



# College of Osteopaths

## Return to Study

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### **Procedure for dealing with students who are returning from a period of absence (including ill-health)**

*This procedure is reviewed on an annual basis.*

1. When a student has been absent from the programme, the following process must be followed before the student can recommence their studies.

#### **Step 1:**

Student must attend a Return to Study meeting with the Head of Clinical Education (and/or their representative) and the Programme Leader (and/or their representative).

The purpose of this meeting will be to:

- (a) Review the student's academic record at the point of absence;
- (b) To review clinical hours at the point of absence;
- (c) To develop and agree a plan for the completion of assessments and clinical hours to ensure the student can progress and to identify areas, which could present difficulties.
- (d) To complete a new Fitness to Practice Form via Operoo;
- (e) To complete an Annual Declaration of Professionalism Form for the relevant academic year, via Operoo.

If a student has been absent due to ill-health, there will be a further Step to follow (see Step 2).

#### **Step 2:**

Students who are returning from a period of ill-health, must provide documentary evidence from their doctor which confirms that they are fit to return to study. The following questions **must be** addressed during the meeting:

- (a) Is the student fit to be attending the course currently and in particular the clinical element of the programme?
  - (b) Does the student have a health issue that may impair his/her ability to engage fully with the course?
  - (c) Is the student seeking and receiving appropriate medical care for this/these issues or is there anything additional required?
  - (d) Are there any specific measures that the College should consider in order to support the student?
  - (e) Does the student currently have health issues that are likely to impact on patient safety as a student or as a practitioner in the future?
  - (f) is the student aware of when and how to seek help should further problems arise?
2. The meeting must be recorded on the pro-forma below and signed by all attendees. If Step 2 has been initiated then answers to each question must be recorded with as much detail as is possible. All documentary evidence must be appended to the form.
  3. The document will be securely stored electronically as per the College's GDPR procedures.



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### Return to Study: Proforma

Please complete this form during the meeting with the student.

<b>Student Name:</b>	
<b>Returning to Year &amp; Cohort:</b>	
<b>Step 1:</b>	Please tick
Reviewed the student's academic record at the point of absence	
Reviewed the student's clinical hours at the point of absence	
Developed and agreed a plan for continuation and the details are: <i>(please include dates of assessments if different to the published dates)</i>	
The student has completed a new Fitness to Practise Form	
<b>Step 2: (to be completed only if a student is returning from a period of ill-health)</b>	Please tick
Is the student fit to be attending the course currently and in particular the clinical element of the programme? <i>(Give details, plus evidence provided by the student)</i>	
Does the student have a health issue that may impair his/her ability to engage fully with the course? <i>(Give details, plus evidence provided by the student)</i>	



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<p>Is the student seeking and receiving appropriate medical care for this/these issues or is there anything additional required?  <i>(Give details, plus evidence provided by the student)</i></p>	
<p>Are there any specific measures that the College should consider in order to support the student?  <i>(Give details, to include which other members of staff require this information)</i></p>	
<p>Does the student currently have health issues that are likely to impact on patient safety as a student or as a practitioner in the future?  <i>(Give details)</i></p>	
<p>Is the student aware of when and how to seek help should further problems arise?  <i>(Give details of ESO support)</i></p>	

Please sign this form to confirm that the above Steps have been completed and that the content detailed above accurately reflects the meeting.

Student Signature		Date:
HCE Signature		Date:
Programme Leader Signature		Date:

All documents must be returned to the Registrar who will secure the documents.