



University College
of Osteopathy

Clinic Guidance: Allocation of Students to Specialist Clinics

Core Documentation Cover Page

**Clinic Guidance:
Allocation of Students to Specialist Clinics**

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Aug 2012	To provide clarity on the process for allocating students to Specialist Clinics	Head of Clinic	J:/ 0 Quality Team – Core Documentation Intranet	Aug 2014
V2.0	Apr 2015	Updating of the current document according to the review date	Deputy Head of Clinic and Partnerships	J:/ 0 Quality Team – Core Documentation Intranet	Apr 2017
V3.0	Jul 2017 PRAG Chair	Administrative Amendment to update institution name change from British UCO of Osteopathy to University College of Osteopathy and to update staff role titles.	Head of Clinical Practice	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Apr 2017

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

X

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

CLINIC GUIDANCE: ALLOCATION OF STUDENTS TO SPECIALIST CLINICS

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1. SCOPE

1.1 The University College of Osteopathy (UCO) has several specialist clinics, internal and external to the general clinic on Southwark Bridge Road. These clinics allow certain patient groups far greater access to osteopathy than may otherwise be possible. The clinical experience of students is also significantly enhanced by working with these diverse specialist patient groups and in differing environments.

2. SPECIALIST CLINICS

2.1 We currently have the following specialist clinics (please note that this list is correct at the time of publication and that subsequent changes are likely):

Monday	Tuesday	Wednesday	Thursday	Friday
Children's (AM and PM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)	Staff and Student Clinic (AM) N/A	Manna (AM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)	1st Place (AM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)	Chapman (AM) Full term 2-4 weeks (Holiday periods)
	EMC (AM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)	Children's (PM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)	Blackfriars (AM) Full term 2-4 weeks (Holiday periods)	East Street (PM) Full term 2-4 weeks (Holiday periods)
		Chapman (AM) Full term 2-4 weeks (Holiday periods)	Children's (PM) 2-4 weeks (Holiday periods)	Royal Free (PM) Full term 2-4 weeks (Holiday periods)
		Lucy Brown House (PM) 3 week rotation	EMC (PM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)	Demonstration (PM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)
		East Street (PM) Full term (2-4 weeks Holiday periods)	Sports (PM) 4-6 weeks (Term Time) 2-4 weeks (Holiday periods)	
			Chapman (PM) Full term (2-4 weeks Holiday periods)	
			Watford (PM)	

NB1 - Key: EMC = Expectant Mother's Clinic / Manna = clinic for the homeless / Chapman clinics = for patients with HIV/AIDS / Lucy Brown House = for the elderly in their own home setting / Blackfriars = for the elderly / East Street = within a GP practice / Royal Free = at the Royal Free Hospital, for patients with HIV/AIDS / 1st Place = children's clinic in an external community setting / Watford = at Watford Football Club in collaboration with the Watford FC medical team.

NB 2: The Children's clinic, 1st place and Demonstration clinic are observation clinics for students and the supervising tutors are responsible for the treatment that patients receive.

Further details on these clinics can be found on the intranet here: http://intranet.uco.ac.uk/guidelines_and_handbooks/

3. HEAD OF CLINICAL PRACTICE

3.1 The Head of Clinical Practice is responsible for monitoring the performance of these clinics and having overall concern for students' experiences. Amongst other duties this involves audit work and planning expansions to the community clinics in line with the educational needs of the students.

4. WHEN DO STUDENTS START ATTENDING THE SPECIALIST CLINICS?

4.1 Attendance at these clinics will be once students have entered their FT3 and FT4 years. A number of key factors are considered when students are allocated including:

- a) the stage of progression that the students are in clinic
- b) the complexity of the representative patient at these clinics
- c) the appointment times available (East Street clinics for example run on a 30 minute list)
- d) the ratio of students, tutors and patients factored alongside other timetabling issues.

5. HOW LONG DO STUDENTS ATTEND A SPECIALIST CLINIC FOR?

5.1 These have been highlighted in blue in the above table.

5.2 The duration of attendance at the specialist clinics will vary from 2 to 12 weeks and this again will be dependent on a number of factors:

5.3 Term or non-term time – students may be allocated to some clinics for the full term depending on the type and complexity of the clinic (see below). Holidays will be dependent on the timeframe that a student is in general clinic (please see notes below under Allocation to specialist clinics).

