

School of Medicine: Hub Allocation Policy (Special Considerations)

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1. General Principles

- 1.1 This policy mirrors the UKFPO pre-allocation process for foundation training. If you need to be in a specific hub (Nottinghamshire and Derbyshire) for specific reasons (for example, caring or personal health), you can apply to the School of Medicine to be considered for pre-allocation to a specific hub for the Foundations for Practice (FFP) and the Advanced Practice (AP) phase of the course. Special considerations requests are considered **once** for both clinical phases (FFP and AP) prior to hub allocations taking place (not at each stage of the course) and will apply to the whole clinical phase.

The hub allocation policy and the application forms are available on the Medical Course Home page under the section titled 'Preparing for the Clinical Phases' section on moodle [Hub Allocation Policy \(Special Considerations\)](#)

Please note you can only apply for pre-allocation based on your current situation.

- 1.2 If your application for pre-allocation to be in a specific hub is approved, you will be pre-allocated to your preferred hub prior to being allocated to all your clinical placements for FFP and AP.
- 1.3 Approval of a pre-allocation hub(s) does not guarantee you a specific rotational order or site for your placements. All students even with approved special circumstance are expected to undertake their placements at a wide variety of sites including both district and large teaching hospitals.
- 1.4 Clinical Placement Hubs:

Derbyshire Clinical Phase Hub	Nottinghamshire Clinical Phase Hub
<ul style="list-style-type: none">• University Hospitals of Derby & Burton (including Derbyshire Healthcare Foundation Trust)• Chesterfield Royal Hospital• Derbyshire associated Primary Care Practices	<ul style="list-style-type: none">• Nottingham University Teaching Hospital NHS Trust• Nottinghamshire Healthcare Trust• Sherwood Forest Hospital Trust• Nottinghamshire associated Primary Care Practices

2. The Criteria

- 2.1 Criterion 1: You are a parent or legal guardian of a child or children under the age of 18, who reside primarily with you or for whom you have significant caring responsibilities.
- 2.1.2 It is expected that you and your child(ren) in this category will ordinarily reside at your current term time address.
- 2.1.3 If you and the child(ren) do not normally reside together, please refer to this on the application form, and supply information as to why the caring responsibilities remain equally significant to your hub allocation.
- 2.1.4 For pre-allocation of preferred hub based on Criterion 1, please supply the relevant documents from the following list of supporting evidence (you will need to only supply these once during Medical School):
- copy of birth certificate(s) of the child(ren).
 - for legal guardians, a copy of the legal document that confirms your status for the child named in the birth certificate.
 - statement confirming your caring responsibilities from an appropriate professional.
 - proof of current address, for example driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.
- 2.1.5 You can provide the panel with any additional information you think may be helpful for their consideration.
- 2.2 Criterion 2: You have primary or significant caring responsibilities for a family member, partner or friend.
- 2.2.1 Registered primary carer or significant caring responsibilities equate to anyone who looks after a family member, partner or friend who needs help because of their illness, frailty, disability, any other mental or physical health issue or an addiction and cannot cope without their support. The responsibilities should extend beyond running basic errands, such as shopping.
- 2.2.2 It is expected that you and the person who you care for will reside at your current address(es), and the application for pre-allocation and special circumstances is for a placement hub closest to that address.
- 2.2.3 If you have not previously informed the medical school of your carer status and provided details (and have included on your transfer of Information) then please give details of your primary care status or if you are not the primary carer but

have significant caring responsibilities, please detail how your carer role fits in with the role of the primary carer.

Additionally, for both primary and significant carer please detail your care responsibility over the course of a typical week and not just at weekends and how you combine the responsibilities of a medical student with your significant caring responsibilities, and that you have fully considered local support and resources.

You would not be able to provide this care whilst attending placement at any other location.

2.2.4 For pre-allocation of preferred hub based on Criterion 2, please supply the following supporting evidence:

➤ supporting statement from your GP, or other relevant professional i.e., Social Worker confirming your significant caring responsibilities.

