



Reasonable Adjustments for Clinical Assessment



England
Northern Ireland
Scotland
Wales



**UK Foundation
Programme**



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Introduction

Applicants who qualified from medical school two years prior to the start of the UK Foundation Programme must also undertake an assessment of their clinical skills in the UK prior to being granted full eligibility.

Applicants who are required to undertake the Clinical Assessment may apply for reasonable adjustments.

This guidance is intended to provide information about what is considered to be a reasonable adjustment for the purposes of the Clinical Assessment and how to apply.

This procedure should be read in conjunction with the guidance about the Clinical Assessment provided to applicants who are required to undertake the assessment and the Eligibility Applicant Guidance available on the UKFPO website.

Overview

The primary purpose of the Clinical Assessment is to determine suitability to start the foundation programme. The assessments will be undertaken by Manchester University NHS Foundation Trust. Candidates will sit a set of 16-station Objective Structured Clinical Examinations (OSCEs) in approximately four hours. For the 2020 UK Foundation Programme, the clinical assessment will be held from **22nd – 25th October 2019**. Please refer to appendix 1 for further information about the assessment.

What are reasonable adjustments?

Reasonable adjustments are practical changes to the delivery of the Clinical Assessment that mitigate the effects of particular applicant characteristics and / or circumstances, for example, a disability, health condition or impairment, or religious observance, on their ability to undertake the assessment, without changing the requirements of the assessment. No adjustment will be made to the standard of the Clinical Assessment or the score achieved by any applicant.

Key Principles

- I. Applicants can apply for reasonable adjustments on the grounds of the following criteria: -
 - a. a long-standing learning disability
 - b. long-term or permanent physical disability, health condition or impairment
 - c. temporary health condition or impairment, or acute flare-up of a long-term health condition
 - d. other, for example, religious observance
- II. No adjustment can be made to the standard of competence, only to the delivery arrangements of the assessment.
- III. An adjustment may not be considered reasonable if it involves unreasonable costs or timeframes or affects the security or integrity of the assessment.
- IV. The UKFPO will review applications for reasonable adjustments in collaboration with the Clinical Assessment provider; Manchester University Foundation Trust. The decision of the UKFPO is final.
- V. The UKFPO reserves the right to take such steps as deemed necessary to verify the evidence submitted without prior notification.

Grounds for Reasonable Adjustments

Applicants may apply for reasonable adjustments for the Clinical Assessment on the following grounds: -

- a) **Applicants with a known and long-standing learning disability.** Applicants must provide a full formal assessment report from an Educational Psychologist, with recommendations regarding the adjustments to be made. It is recommended that the assessment of specific learning disabilities should be based upon diagnostic tests undertaken in the applicant's first language.
- b) **Applicants with long-term or permanent physical disability, health condition or impairment.** Applicants must provide an original medical certificate or a letter from the relevant health professional, including contact details, and an assessment by Occupational Health, with recommendations regarding the adjustments to be made.
- c) **Applicants with temporary health condition or impairment, or acute flare-up of a long-term health condition.** Applicants must provide an original medical certificate or a letter from the relevant health professional, and an assessment by a relevant health professional (normally a doctor or Occupational Health professional) with recommendations around the adjustments to be made, valid for the date of the Clinical Assessment.
- d) **Other, for example, religious observance.** Independent written evidence must be provided for any other request for special arrangements.

Reasonable Adjustments

Candidates must be able to move safely from station to station and perform all the physical skills required.

The following reasonable adjustments may be considered, although this list is not exhaustive: -

- I. Time-related adjustments
 - a. **Additional time allowances / rest breaks** – up to 25% additional time is normally permitted in total. Each case will be considered on an individual basis.
 - b. **Flexible start time (assessment length unchanged)** – an alternative start time may be permitted.
- II. Modification of Assessment Resources – font size and spacing
- III. Personal Assistance
 - a. **Food and drink** – applicants may be permitted to bring food and drink into the venue.
 - b. **Nurse assistant** – applicants may require a nurse assistant for the purposes of directing Cardiopulmonary Resuscitation (CPR).
 - c. **Basic assistance with clothing and / or equipment** – applicants may require assistance with aprons, gloves and / or opening IV packaging, etc.
 - d. **Reader** – applicants may require a reader.
- IV. Specialist equipment
 - a. **Furniture** – applicants may require ergonomic furniture.

Application Process

Applicants will be asked to provide the following information as part of the application for reasonable adjustments for the Clinical Assessment: -

- a) Why you require reasonable adjustments, such as the nature of a disability.
- b) What reasonable adjustments you require.
- c) The names and contact details of an appropriately qualified individual who can provide supporting evidence of why reasonable adjustments are necessary.
- d) An original letter or certificate from your consultant or specialist confirming the nature of the disability and the impact of the disability in an assessment environment. This should include a recommendation about the reasonable adjustment required.

How to request reasonable adjustments?

Applicants must complete an application using the form provided in appendix 2.

