



# School of Medicine: Disclosure Barring Service (DBS), Occupation Health, Information Governance Policy

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## Background

### Mandatory requirements for medical students

It is a requirement that all students must undergo checks by the **Disclosure and Barring Service (DBS)** and receive standard **Occupation Health clearance** as part of the conditions of entry on to Medicine degrees. Students must also undertake annual **Information Governance (IG)** training.

As a Medical School, we have a responsibility to check that our students have standard Occupational Health clearance and are aware of their EPP status at all stages of the course, and to flag up and take action where students are not compliant with these requirements.

View the [Exposure Prone Procedures \(EPP\) Policy](#)

## Disclosure Barring Service (DBS)

**The Medical School is committed to equal opportunities and this policy aims to ensure that individuals with criminal convictions/cautions receive fair treatment, in accordance with the Rehabilitation of Offenders Act 1974.**

The Medical School requires that medical students' behaviour justifies the trust that patients and the public place in the medical profession. Students are asked to disclose any criminal activity before and during their programme of study. Any cautions or convictions (including those pending) must be declared to the Medical School as soon as they occur.

When applicants complete their UCAS form they are required to declare any criminal convictions and to contact the Medical School immediately **in writing** with details to prevent any delays to the application process. Any issues are then dealt with by the Medical School's Fitness to Practise panel and a decision made on the suitability of the applicant to join the course. Isolated minor offences that occurred some time ago are not normally a barrier to studying medicine, provided the applicant brings this to the attention of the Medical School as soon as an application is made.

### Duty to refer

The University has a duty to refer to the DBS any students who go on to undertake regulated activity who has:

- Harmed or posed a risk of harm to a child or vulnerable adult;
- Satisfied the harm test; or
- Received a caution or conviction for a relevant offence.



## Students Responsibility

All students should have an enhanced DBS clearance before they start their first year of studies and must be renewed or registered to the update service prior to commencing their clinical phase. The DBS certificate conducts checks on UK criminal records only.

Students will be issued a hard copy of their certificate by the DBS and should keep this in a safe place as they may be asked to present it at any time during their studies. If a student does not receive their certificate from the DBS, it is the student's responsibility to chase the DBS directly and obtain a copy of their certificate.

*Note: The Medical School does **not hold** copies of the certificate.*

The cost for the DBS clearance is charged to the student through MyNottingham after registration. Fees incurred for new certificates, required on entry to the clinical phase, will be covered by the Medical School. If a student loses their DBS certificate, they will be liable to pay the charge for a new check.

**Important: Any student not in receipt of a valid DBS check will be restricted from going on placement. Students on placement when a DBS certificate expires will be withdrawn from placement until this has been renewed.**

### Students who have resided outside the UK within the last five years

Applicants who have been resident in countries other than the UK will be required to obtain a Certificate of Good Conduct (or equivalent) from each country they have been resident in for the past 5 years as well as one from their home country.

Students who have been resident in the UK but also in other countries in the past 5 years for more than 6 months will be required to obtain an enhanced DBS certificate as well as a Certificate of Good Conduct from the relevant country(ies).

The DBS application and non-UK check can be processed simultaneously. View further guidance about [applying for a Certificate of Good Conduct for different countries](#)

### DBS Update Service

Students are strongly encouraged to register with the DBS Update Service. This is an annual subscription service which allows a student's status to automatically be updated by the DBS without them needing to complete another form. If a student decides to join this service, they must inform the Medical School so a record of their registration can be made and present an original copy of the DBS certificate.



The Medical School accepts pre-existing GBG certificates if they are registered on the DBS Update Service. This means it must be an **enhanced** check covering the child and adult workforces barred lists.

The cost of subscribing to the update service will not be covered by the Medical School. The Medical School reserves the right not to accept a student's update service registration if it does not meet the essential requirements.

To subscribe to the Update Service, students must register their certificate within 30 days of it being issued. The Update Service can be found on the gov.uk website: <https://www.gov.uk/guidance/digital-and-online-services>

## Out of Cohort Students

The Medical School will advise out of cohort students when their certificate is due to expire, it is a student's responsibility to ensure their most recent check covers them for the remainder of their studies up until the point of graduation. If the student is not on the update service and needs to complete a new application this must be done before their current DBS expires. The cost of a new check will be covered by the Medical School.

## Occupational Health

All students are required to provide evidence that they have had the necessary health checks and vaccinations to allow them to be in a clinical setting and in contact with patients. Should a student's health change at any point during the course, they may be referred to occupational health to determine what support is required.

Offer holders will be contacted by the University late Spring/Summer to request that an Occupational Health questionnaire is completed.

After arrival and registration, an Occupational Health appointment will be arranged for first year students to review vaccination history and immunise where appropriate, as well as determine their EPP status.

It is essential that students are cleared **prior** to attending clinical placements and will be required to sign a declaration to confirm they have been cleared.



## Information Governance

On entry, all students are required to complete online training for Information Governance. Students will complete this annually and before starting each Clinical Phase. Students will be handling personal and sensitive data therefore it is important that they keep up to date with this training and respond to any requests to renew it promptly.

The Medical School will send students instructions on how to complete the Data Security Awareness module and will provide a deadline for completion.

## Further information

Students who do not have Occupational Health clearance, DBS checks/clearance and have not undertaken Information Governance training at the necessary points, will be prevented from attending their placement, any other activities involving contact with members of the public and may also be referred to the professionalism committee, PACC.

### Out of Cohort students

Students must have a valid DBS and, where relevant, Occupational Health clearance in addition to Information Governance training before re-engaging in the course and attending placements and will be asked to provide evidence of this.