

**UNIVERSITY OF OTAGO, DIVISION OF HEALTH SCIENCES**  
**HEALTH AND CONDUCT REVIEW GROUP (ADMISSIONS)**  
***Terms of Reference***

**1. Purpose of the Health and Conduct Review Group (Admissions)**

Fitness to practise issues can affect both the University's ability to allow a student to undertake mandatory clinical training aspects of a programme and the prospects of the student meeting the requirements for professional registration in due course.

The purpose of the Health and Conduct Review Group (Admissions) is to consider a student's suitability for admission to a Health Sciences Professional Programme having regard to fitness to practise issues, including the student's health status, any criminal charges they have faced, or are facing, and any disciplinary proceedings against them by a tertiary institution or professional body. The Health and Conduct Review Group (Admissions) will focus on admission into a programme up to the point a student commences study. In addition the regulatory bodies are able to provide advice in regard to the implications of health status or criminal charges at a point of registration. Any issues that might arise during the programme will be dealt with by the relevant programme Board of Studies, Fitness to Practice Committee (or equivalent). If required, the Health and Conduct Review Group can provide an independent opinion on any health or conduct issue that has been referred by a professional programme.

**2. Definition**

A group convened by the Pro-Vice-Chancellor, Health Sciences that has responsibility for reviewing fitness to practise issues in the context of decisions regarding a student's admission to a Health Sciences Professional Programme.

Factors which could have a material influence on an applicant's fitness to practise include, but are not limited to:

- a. the existence of a health issue that may affect the applicant's ability to participate in clinical aspects of the programme or to meet the registration requirements of the relevant professional body following graduation.
- b. the circumstances leading to criminal charges or disciplinary proceedings.
- c. a student's failure to declare relevant information. Honesty and integrity are considered to be essential attributes for registered health professionals. If it were to come to light that a student had failed to declare something relevant to their fitness to practise as a health professional it could indicate a lack of honesty and integrity.

**3. Membership of the Health and Conduct Review Group**

Pro-Vice-Chancellor, Division of Health Sciences (Chair)  
Dean of relevant professional programmes  
Associate Dean(s) (Admissions)/Programme Director(s) of relevant professional programmes  
Senior Manager Client Services (Division of Health Sciences)  
Representative from relevant Regulatory Body  
Division of Health Sciences Infectious Diseases Physician (health declarations)  
Representative from Disability Information and Support (health declarations)  
University representative with legal expertise (Criminal declarations)  
Manager, Health Sciences Admissions  
In Attendance: Senior Administrator, Student Administration

With the power for the Chair to co-opt and consult with third parties.

#### **4. Terms of Reference**

- a. To consider any health or conduct issues referred to it that may affect a student's suitability for admission to a Health Sciences Professional Programme;
- b. To raise concerns about health or conduct with the student involved and to consider the student's explanation or any information they provide;
- c. Based on the above, and any other relevant information, to determine, on a case-by-case basis, whether or not an applicant is suitable for admission to the programme and to make recommendations in that regard to those responsible for admission decisions;
- d. In the case of students in relation to whom fitness to practise issues are identified, but whose admission to the programme is considered appropriate, to determine what additional support the University can provide the applicant to assist them in their pursuit of the degree.
- e. Information held on an applicant can be used at a later date, for a further application.

#### **5. Powers of Delegation**

The Pro-Vice-Chancellor, Health Sciences as Chair shall have general delegated authority to advance matters with an applicant on behalf of the Group between Group meetings and may be given a specific delegation by the Group in particular cases to finalise the recommendation to be made to those responsible for admission and exclusion decisions.

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