and postgraduate taught Prosthetics & Orthotics programmes accredited by the Health & Care Professions Council (HCPC),
- All undergraduate and postgraduate taught Psychology programmes accredited by British Psychological Society (BPS),
- All undergraduate and postgraduate taught Radiography programmes accredited by the Health & Care Professions Council (HCPC),
- All undergraduate and postgraduate taught Sport Rehabilitation programmes accredited by British Association of Sport Rehabilitators and Trainers (BASRaT),
- All undergraduate and postgraduate taught Sport Science programmes accredited by British Association of Sport and Exercise Science (BASES).
- All Taught Postgraduate Programmes accredited by the Royal College of Surgeons (RCS).
- All Non-Medical Prescribing Programmes approved by the NMC, HCPC and General Pharmaceutical Council (GPhC).
- School of Science, Engineering & Environment
 - MEng Aircraft Engineering and Pilot Studies,
 - BSc (Hons) Aviation Technology with Pilot Studies.

Appendix B - Examples of Professional Misconduct.

The following is a non-exhaustive list of examples of behaviour and conduct which would constitute professional misconduct:

- Behaviour that would adversely affect the proper operation of professional, including clinical, practice and / or client confidence. Examples of this include:
 - abuse (child, physical, sexual, racial, emotional, verbal or physiological);
 - academic misconduct identified or exemplified as serious or repeated instances of academic misconduct in the University's Academic Misconduct Procedure (see Related Documentation section for Policy location).
 - acceptance of gifts, hospitality and other considerations (apart from small tokens of appreciation) or allowing any gift to influence the quality of care provided to the donor or to others;
 - aggressive or threatening behaviour, bullying or physical violence; by word or deed including using social media;
 - alcohol or drug abuse;
 - any action or omission that may place a client's safety at risk;
 - behaviour that indicates a lack of honesty and trustworthiness, e.g., misrepresentation of qualifications at the time of admission, forging of any documents; including practice documents, or signatures; including falsification of mentor's or academic's signatures;
 - breach of confidentiality (except under the provisions of the Public Interest Disclosure Act 1998);
 - failure to keep appropriate professional and sexual boundaries;
 - failure to respect clients as individuals and/or failure to protect the interests and dignity of clients irrespective of gender, age, race, pregnancy, ability, sexuality, economic status, lifestyle, culture or of any other irrelevant distinction;
 - jeopardising the welfare of children and vulnerable adults;
 - malicious or wilful damage to property;
 - misconduct identified or exemplified as misconduct in the Student Disciplinary Procedure (see Related Documentation section for Policy location);
 - misuse of the internet and social networking sites;
 - unjustified refusal to carry out a lawful and reasonable instruction that could result in immediate serious consequences for others;
- Criminal conviction(s) during the programme, of a nature which would have prevented admission to the programme.
- Behaviour which would bring the profession into disrepute or damage the credibility of the profession, examples of this include:
 - abuse (including child, physical, sexual, racial, emotional);
 - alcohol consumption that affects work or study;
 - bribery or corruption;
 - Dishonesty (theft, fraud or forgery (including plagiarism and cheating in examinations));
 - drink driving;