➤ proof of current address of the person you are caring for, for example driving licence, utility bill dated within the last three months or council tax bill dated within the last twelve months.

2.2.5 You can provide the panel with any additional information you think may be helpful for their consideration.

2.3 **Criterion 3: You have a medical condition or disability for which you require regular face to face appointments in a particular location.**

2.3.1 If you are required to have regular in person face to face appointments in a particular location as evidenced by your treating clinician or Occupational Health. If such appointments are less frequent than weekly, then you will not be eligible for pre-allocation. Instead, you will be supported by having time off to attend appointments, where possible.

2.3.2 For pre-allocation of preferred hub based on Criterion 3, please supply the following supporting evidence:

➤ A report by the current medical specialist treating your condition or Occupational Health physician, in which they:

- describe the current medical condition or disability
- describe the nature of the ongoing treatment and frequency
- explain why the follow up must be delivered in person in a specific location.

2.3.3 You can provide the panel with any additional information you think may be helpful for their consideration.

- 2.4 Criterion 4: Other circumstances not covered above (see appendix A)
- 2.4.1 Please provide evidence including the reasons a particular hub is requested from a professional individual who supports the application, and who can verify your situation.
- 2.4.2 For pre-allocation of preferred hub based on Criterion 4, please supply the following supporting evidence:
- Statement by a professional that:
 - describes the current unique situation.
 - explains why your placements can only be carried out in a specific hub
- 2.4.3 You can provide the panel with any additional information you think may be helpful for their consideration.
- 2.4.4 Criterion 4 should not be used for medical conditions (including mental health issues) as this should be submitted under criterion 3.

3. Submission and Consideration of Applications

- 3.1 The electronic form you need to complete to apply is available on Moodle on the Medical Course Home page under the 'Preparing for the Clinical Phases' section [Hub Allocation Policy \(Special Considerations\)](#).
- If you have any issues when completing the form, please contact the Placements team at MS-FFP-admin@exmail.nottingham.ac.uk
- 3.2 All applications must be completed (with supporting evidence uploaded to the form) by the deadline communicated to you – please note late applications cannot be considered.
- 3.3 All applications for pre-allocation based on personal circumstances will be considered by a panel that consists of medical school representatives.
- 3.4 After the Panel consider your application, you will be notified of the outcome of your application by the FFP Team.
- 3.5 If your application is approved, you must then complete your Transfer of Information (ToI) Form with relevant information so that your placement sites can support you when requested to. The ToI form will be released with your attachment allocations.

- 3.6 If the panel does not approve your application, you will be notified of the reason(s) why.
- 3.7 Please check your application thoroughly before submitting it. All the information provided on your application must be correct with all the relevant boxes ticked. Incomplete and/or incorrect applications will not be considered.

4. General Information

- 4.1 If your circumstances change after the closing date for applications for pre-allocation you will need to inform the School of Medicine of your change in circumstances by emailing the Placements team at MS-FFP-Admin@exmail.nottingham.ac.uk. Please note we will endeavour to accommodate 'change of circumstance applications' that adhere to criteria but at times we may not be able to after whole cohort allocations have been made.
- 4.2 The University of Nottingham processes your personal data in order to provide its service to you. Please visit <https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx> for our Privacy Notices, which explain how we process your personal data and the rights you have with respect to your personal information. Specific information on the purposes for which we process your data and the legal bases for this is available at <https://www.nottingham.ac.uk/utilities/privacy/privacy-information-for-students-and-applicants.aspx>

5. Appendix A

Examples of Unique Circumstances

1. High Performance Athlete (HPA)

An applicant who has been identified as having 'High Performance Athlete' status by the University of Nottingham, and the requirements would be to remain in a particular location to continue their training. The application would need to be signed by the Recruitment and Scholarship Manager and evidence provided as to why the applicant needs to be pre-allocated at the location requested.

2. Adapted House

An applicant who has a long-term disability who lives in a house that has been fully adapted to support their needs. The application would need to be signed by a professional from a housing department, social worker or medical practitioner.