GUIDANCE FOR SPECIAL CIRCUMSTANCES AFFECTING PLACEMENTS (SCAP)

INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>General principles</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Processes for applications and decisions</td>
<td>3</td>
</tr>
<tr>
<td>3.</td>
<td>Appealing the committee’s decision</td>
<td>3</td>
</tr>
<tr>
<td>4.</td>
<td>When special circumstances arise after the closing date</td>
<td>4</td>
</tr>
<tr>
<td>5.</td>
<td>Criterion 1: Statement confirming parental responsibility</td>
<td>4</td>
</tr>
<tr>
<td>6.</td>
<td>Criterion 2: Statement confirming applicant’s role as a primary carer</td>
<td>5</td>
</tr>
<tr>
<td>7.</td>
<td>Criterion 3: Report by Occupational Health physician or medical specialist</td>
<td>6</td>
</tr>
<tr>
<td>8.</td>
<td>Criterion 4: I am a student union representative or first team sports captain (first team captains only)</td>
<td>6</td>
</tr>
<tr>
<td>9.</td>
<td>Criterion 5: Other circumstances</td>
<td>6</td>
</tr>
<tr>
<td>10.</td>
<td>Definition of disability under the Equality Act 2010</td>
<td>7</td>
</tr>
</tbody>
</table>
1. **General principles**

For years 3-5, clinical placements make up part of a medical student’s training which can take place at a number of different trusts. Medical students who wish to remain in a geographical area or particular Trust during these placements can apply specifically on the grounds of Special Circumstances Affecting Placements (SCAP). The principles adopted broadly follow those used for the special circumstances clinical placements in the National UK Foundation Programme system. The criteria students can apply for under SCAP are as follows (Specific details of each criterion can be found sections 5-10):

- **Criterion 1**
  ‘I am a parent or legal guardian with significant caring responsibilities for a child or children under the age of 18. This would normally mean the child(ren) residing primarily with the applicant.’

- **Criterion 2**
  ‘I am the primary carer for someone who is disabled (as defined by the Equality Act 2010) (expected to be a partner, sibling or parent).’

- **Criterion 3**
  ‘I have a medical condition (physical or psychological) or disability for which local follow up is an absolute requirement, as confirmed by a report from my Occupational Health physician, GP, counsellor or an appropriate medical specialist.’

- **Criterion 4**
  ‘I am a student union representative or first team sports captain (first team captains only).’

- **Criterion 5**
  ‘Other circumstances.’

Applicants are strongly advised to read the appropriate section(s) before completing the SCAP form and supporting evidence.

SCAP applications will be accepted up until the deadline of **13th May 2016 at 5PM**. Supporting forms must accompany the main SCAP form, they must not be sent in separately unless agreed with the Placements Officer. Applications will then be passed to the committee for consideration. Applications will be closed whilst the committee meet but will reopen for the second round of SCAP in June. Criteria 4 will be opened during the second round.

For applications submitted after the first SCAP deadline (May 13th), students must demonstrate **what has changed** in their circumstances since this date. It must be stressed that **this is not a process for late applications** but instead to demonstrate how your circumstances have changed since the first deadline.

Approval of a SCAP application does not guarantee placement at specific Trusts which students request. Students who have SCAP applications approved may be placed in a Trust deemed suitable by the committee which maybe outside of those Trusts requested. **This is entirely dependent on the availability of places at those Trusts/General Practices.**

Supporting evidence is required for all criteria as outlined on the SCAP form.
2. Processes for applications and decisions

Applicants must submit their application form with the required supporting documentation by the deadline in order to be considered.

Applications must be complete and include all the required supporting documentation. Applicants cannot submit further documentation at a later date unless they have previously arranged with the Placements Officer to do so. It will be the decision of the committee whether it accepts documentation which is submitted late.

After considering the application, the committee will reach one of the following decisions:

- the application is approved for allocation*
- the application is not approved

*The approved placement may not be one that was specifically requested by the student.

The Placements Officer will notify students of the committee’s decision after the committee meets and after investigating what is possible.

If the committee approves the request, the Placements Officer will endeavour to place the student in their requested Trust/area.

If the committee does not approve an application, the applicant will be notified of the reason(s) why the application was not approved.

3. Appealing the committee’s decision

Applicants whose special circumstances applications are not approved by the SCAP committee have the right of appeal.