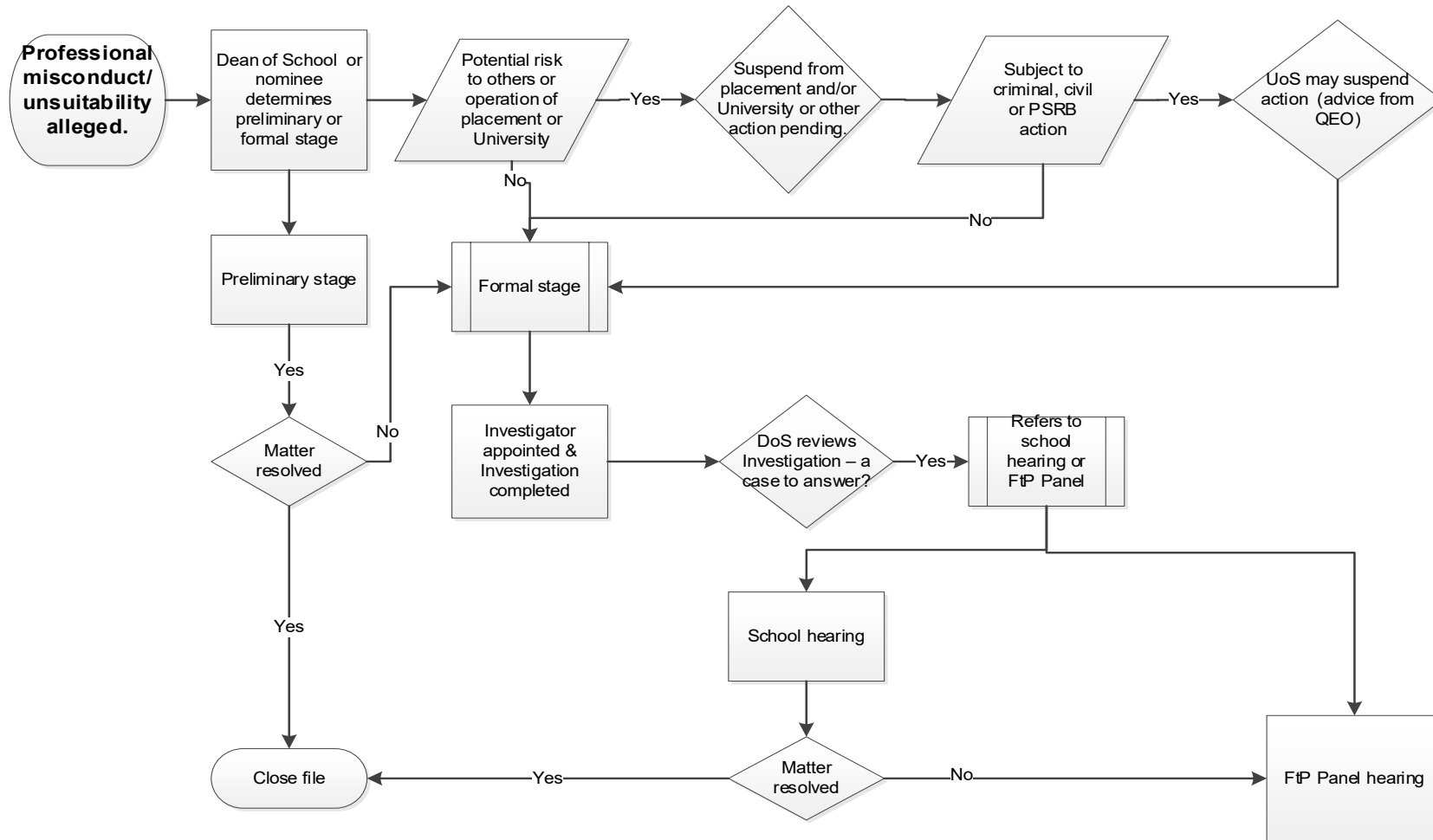
- drugs (dealing or misusing drug);
- misuse of social media including inappropriate use of social media related to compromising images on sites that indicate that the person is a student on a relevant professional programme or a student of the University of Salford.

Appendix C - Examples of Professional Unsuitability.

Professional unsuitability may be demonstrated in various ways. The following are common indicative examples:

