



University College  
of Osteopathy

# Adjustments to Agreed Clinic Hours Policy



Core Documentation Cover Page

## Adjustments to Agreed Clinic Hours Policy

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jun 2017 Academic Council	To formalise procedures for students applying for changes to the agreed scheduling of clinical hours for their year group.	M.Ost (Part Time) Course Leader	All master versions will be held in: J:\0 Quality Team – Core Documentation Intranet	Jun 2019
V2.0	May 2018 PRAG Chair	Administrative Amendments to reflect title changes (i.e. from Principal to Vice-Chancellor, etc.)	M.Ost (Part Time) Course Leader	All master versions will be held in: J:\0 Quality Team – Core Documentation Intranet	Jun 2019

### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	X
Neutral equality impact (i.e. no significant effect)	
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## ADJUSTMENTS TO AGREED CLINIC HOURS POLICY

### CONTENTS

Adjustments to Agreed Clinic Hours Policy .....	3
1. Scope .....	4
2. Introduction .....	4
3. Circumstances Under Which Adjustments Will Normally Be Considered .....	4
4. Procedure for Requesting Adjustments to Clinical Hours .....	5
5. Following any Agreed Changes to Clinic Hours .....	5
6. Retaining Application Forms and Documentary Evidence .....	6
Appendix 1: Application for Adjustments to Agreed Clinical Hours Form .....	7

## 1. SCOPE

- 1.1 This document details the University College of Osteopathy (UCO) policy and procedure regarding student applications for changes to the agreed scheduling of clinical hours for their year group.
- 1.2 This policy should be read in conjunction with Section 3 of the Student Attendance Policy.

## 2. INTRODUCTION

- 2.1 Attendance at the UCO clinic, and its various specialist and community clinics, is central to your progression as an osteopath. The attendance of students in the general, specialist and community clinics is based on a number of factors such as the tutor to student ratio, the level of student and the course of attendance. Students are therefore expected to attend the UCO clinic as set out in their schedule which is based on developing a shared community of learning in the clinic.
- 2.2 Once a clinic rota has been agreed, then this is added onto TM2, which is the clinic software system that contains all the practitioner diaries. At this stage, further additions are then added to a student's schedule, such as induction sessions, assessments and feedback sessions.
- 2.3 Each student has their own personal diary within TM2 so that patients can book specifically with named practitioners. This is a particular strength of the UCO clinical experience for students in that it does match practice life. However, this also means that once rota's are agreed and added onto the system, it is a considerable amount of work to make any changes.
- 2.4 If your personal circumstances change while you are on the course, such that you are no longer able to complete your clinical hours within the specified schedule for your year group and course, you may apply to attend clinic at another time.
- 2.5 Changes in circumstances will be considered by the Head of Clinical Practice in liaison with the relevant Course Leader and other members of staff as appropriate.

## 3. CIRCUMSTANCES UNDER WHICH ADJUSTMENTS WILL NORMALLY BE CONSIDERED

- 3.1 Students should begin the course fully aware of the number of hours in which they will be required to complete their clinic hours in their final two years of study and when they will need to attend for these. The expectation is that they will have taken measures to ensure that they are able to attend within the specified pattern and enrol in anticipation of this. For full time students this means being available during the week in term time and for block weeks during Christmas, Easter and Summer. Part time students are required to be in the clinic on Mondays in their fourth year and Thursday afternoons and Fridays in year five as well as some time during the holiday periods.
- 3.2 Only adjustment requests made through the proper procedure (see below) will be considered. Circumstances under which adjustments to agreed clinic attendance hours may include:
  - a) Illness or personal injury
  - b) Unforeseen changes to working schedules
  - c) Regular hospital treatments for healthcare needs
  - d) Legal proceedings

- e) Unanticipated care of dependants
- f) Changes in your financial situation
- g) Circumstances that are not normally considered appropriate to adjustments to clinical hours include:
  - h) Regular childcare arrangements
  - i) Regular working patterns
  - j) Holidays or other recreational travel
  - k) Personal convenience
  - l) Moving out of the area

This list however is not exhaustive.

#### 4. PROCEDURE FOR REQUESTING ADJUSTMENTS TO CLINICAL HOURS

- 4.1 To request for your clinical hours to be different to those specified for your year group and course, you should complete the Application for Adjustments to Agreed Clinical Hours form. You will need to provide information on the circumstances preventing you from attending clinic within the agreed pattern as well as how these circumstances have changed since you enrolled on the course.
- 4.2 You will be asked to provide evidence of the changes to your circumstances. These may include:
  - a) Letter from a doctor or other relevant healthcare specialist
  - b) Updates of professional contracts
  - c) Letter from a lawyer or solicitor

This list is not exhaustive.
- 4.3 Return the completed form and documentary evidence to the Head of Clinical Practice, either in person or electronically via email. The Head of Clinical Practice and the Course Leader will complete the second page of the form detailing any risks associated with your request and may liaise with other staff such as the Student Support Manager, Unit Leader, Academic Tutor, Student Finance Officer or Academic Registrar.
- 4.4 If you would like the details of your application to be kept confidential to the Course Leader and the Head of Clinical Practice you will need to specify this by ticking the appropriate box on the Application for Adjustments Form.

#### 5. FOLLOWING ANY AGREED CHANGES TO CLINIC HOURS

- 5.1 The Head of Clinical Practice and your Course Leader will aim to make a decision about your application within two weeks of your request being submitted.
- 5.2 In the event that those that need to be involved in making the decision are not available then the Head of Clinical Practice or the Course Leader will select and appropriate individual to consider your application in their place.
- 5.3 If your request is granted you may still be required to attend within the normal pattern for assessments. If the changes to your clinic hours mean you are not available to receive feedback on assessments with other students then you will be expected to make arrangements to receive this feedback as necessary.

- 5.4 If you are not satisfied that your application has been dealt with fairly or appropriately then you are invited to appeal the decision by contacting the Deputy Vice-Chancellor (Education).

## 6. RETAINING APPLICATION FORMS AND DOCUMENTARY EVIDENCE

- 6.1 Application for Adjustments Forms and documentary evidence will be kept in a confidential file by the Head of Clinical Practice.
- 6.2 Application for Adjustments Forms and documentary evidence will be transferred to your confidential student file once the application has been processed.
- 6.3 You are recommended to keep a copy of the form for your personal records

## APPENDIX 1: APPLICATION FOR ADJUSTMENTS TO AGREED CLINICAL HOURS FORM

Please return this completed form with any documentary evidence, to your Course Leader or the Head of Clinical Practice, either in person or electronically via email.

### SECTION 1 – To be completed by the student

Name:	
Course:	
Year of Study:	
Please detail the circumstances that are preventing you from completing your clinical hours with the agreed schedule and when you would like to be able to complete them instead.	
Please detail how these circumstances have changed since you enrolled on the course and what necessitated these changes.	
Type of documentary evidence attached:	
Please tick this box if you would like the details of your application to remain confidential:	
<input type="checkbox"/>	

Signature:		Date:	
------------	--	-------	--

**SECTION 2 – To be completed by the Head of Clinical Practice and/or Course Leader**

Name of person completing section:	
Please detail any risks related to the proposed alterations of the student's clinic attendance.	
Names of people consulted in the consideration of this application, i.e. Head of Clinical Practice, Course Leader, Unit Leader, Student Support Manager, Academic Tutor, any outside agencies.	
Decision	