

HEALTH SPECIALIST APPOINTMENTS PROCEDURE

All students are entitled to book an initial consultation appointment with a private health specialist/consultant via Welfare on the proviso that:

1. The HoD/Programme Leader gives permission
2. The medical problem has a direct impact on the student's ability to continue with their principal study or equivalent and is programme-related (e.g. ankle injury and not cold and flu).

The consultation appointment is free of charge.

Health Specialist Appointment Request forms are held by Pauline McCluskey/Sarah Ward (Welfare) so they can check that students meet the above criteria.

- The student must first make a GP appointment and return the completed **GP Form** to Pauline McCluskey. She will then give the student a **Health Specialist Appointment Request Form** who must complete section A and pass it to their HoD/Programme Leader for authorisation.
- HOD/Programme Leaders should then opt for relevant Health Specialist. In the event that the HOD/Programme Leader selects a different specialist from the one specified by the GP, the GP's referral choice will take preference.
- All forms **must** be signed by HOD/Programme Leaders and sent to Pauline for processing.
- Students should be encouraged to accept the first appointment offered to them. If the appointment clashes with a class then the student should submit an absence request.

It is important to note that each student is permitted **one** free initial consultation appointment per academic year. Therefore please note that if follow-up treatment is required, students will be responsible for those costs.

During the consultation the student will receive an oral assessment of their health problem. The specialist will then summarise their findings in a written report which is sent to the HoD or Programme Leader on receipt by Welfare.

Contact Details:

Sarah Ward – Assistant Registrar

Pauline McCluskey – Administrator

(International and Student Experience) at welfare@rcs.ac.uk