If an applicant wishes to appeal the committee’s decision, the appeal must be made on the accompanying special circumstances appeal form, explaining succinctly the grounds for the appeal.

If any additional supporting evidence is enclosed with the appeal, it must be made clear why the applicant did not submit this evidence with their original SCAP application.

The completed appeal form must be signed and submitted to the committee by the date indicated in the email sent to the applicant, advising them why his/her application had not been approved.

The appeals panel will consider the appeal and make its decision on the basis of any investigations it considers reasonable, having regard to the statement within the appeal and any supporting evidence provided by the applicant.

The privacy and confidentiality of the appellant will be respected, subject to the need for an open and fair investigation and for the outcome of the investigation to be reported appropriately. The intention is both to protect the appellant’s privacy and to protect those involved with the appeal.

The decision of the appeals panel is final.
4. When special circumstances arise after the closing date for applications

The above process is geared to the consideration of existing special circumstances. However it is recognised that special circumstances can arise at any time. Applicants whose circumstances change after the closing date for applications must still submit a special circumstances form. A second panel will consider your application in the summer. For applications submitted after the initial deadline, students must demonstrate what has changed in their circumstances since the first (May) deadline.

Such applications will be considered by the Head of Student Support or Deputy using the same criteria as for the initial SCAP panel. The Placements Team will endeavour to place students in their requested Trust upon approval, but cannot guarantee availability for late change of placements.

It must be stressed that this is not a process for late applications. The applicant will be required to clearly demonstrate how the circumstances have arisen or changed significantly since the initial closing date for applications (the May deadline).

5. Criterion 1: Statement confirming parental responsibility

‘The applicant is a parent or legal guardian with significant caring responsibilities for a child or children under the age of 18. This would normally mean the child(ren) is/are residing primarily with the applicant.’

Expectations

It is expected that the child(ren) of applicants in this category will remain in their present residence and application for a specific clinical placement will be local to that address. If the applicant and the child(ren) do not normally reside together, this should be referred to on the application form, and information supplied as to why the caring responsibilities remain equally significant.

Applicants with children will be familiar with combining the demands of parenthood with managing a demanding full time course. In most cases they will therefore have worked through the majority of issues related to child care that they will face on clinical placements.

Medical schools should discuss with applicants the longer term implications of their care commitments. It needs to be pointed out that special circumstances arrangements, although they do exist for Foundation Training, do not exist for specialty training, and that applicants should be giving some thought to how they will manage in the longer term. There are many sources of advice as the majority of doctors balance family and work responsibilities.

Supporting evidence required

As part of demonstrating that they have a significant caring responsibility for a child or children under the age of 18, applicants must submit a completed and signed copy of the statement confirming parental responsibility as well as providing copies of birth certificates.

The signatory for the statement of parental responsibility must be someone who works in a recognised profession and be in a position to confirm that the applicant has a significant caring responsibility for a child or children under 18.

The signatory must:

- be over 18
- have known the applicant for at least two years
- not be related to the applicant by birth or marriage
- not be in a personal relationship with the applicant
• not live at the same address as the applicant

Suggestions about whom to approach to act as your signatory:
Lawyer; Councillor (local or county); Doctor; Dentist; Teacher; Justice of the Peace; Nurse or Health Visitor (RGN and RMN); Police Officer; Social worker

The statement should indicate the relationship of the individual supporting application to the applicant, e.g. headteacher of the child(ren)’s school.

6. **Criterion 2: Statement confirming applicant’s role as a primary carer**

‘The applicant is a primary carer for someone who is disabled (as defined by the Disability Discrimination Act 2005) (expected to be a partner, sibling or parent).’

**Expectations**
If the person they are caring for is not their partner, sibling or parent, applicants will be expected to explain clearly and put a strong case why they are taking on the role of carer for this person.

Applicants must demonstrate that they utilise or do not duplicate alternative care services which are available, either hospital based or community based. For example, many people would wish to accompany a sick relative to an important medical appointment and would expect to take annual leave to do so. Interpreting or translating for a relative is not a reason for special circumstances. Translators or interpreters can routinely be available for GP and hospital appointments.

The Student Support Office should discuss with applicants the longer term implications of their care commitments. Applicants should be giving some thought as to whether their level of care commitment is realistic in the longer term, in particular as Foundation Schools will only consider applicants whom are the primary carer of the person being cared for.