Applications must be submitted to the UKFPO by emailing helpdesk@foundationprogramme.nhs.uk by no later than 12:00 noon on Monday 23rd September 2019.

Evidence Required

Evidence presented by applicants would normally be expected to meet the following standards: -

- Evidence must be written by independent and appropriately qualified professionals. Medical evidence must be written by an independent recognised healthcare professional, who is not related to the applicant by birth or marriage, is not in a personal relationship with the applicant and does not live at the same address as the applicant.
- Evidence must be on headed paper, signed and dated by the author and provide the GMC reference number (or equivalent) of the practitioner where relevant. Evidence presented by email may be acceptable if the email has been sent by the author from the official domain name of the author's organisation.
- Full contact details of the author must be provided including name, telephone number, email address and postal address.
- Evidence must be in English. It is the applicant's responsibility to provide supporting documentation and any translation should be undertaken by an accredited translator (e.g. be a member of the Association of Translation Companies - <http://www.atc.org.uk/>).
- Evidence must be original. Copies of supporting evidence will only be accepted in exceptional circumstances.
- Evidence must be unaltered by the applicant. Documentation that has been amended for any reason will be deemed inadmissible. If there is evidence that an applicant has fraudulently presented documentation, this may jeopardise their application to the Foundation Programme.

The UKFPO will only uphold an applicant's request for reasonable adjustments when, in their opinion, all of the above clauses are fully satisfied.

Confidentiality of Evidence

By submitting a request for reasonable adjustments, the applicant agrees to personal data being held for the purposes of processing the request, as defined by the UK Data Protection Laws.

Confidential information will only be shared on a 'need to know' basis. Any applicant wishing to restrict the sharing of such information should make his or her wishes known in writing. Normally such wishes will be respected unless to do so would be against the best interests of safety or security of any person(s).

The UKFPO reserves the right to contact a third party directly to verify the evidence provided. The UKFPO reserves the right to request access to the reasonable adjustments request form and accompanying evidence.

Applicants should be aware that the UKFPO cannot respond to an applicant's circumstances if they remain unaware of relevant information.

Review of Requests

The UKFPO will review applications and supporting evidence in collaboration with the Clinical Assessment provider to make a decision about reasonable adjustments. If necessary, advice will be sought from relevant experts, such as occupational health advisors (health management).

Requests for reasonable adjustments for the Clinical Assessment and any supporting evidence provided will only be considered for the purpose of accessing and undertaking the assessment and will not be disclosed to the allocated foundation school or employing organisation. If the information you are providing relates to adjustments that will be relevant to your performance as a foundation doctor, the expectation is for you to disclose this as part of your applications form, the national Transfer of Information process and any relevant pre-employment checks processes as appropriate.

Outcomes

Applicants will be informed of the outcome of their application for reasonable adjustments by no later than Monday 30th September 2019. There will be no opportunity to appeal the outcome of the application.

Late Reasonable Adjustments

Applicants may apply for late reasonable adjustments in situations where their circumstances have changed after the deadline for applications has been reached, i.e. after Monday 23rd September 2019. For example, if an applicant were to break their arm two weeks prior to their Clinical Assessment date, they could apply for late reasonable adjustments for a nurse assistant to be available for the purposes of directing CPR.

The UKFPO will endeavour to accommodate late requests where appropriate. However, it is not guaranteed that all approved requests will be honoured depending on the nature of the reasonable adjustments and the time scales involved.

Please be advised that a delay in scheduling an appointment to obtain documentation necessary to support the reasonable adjustment application would not in itself be considered an unforeseen circumstance and would not be expected to count as a late adjustment.

Late reasonable adjustments will not be considered or approved if the grounds for the request had been known prior to the deadline for applications on Monday 23rd September 2019.

Timeline

New requests for reasonable adjustments, with supporting evidence must be submitted at the earliest opportunity and be no later than 12:00 noon on Monday 23rd September 2019.

Date(s)	Activity
19 th August 2019	Eligibility outcomes released on Oriel (applicants informed of whether or not they need to undertake the Clinical Assessment)
5 th September 2019	Deadline for applicants to pay full Clinical Assessment fee Applicants receive full information pack on receipt of payment
17 th September 2019	Applicants informed of date and time of their Clinical Assessment
23 rd September 2019	Deadline for reasonable adjustments applications
30 th September 2019	Applicants informed of outcomes of reasonable adjustments applications
22 nd – 25 th October 2019	Clinical Assessment

Next Steps

In Preparation for the Clinical Assessment

All staff involved in the coordination of the Clinical Assessment will be advised of any applicants requiring reasonable adjustments to ensure that these are accounted for on the day. Arrangements will be made for extra or different equipment if required. Staff will make preparations for the necessary adjustments, for example, producing laminates in the appropriate font size.

On the day of the Clinical Assessment

On the day of the assessment, the chief assessor will be informed about any applicants requiring reasonable adjustments and will ensure that these are in place.

