



## Fitness to Study and Practice

All apprentices are required to have membership of a professional body such as the BAcC, RCHM or equivalent, and to confirm this on their application to the course. All apprentices and faculty are asked to sign up to the SCCH clinical code of ethics.

In the event of a breach of the code relating to patients the matter may be referred in writing to the professional body of which the apprentice is a member. All patients are made aware of the SCCH clinical code of ethics via the website and in the materials that they are given prior to the first appointment. The course director and clinical supervisors are responsible for monitoring the professional development of apprentices via the termly professional development plan.

The faculty of the SCCH have a strong commitment to supporting apprentices during periods of ill health and to promoting positive attitudes towards apprentices with physical or mental health issues.

In the case of a fitness to study or to practice issue arising with the apprentices the following procedure would be followed.

Stage	Level	Action
1.	Minor issue; lateness, lack of awareness of equal opportunity, disagreement with colleagues, minor breach of the code of ethics.	Informal discussion with clinical supervisor or course director. Advice on support available if appropriate.
2.	Mid stage; ongoing illness, inappropriate behaviour, ongoing minor breach of	Formal discussion with the course director with options to pause the apprenticeship

	code of ethics.	in the case of illness, written agreed plan to improve FTP issue.
3	Major issues; failure to meet requirements of written improvement plan, major breach of code of ethics.	Formal meeting with course director and member of the governors. Potential referral to the RCHM. Potential suspension or withdrawal from the course.

At stage 3 the apprentice would have the right of appeal to a member of the governing body not involved in the formal meeting.