- Persistent inappropriate attitude or behaviour which may be manifested by:
 - Failure to accept and follow advice from your university or placement provider;
 - Failure to follow recommended procedures/practices that may put other people clients, students, staff at risk of harm;
 - Non-attendance at class, work placement or other relevant appointment;
 - Persistent lack of motivation or interest and/or non-participation in learning activities (for example direct client care, engagement in small group/problem-based learning, portfolio development, practice placements, presentations, timetabled academic sessions, academic or pastoral tutorials, clinical skills sessions);
 - Persistently failing required professional competencies / proficiencies.
 - Poor application to and failure to submit work;
 - Poor communication skills.
- Professional Unsuitability behaviour which may be manifested by:
 - Repeated breaches of confidentiality;
 - Emotional and/or inter-personal problems that adversely affect the professional relationships proper operation of or learning in the clinical and/or learning context;
 - Failure to keep appropriate professional or sexual boundaries;
 - Inconsistent, unreliable and inappropriate behaviour that may fall short of professional misconduct in the clinical or learning context;
 - Repeated misuse of the internet and social networking sites;
 - Persistent rudeness to people, colleagues or others;
 - Unlawful discrimination;
 - Unsociable behaviour that adversely affects the proper operation of the professional and/or learning context.
- Health Concerns, which, depending on the relevant profession may include:
 - Failure to seek medical treatment or other support where there is a risk of harm to other people;
 - The results of testing for immunity from, or infection by, serious communicable disease;
 - The results from health assessments of functional capacity (for example hearing, vision) which impact on ability to perform required professional tasks;
 - Failure to recognise limits and abilities or lack of insight into health concerns that may put other people at risk.

Appendix D - Flowchart - Procedure for dealing with allegations Professional Misconduct and/or Professional Unsuitability.



Document Control Information: Revision History incl. Authorisation (most recent first)			
Author	Summary of changes	Version	Authorised/ date
R. Clemens	Update to urls, some minor editing changes to wording.	V3.1	August 2020
R. Clemens	Substantial restructuring of documentation, separating policy statement, procedure and guidance, including change of name from FtP Procedure to FtP Policy & Procedure. Removal of consideration of specifically academic misconduct matters. Changes to Panel constitution to reflect changes to school structure. Merger of two written warnings in to a single sanction. Addition of requirement to consider reporting matters to the Disclosure & Barring Service (DBS). Re-writing to improve clarity of language.	V3	SELTEC May 2019
R. Clemens	Correction to list of programmes in Appendix A	V2.1	Dec 2017
R. Clemens	Major review and re-write Corrected URL at section 9.23 5th Dec 2017	v2	June 2017
R. Clemens	Correction of typos and republished 5/01/2017 Addition of paragraphs clarifying attendance, or otherwise, of dean of school (or nominee) and the investigator at Panel hearings and of dean of school (or nominee) and chair of original panel at appeal Panel hearing.	v.1.6	December 2016 Chair's Action on behalf of SELTEC
R. Clemens	Consideration in Absence clarified and reformatting.	V1.5	Oct 2016
R. Clemens	Info handling following a Reference request. notification to HO Compliance Team of suspensions & expulsions	V1.4	June 2016
R. Clemens	Replacement of his/her etc with neutral terms. Review of formal stages/hearing panel to clarify role of Investigator's report	1.3	May 2016
R. Clemens	Minor amendments to include British Association of Counselling & Psychotherapy (BACP)	1.2	February 2016
R. Clemens	Revision of Fitness for Professional Practice Procedure	V1.0	LTEC: 21/01/2015 Senate: 25/02/2015

Policy Management and Responsibilities:

Owner:	This Policy is issued by ASQAC, which has the authority to issue and communicate policy on matters of academic governance and has delegated day to day management of the policy to the Quality and Enhancement Office and relevant schools.
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy. This document is available in the Quality Assurance Handbook and is cross-referenced in Student Handbooks and at Student Induction.

Author to complete formal assessment with the following advisory teams:	
Equality Analysis (E&D, HR) Equality Assessment form	<i>Being updated following comments from E&I.</i>
Legal implications (LPG)	Comments received and incorporated as part of the review (May 2017)
Information Governance (LPG)	Comments received and incorporated as part of the review (May 2017)
Student facing procedures (QEO)	Throughout policy review
UKVI Compliance (Student Admin)	Consultation including on draft submitted during review.
Consultation:	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	Comments from USSU received and incorporated as part of the review (May 2017). Comments from schools sought and where received considered and incorporated as part of the review (May 2017). External guidance sought on draft procedure (Prof Tim David, UoM) (April 2017). Comments from ICZ Programme Director and Associate PVC received and incorporated as part of the review (May 2017).
Review:	
Review due:	May 2018
Document location:	University Policy & Procedure Pages http://www.salford.ac.uk/policies
The owner and author are responsible for publicising this policy document.	