5.4 Complexity of the representative patient – if this is more demanding then we would tend to allocate students for a longer period so that they have sufficient time to develop their skills in working in this environment and to feel that they have benefited from the experience. This also allows patients time to become comfortable with their practitioners and gain real benefits.

5.5 Complexity of running the clinic – again this may mean that we tend to allocate students for longer periods due to the challenges at “hand-over” times.

6. HOW ARE STUDENTS ALLOCATED TO A SPECIALIST CLINIC?

6.1 Allocation into a specialist clinic will be dependent on the following:

- a) The student will be timetabled to be in general clinic at the time of the specialist clinic.

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- b) The year the student is in – some of the above clinics are for FT4 students only or from FT3 in the Summer term
 - c) The specialist clinics that a student has attended previously – both the number and the type may have a bearing in future allocations.
 - d) Student numbers – smaller year numbers will see students move around on a greater rotational basis due to numbers available.
 - e) Male:Female – Gender ratios are considered according to the patient groups in the specialist clinic.
- 6.2 Once a draft rota has been agreed for general clinic, the Head of Clinical Practice and the Reception Manager will then select students from this to attend specialist clinics, taking into account the above information. Allocations are then logged for future reference and audit purposes.
- 6.3 There may be times, for example over the holiday periods when students who have attended a clinic will be asked to attend again as it may only be for a short period. In this instance it is more practical for tutors to work with students who are familiar with the working of a particular clinic.
- 6.4 Once the allocations have been made, the specialist clinic rota will then be posted onto the relevant First class notices conference. The aim is for the specialist clinic rota to be posted a minimum of 2 weeks before it commences.

7. WHAT IF I AM CONCERNED ABOUT MY ALLOCATIONS TO THE SPECIALIST CLINICS?

- 7.1 Students should make sure that they have read this document so that they are aware of the complexity of managing the specialist clinics; some of these pressures may explain their particular concern. Students must take into consideration that there are two academic years in which they can be allocated to specialist clinics.
- 7.2 If a student is still concerned regarding their allocations to the specialist clinics, either that they have not been allocated, are being allocated into a large number of clinics or have been allocated into the same clinic on several occasions, then they should contact the Deputy Head of Clinic and Partnerships in the first instance who can discuss this with them.
- 7.3 If students have other concerns regarding the specialist clinics then please do speak with the Reception Manager or the Head of Clinic.

8. CAN I MAKE REQUESTS TO ATTEND CERTAIN SPECIALIST CLINICS?

- 8.1 Due to the variety of specialist clinics and the nature of the timetabling this would become unworkable. However, if a student has a strong desire to attend a particular clinic for their particular career pathway then please let the Head of Clinical Practice know. Allocations may then be made if possible.
- 8.2 Please note that we cannot guarantee any allocations.

9. WHAT IF I AM UNABLE TO ATTEND ANY SPECIALIST CLINIC SESSION?

- 9.1 If you are unable to attend any session, either term time or non-term time, this should be dealt with according to the Student Attendance Policy (http://intranet.uco.ac.uk/policies_and_procedures/). It reflects very poorly on a students' professionalism if they do not inform us that they will be absent. In the case of specialist clinics it is courteous to include your specialist clinic tutor on the email that is sent to the Clinic Absence conference. Future allocation to the clinic is not guaranteed and will be placed back on a rotational basis.
- 9.2 Please remember that this is your responsibility to inform the relevant parties if you are to be absent from the specialist clinics, this is to be done prior to the session start as soon as your circumstances become apparent. Poor communication regarding your attendance can have consequences on others around you. Your patients, colleagues and tutors could all be affected by this and repeated non-attendance without reason could lead to a Student Fitness to Practice investigation.
- 9.3 It is also important that you let us know if you cannot attend a specialist clinic as another student can have the opportunity of attending. Obviously this takes time to organise so the more notice we have the better.
- 9.4 Your hours spent in any of the specialist clinics count towards your overall clinical hours total and likewise any time missed will need to be made up at a later date on request during the holiday periods.
- 9.5 Please see the student Attendance Policy on the intranet for further details. This is available at: http://intranet.uco.ac.uk/policies_and_procedures/