

Dr Austen Spruce
Admissions Tutor
(Bachelor of Medicine and Surgery)

UCAS application cycle: 2013-14

Dear Applicant,

If you do not believe that any of the below applies to you then please ignore this letter and form.

You will be aware that we ask the Disclosure and Barring Service (DBS) to provide details of criminal offences for all medicine applicants who are being considered for a place. The request for a DBS enhanced disclosure takes place only after a candidate has accepted an offer from us. But, information resulting from this check is quite limited and so we are giving you this opportunity to provide a full explanation.

We are sending you a form now to ask for this explanation to avoid delays in the processing of your application. **You must bring the completed form inside a sealed envelope (labelled with your name and UCAS number) with you to your interview.** It will not be opened at this stage and the information will not be used to influence the decision following the interview. If you are not made an offer or you do not accept an offer from us, the form will be destroyed. If you do not self-declare and a DBS enhanced disclosure reveals offences, we may not ask for an explanation and a decision can be taken based on the information provided by the DBS alone.

We ask you to provide details about any **convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the ROA 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.** Recent amendment to legislation means that we are able to consider only those offences that are not filtered (Filtering guidance is available at: www.gov.uk/government/publications/dbs-filtering-guidance). Please contact the DBS for further advice (Email: customerservices@dbs.gsi.gov.uk; Tel: 0870 90 90 811).

Your case will be considered by a DBS Enhanced Disclosure Panel with a membership of University staff and clinical practice representatives. This panel will use the information on the form (and any accompanying documentation) that you return to us to help determine whether you meet the 'Fitness to Practice' requirements of the programme.

There are several reasons for this course of action:

- It is a legal requirement in the UK that placement providers (such as hospital Trusts) ensure the safety of patients and those considered 'vulnerable'. Hence our programme's requirement that DBS Disclosure, immunisation and health clearance are compulsory conditions of offer.
- The General Medical Council is responsible for decisions regarding registration for work as a doctor and will consider any issue that calls a student's fitness to practise into question. This includes those that occurred prior to commencing the MBChB course. Therefore, we have a duty to the profession to ensure that a student who is registered on the medicine course is, in our view, likely to be judged by the GMC as fit to practise medicine. In this we must also consider whether clinical (placement) partners are likely to employ our students and graduates given the nature of any criminal record. Please note that acceptance on to the medicine programme does not mean that you have satisfied the Fitness to Practise requirements of the GMC or an employer.
- University regulations stipulate that healthcare programme applicants with any record held by the DBS must be investigated prior to registration.
- Our professional registration Medicine programmes are able to consider all offences described above. This also allows us to ask candidates about any of their past dealings with the police.

In order for the Panel to assess your case it is essential that we receive the following from you:

- A completed, signed and dated consent form (see enclosed) giving the University permission to request information from the police and any other relevant parties regarding details of the offence(s).
- Please include information in detail for each section. Insufficient information may prevent the Panel from being able to consider your case adequately, which might result in rejection of your application. It will be very helpful if you also provide third party documentary evidence, though this can be sent at a later date. We might ask for this information if we decide to investigate your disclosure. This could include a signed and dated recent character reference (which should indicate that the referee is aware of the reason for the request).

You must bring the completed form to your interview (there is no need to submit a blank form).

Failure to provide details of any offences may result in your application being rejected without further consideration. You will be given no further opportunity to provide this information. It is important that you understand that no exceptions can be made to this, and that no one will be able to register for the programme unless these non-academic conditions of an offer are met.

Thank you in advance for your co-operation in this matter and we look forward to receiving the completed form from you. If you have any queries, please contact the Medicine Admissions Office via email at Med-Admissions@adf.bham.ac.uk.

Yours sincerely,



Dr Austen Spruce

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Encs. Information on cautions/convictions/reprimands/warnings and consent form

Consent to provide information on: convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the ROA 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198

I hereby give my consent for the College of Medical and Dental Sciences, University of Birmingham to approach the undernoted for information relevant to any **convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the ROA 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198** in which I am named.

PRINT FULL NAME

Signed Dated

Details of circumstances relating to: convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the ROA 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198

Further information may be provided on additional sheets if required.

Name of police officer involved	
Identity number	
Address and contact details for police officer/ police station:	
Police officer/ station phone number	
Name and address of other relevant parties:	
Capacity in which relevant parties are acting (e.g. personal friend, employer, witness)	
Date(s) of your caution(s)/conviction(s)	

Consent to provide information on: convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the ROA 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198

An account of what happened leading up to the incident:

Your account of the incident:

Consent to provide information on: convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the ROA 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198

Mitigating factors you feel are relevant:

Any information on action/s you have taken to recompense:

Consent to provide information on: convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the ROA 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198

Evidence of good character since the incident/s occurred:

It will be helpful to include a signed and dated recent character reference, which acknowledges the reason for the request.