



Fitness to Practise

The following guide explains what to do when you have received a Fitness to Practise investigation notification.

What is Fitness to Practise?

Apart from the academic requirements, some professional courses also have requirements in relation to your standards of behaviour, your health and professional conduct relevant to your future employment in the associated profession. For example, you would expect a doctor to be honest and professional in all dealings with you; or you would expect a nurse not to forge patient records; or a teacher not to cross the professional boundaries with their students.

Did you know?

At all stages of the procedure, you have the right to be supported and accompanied. It is important that you contact the Advice Centre as soon as possible and see an Adviser for guidance before you respond to any concerns or go to any meetings.

Where do I find the University Fitness to Practise procedures?

You should receive information regarding Fitness to Practise when you start your course as part of your induction. You will also find the Fitness to Practise regulations that include the policy and procedure on the University's Calendar, in your student handbook, through your academic or pastoral tutor, online on Blackboard, or in the [University's Quality Handbook](#).

I have received a letter telling me about an investigation into my fitness to practise, what do I do?

First of all, don't panic! Read the Fitness to Practise policy and procedures so you know where you are in the process and make an appointment with an Adviser at SUSU's Advice Centre, who will support you throughout the process and clarify the procedures. It is good to draft a statement before you come to your appointment, so the Adviser knows the outline of your



Support Advice Centre

case. Make sure you list all facts and dates and gather evidence that may be useful to your statement.

Top Tips for preparing for a Fitness to Practise investigation or hearing:

Preparation is the key, so make sure you devote appropriate time to writing the statement and getting help from the Advice Centre before the Fitness to Practise hearing.

Action plan for writing a statement:

There is a useful Statement Writing Guide you can use to help you with the structure. You will find it [here](#).

When preparing your statement:

- Read the Fitness to Practise policy and procedures, so you understand the process
- Be honest in the statement you are writing and take responsibility for your actions
- Demonstrate you have an insight into your behaviour and that you have reflected on what had happened
- Demonstrate awareness of the Fitness to Practise requirements associated with your profession (e.g. Medicine, Nursing, Teaching, Psychology, Podiatry etc.); it is advisable you read the relevant profession's code of conduct.
- Express genuine remorse for your actions, but do not plead to the investigator or panel
- Highlight any rehabilitative or corrective steps you have already taken
- Outline an action plan for the future to avoid repeating the incident in question
- Give examples of some strategies you will employ to prevent repeated incidents

How do I write a good statement and can I get someone to give me feedback?

A good starting point is reading through our Student Statement Guide [here](#), looking at the points above and booking an appointment with an Adviser in the Advice Centre. An Advisor can read your statement, comment on any areas that need attention and give you constructive feedback.



Support Advice Centre

What help can the Advice Centre offer?

The Advice Centre can explain the Fitness to Practise process and guide you through the regulations. An Adviser can give you honest feedback on your statement and help you prepare for the meeting. They can also attend the investigation or Fitness to Practise Panel with you, if you wish, to support you. Please note an Advisor can only attend if you have had an appointment with them prior to the Fitness to Practice meeting and they had an opportunity to learn about your case and give you feedback.

Who else can help with the Fitness to Practise process?

You can ask your personal academic tutor for support. You can also contact a professional membership body or your trade union if you are a member (e.g. RCN, MDU, BMA).

Other sources of information and useful links

You will find useful information on professional conduct and behaviour from the following sources:

- [NMC guidance on professional conduct](#)
- [GMC Professional Behaviour and Fitness to Practise](#)
- [Health & Care Professions Council guidance for students](#)
- [Department for Education – Teachers' Standards](#)

Further Guidance

For further guidance on Fitness to Practice, contact the Advice Centre.

- 02380 592 085
- advice@susu.org

You can also visit us in Building 40, Highfield campus. Our opening hours are Monday–Friday 09.00–17.00.

Disclaimer: While care has been taken to ensure that information contained in the Advice Centre publications is true and correct at the time of writing, changes in circumstances after the time of publication may impact on the accuracy of this information. The Advice Centre and SUSU cannot accept responsibility for any actions taken as a result of advice given in this publication.



Support Advice Centre

Date: August 2018.