

**The Institute**

**Reasonable Adjustments Pack**

**(Post-registration)**

**Introduction**

The Institute of Health and Social Care Studies is committed to upholding the spirit of the UK Equality Act 2010 in the provision of reasonable adjustment, although this legislation does not apply locally and there are no Disabled Student Allowances available to students.

This pack is intended to support you if you have been identified as having an assessed disability / specific need and are enrolled on a post-registration nursing programme at the Institute of Health and Social Care Studies. The pack outlines the steps from initial application to the course through to Institute based teaching and practice education.

Following your initial assessment by Occupational Health and/or the Dyslexia Day Centre you will need to meet with your Personal Tutor or Disability Lead to plan adjustments that are reasonable (within the context of meeting the course requirements) to support your learning both within Institute based teaching and during practice placements and agreed with the University’s Disability Services. Any adjustments will be recorded within this pack and you and your Personal Tutor will need to retain a copy. A copy will also be recorded in your student file.

The Institute’s Disability Lead will also have a copy of your completed pack and is available for consultation if you and/or your Personal Tutor require guidance or advice.

This plan will be reviewed annually by the Disability Lead and the Quality Assurance Lead to accommodate any changes in circumstances that may have occurred during an academic year.

We hope that you enjoy your programme and we look forward to working with you in trying to accommodate your needs so that you can reach your full potential.

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Institute Disability Lead

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**Flow chart for students with a declared disability/additional requirements**

Disability information to Occupational Health for review. Occupational Health with Institute Disability Lead, Post-registration Nursing Programme Lead and Quality Lead where appropriate to ensure that reasonable adjustments can be made. Occupational Health confirm to admissions that application should proceed if required. Institute DL to send evidence of SpLD to Middlesex University Disability Services. The Disability Service then approve the recommended exam arrangements and provide the students with a coursework memo.

Spreadsheet of students with declared disabilities disseminated to Institute DL. Institute DL alerts PT of named students on spreadsheet.

Student to meet with PT (on an annual basis) at start of academic year initially or at point of disclosure / diagnosis to complete / review the Reasonable Adjustments Pack and thereafter at the end of each academic year.

* PT/ student to contact Institute DL if advice required to complete Reasonable Adjustments Pack.
* Confirm with Institute DL, Quality Assurance Lead and Middlesex Disability Services that reasonable adjustments are acceptable to meet programme requirements.
* If the student does not give consent for the Reasonable Adjustment Summary to be shared the Institute DL is alerted and decision recorded.
* Student needs to be aware of the consequences of not sharing information regarding potential reasonable adjustments.

With the student’s consent the Reasonable Adjustments Summary is passed on to the Institute DL to store information on shared database accessible to Institute

The student takes responsibility for placing a copy of the coursework memo on their assignments and sending a copy to the mentor in advance of the placement.

* Placement/Practice learning monitored through practice coach contact with student and visiting link lecturer in respect of ensuring adjustments are made – if student has made relevant link lecturer aware of their disability.
* Institute based learning monitored via Personal Tutor / advisee meetings throughout the academic year.
* Referral to OH where appropriate.

**Flowchart for referrals to Occupational Health related to disability issues of students registered on a Middlesex University programme**

Post-registration Programmes Lead, Disability Lead or Personal Tutor refer student to Occupational Health (OH) (professional aspects of role and contact with manager should be discussed with the student)

(OH clarify that signed agreement to disclose to the Institute)

Outcome to referrer

Referrer to notify (as appropriate)

Personal Tutor / Preregistration Nursing Lead/ Disability Lead. Referral to Health and Disability Panel at Middlesex University if required

Disability Lead/ Post-registration Programmes Lead/ Personal Tutor / Practice Education Lead in partnership with the student needs to consider and action / reasonable adjustment

Personal Tutor / Post-registration Programme Lead in partnership with the student needs to action outcome e.g. break from study

Break from study/ exit from the course agreed with University

**Flow Chart for Students Suspected of having Dyslexia**

Student and Personal Tutor/ Institute Disability Lead to discuss concerns.