If applicants are a carer for someone who is disabled (see section 9) they are eligible to apply for placements in specific NHS Trusts within the current range of placement providers that work with the medical school. In order to be fair both to those with significant caring responsibilities and all other applicants, it is very important that such applications are verified as true.

**Supporting evidence required**
Applicants are asked to complete the care plan to confirm that the applicant is caring for someone who is disabled (see section 10 for definition) and to outline the type and level of care provided. The purpose of the care plan is also to ensure that the applicant has given due consideration to the issues which will face him/her in combining a demanding full time job and providing care.

In completing this plan, applicants are reminded that panels do not need to know confidential details of the medical condition of the person being cared for. What is needed is an indication of the level of care that is being given by the applicant (extent/level/type of care as well as the frequency of the caring role they provide). Applicants are advised to discuss their care plan with their Tutor before completing the accompanying form.

As well as the care plan, applicants should obtain a signed declaration from the general practitioner or social worker of the person being cared for, certifying that they require care at home.

The general practitioner or social worker must:
• not be related to the applicant by birth or marriage
• not be in a personal relationship with the applicant
• not live at the same address as the applicant.

7. **Criterion 3: Report by Occupational Health physician or medical specialist**

   ‘The applicant has a medical condition (physical or psychological) or disability for which local follow up is an absolute requirement, as confirmed by a report from an Occupational Health physician, a GP, a counsellor or an appropriate medical specialist.’

**Expectations**

Applicants with a medical condition (physical or psychological) or disability will be familiar with combining the requirements of their condition with managing a demanding full time course. In most cases they will therefore have worked through the majority of issues related to a medical condition or disability (see section 10 for definition) that they will face on clinical placements.

Medical schools will no doubt have already discussed with applicants the longer term implications of their condition in terms of their career. It needs to be pointed out that special circumstances arrangements, although they do exist for Foundation Training, do not exist for specialty training, and that applicants should be aware of the mechanisms deaneries have for managing doctors with medical conditions and disabilities. Early referral to an Occupational Health physician may be advisable.

As part of demonstrating that they have a medical condition or disability requiring local follow up, applicants must ask their Occupational Health physician or appropriate medical specialist to complete and signed the relevant sections of the accompanying form.

**Supporting evidence required**

A report by an Occupational Health physician or other appropriate medical specialist, in which they will be required to describe the current medical condition (be it physical or psychological) or disability

Describe the nature of the ongoing treatment and frequency of follow up required state why the follow up must be delivered locally, rather than by other treatment centres in the UK.

8. **Criterion 4: I am a student union representative or first team sports captain (first teams only).**

**Expectations**

Applicants who are a Student Union representative or a first sports captain (first teams only) will be familiar with combining the requirements of their position with managing a demanding full time course.

**Supporting evidence required**

Applicants should obtain a letter or email from the Student Union President stating the dates and nature of your role. The applicant is expected to have duties requiring attendance at meetings at least once every fortnight. **The applicant must already be approved for this position. If you are not yet in place for this position you must not apply until approved.**

9. **Criterion 5: Other circumstances.**

**Expectations**

This criterion will be accepted only on very exceptional grounds supported by robust documentary evidence. Applicants who have circumstances which do not meet any of the other criteria are asked to complete this section. As with all the other criterion applicants are expected to be familiar
with combining the requirements of their circumstances with managing a demanding full time course.

**Supporting evidence required**
Students should provide comprehensive documentary evidence to support their application.

10. **Definition of disability under the Equality Act 2010**

You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

For the purposes of the Act:

‘Substantial’ is more than minor or trivial – e.g. it takes much longer than it usually would to complete a daily task like getting dressed

‘Long-term’ means 12 months or more – e.g. a breathing condition that develops as a result of a lung infection

There are special rules about recurring or fluctuating conditions, for example, arthritis.

A progressive condition is a condition that gets worse over time. People with progressive conditions can be classed as disabled.

However, you automatically meet the disability definition under the Equality Act 2010 from the day you’re diagnosed with HIV infection, cancer or multiple sclerosis.

What isn’t counted as a disability

Some conditions aren’t covered by the disability definition. These include addiction to non-prescribed drugs or alcohol.