The lead for the Clinical Assessment has delegated responsibility for reasonable adjustments to the manager at the Clinical Assessment Centre

Enquiries

A prospective candidate making an initial enquiry should contact the helpdesk by emailing helpdesk@foundationprogramme.nhs.uk

APPENDIX 1

Clinical Assessment 22nd – 25th October 2019

Based on trends over the last few years, we expect there will be more fully eligible applicants for UKFP 2019 than there are vacancies. The final number of applications will not be known until the close of the application period on 11th October 2019. If, at that time, there are more fully eligible applicants than vacancies, we will not consider applications from people who are not able to provide proof of their right to work and remain in the UK by the 9th January 2020 (AFP applicants) or 27th February 2020 (FP applicants only). Individuals in this category will be placed on the reserve list.

Applicants who are required to undertake a clinical assessment will be required to pay the full cost of £850 by 5th September 2019 and this is non-refundable.

If you are required to attend a clinical assessment but you will not be able to provide evidence of your right to work and remain in the UK by 9th January 2020 (AFP applicants) or 27th February 2020 (FP applicants only), you should consider carefully whether you wish to incur the £850 cost as it is very likely your application will not be considered.

The Purpose of the Assessment

The primary purpose of this assessment is to determine fitness to start Foundation Programme (FP) training, for an applicant who has qualified more than two years prior to the programme starting.

Description of the Clinical Assessments

The assessments will be undertaken by Manchester University NHS Foundation Trust. The team at Manchester has many years of experience of assessment and Objective Structured Clinical Examinations (OSCEs), from theoretical design, through evaluation to the practical provision of information to candidates. All candidates will sit a 16-station OSCE. Each station is 10 minutes long, including 1 minute of preparation time.

All candidates will sit this assessment in one session (approximately four hours). Instructions will be posted outside each station, giving clear guidance about the task to be performed at that station. In line with our current practice, care will be taken to ensure accessibility and to avoid discrimination against candidates with disabilities or those whose first language is not English.

Dates and Venue

The assessments will take place on 22nd – 25th October 2019. Each candidate will be notified of the specific date and time of their assessment on 17th September 2019, when they will also be supplied with more detailed information, including directions to the venue.

The assessments take place at Wythenshawe Hospital, part of the Manchester University NHS Foundation Trust. The hospital has excellent facilities for running an OSCE of this size and has many years of experience in this field.

Maintaining Test Security

The examinations will differ from day to day but will be based on a similar blueprint. Candidates sitting the examination in the morning or afternoon will be 'quarantined' to ensure they cannot come into contact with each other. Candidates would be unable to use their mobile phones during this period.

Simulated Patients

These will be selected from the Manchester University NHS Foundation Trust's pool of highly experienced simulated patients. All have undergone training in standardisation for OSCEs and will be trained specifically for the roles within these assessments.

Educational Impact

Candidates will be given a written report, analysing their performance on a station-by-station basis. As the stations are explicitly linked to many of the Foundation Programme Curriculum competencies of the F1 year, this will provide useful information for candidates on their strengths and weaknesses as they enter the Foundation Programme. Manchester University NHS Foundation Trust is working closely with their colleagues in the North West Foundation School to ensure that the questions authentically represent the current NHS working environment.

Costs

The cost of this assessment will be £850 per candidate.

What feedback will be provided to attendees on the day of their assessment?

Candidates will not be told at the time they attend for the OSCEs whether they have passed or failed the assessment. Instead, they will receive the pass / fail results by email on 7th November 2019. They will also receive detailed feedback by email on 12th November 2019.

Appeals

Information about the appeals procedure will be available on the [UKFPO website](#) before the start date of the assessments. Appeals will only be accepted about the process and not about academic judgement.

APPENDIX 2

Application for Reasonable Adjustments for the Clinical Assessment

This form should be completed if you want to make the UK Foundation Programme Office (UKFPO) award of a disability, health condition or impairment, and wish to request for reasonable adjustments to the delivery of the Clinical Assessment to be made. **Please read the guidance notes fully.**

This form must be completed and returned to the UKFPO at the earliest opportunity and by no later than 12:00 noon on **Monday 23rd September 2019**, except for in the event of circumstances which are both acute and unforeseen.

First Name	
Last Name	
Oriel PIN Number	
Date Claim Submitted	

Grounds for Request

Reasonable Adjustments Requested

Evidence (list below the documentation which supports your request)

The UKFPO reserves the right to verify the validity of supporting evidence by contacting the third party directly, and to reject claims where evidence is not provided. If there is evidence that you have fraudulently presented documentation, this may have consequences for your Foundation Programme application.

I confirm that the information I have provided is true and that I have read and understood the guidelines on reasonable adjustments.

Signed:	Date:
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Data Protection

For the purpose of processing my request for reasonable adjustments, I consent to the use of my name and other relevant details as set out above. I understand that this information will not be used for any other purpose without my prior consent unless authorised by law.

Signed:	Date:
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