Institute DL to liaise with PT and Student. Report to be sent to Middlesex University Disability Services to approve the recommended exam arrangements and provide the students with a coursework memo. Reasonable adjustments form to be completed with Personal Tutor or Institute Disability Lead

Institute Disability Lead to inform Head of School of the potential assessment required (for funding)

Dyslexia Day Centre to contact Student with Appointment for assessment with specialist teacher with current APC qualification

If indicated Institute Disability Lead to arrange dyslexia assessment with the Dyslexia Day Centre

Institute Disability Lead to undertake an initial dyslexia screening

Dyslexia Day Centre to send invoice to Senior Institute Administrator for payment

Full dyslexia assessment report to be sent to Student and Institute Disability Lead

**Extra points of note**

Any occupational health reports (from OH) or reasonable adjustment summaries from the Dyslexia Day Centre received by the Institute Disability Lead will be forwarded to the student’s Personal Tutor for discussion with the student if appropriate.

If a lecturer is organising a course test / examination they must liaise with the Disability Lead at the Institute who will check with the Middlesex Disability Services for individual examination arrangements and confirm with the student two weeks prior to the date of course test / examination. Requests for individual exam arrangements and outcomes to be recorded by the Personal Tutor and student in the academic support plan.

For post registration students, consent occupational health advice would only normally be sought for disabilities that may affect study and not professional practice. If a student’s fitness to practice is in question, the student’s line manager should be consulted and the student should be informed of this.

Post-registration students may already have reasonable adjustments in place as part of their normal working practice. These should be discussed with the Institute Disability Lead prior to starting the programme.

**Areas to discuss when planning reasonable adjustments for students with a disability/additional requirements**

Date

Name of student

Year of study 1 ( ) 2 ( ) 3 ( )

|  |
| --- |
| **Mobility & Access** |
| Transport |  |
| Parking |  |
| Access to buildings / rooms |  |
| Distances to be walked |  |
| Does a Personal Emergency Evacuation Plan (PEEP) need to be completed *(yes if any mobility restrictions, hearing or visual impairment)*?  |  |
| Other |  |
| **Physical & Mental Endurance (need to be able to meet course and NMC regulations)** |
| Length of working day / fatigue |  |
| Need for breaks |  |
| Other |  |
| **Software / Writing** |
| Use of electronic device |  |
| Service user documentation |  |
| Taking case histories |  |
| Other  |  |
| **Organisation & Planning** |
| Planning sessions |  |
| Planning placement day and diary (time management) |  |
| Other  |  |
| **Health & Safety** |
| Hand washing |  |
| Monitoring and responding to risk posed by others |  |
| Other |  |
| **Environmental** |
| Temperature |  |
| Lighting |  |
| Allergies |  |
| Other |  |
| **Dexterity** |
| Clinical skills (specify e.g. stethoscope, giving injections etc.)  |  |
| Moving and handling |  |
| **Institute Based Teaching** |
| Use of Dictaphone |  |
| Assistive software |  |
| Additional specialist support |  |
| Note taker  |  |
| Other |  |
| **Examination Concessions** |
| Additional time (has this been approved by the Middlesex University Disability Services? Is this additional time or stop the clock / rest break?) |  |
| Use of scribe / reader (not appropriate for NMC programmes) |  |
| Use of computer / laptop |  |
| Coursework memo for written coursework |  |
| **Any other considerations** |
|  |



**Summary of reasonable adjustments required for placement and Institute based learning**

**The nature of the disability**

**Adjustments / support required from the Institute (agreed with Middlesex University)**

**Adjustments / support required from the placement provider (agreed with Occupational health and Middlesex University)**

**Adjustments that are the responsibility of the student**

I ………………………………………………………confirm that the above information is accurate and that the information summarised will be provided to my mentor to allow the placement provider to discuss making any reasonable adjustments.

This information will also be available to Institute teaching staff, the Institute placement team and the relevant course administration services in respect of reasonable adjustments for Institute based learning and I agree to this information being forwarded to the Institute Disability Lead who will share this with teaching staff and the relevant persons.

Student Signature

Date

Personal Tutor Signature

Date

**Copy to:**

Student

Personal Tutor

Disability Lead