



Royal Conservatoire
of Scotland

HEALTH SPECIALIST APPOINTMENTS PROCEDURE

The Conservatoire operates a Medical Specialist Scheme. If you find you've developed a course-related medical problem that proves difficult to resolve via your GP, the Conservatoire will allow you to access a private healthcare provider for one free consultation appointment. To access this service you must have spoken with your Head of Department, as well as seen by your GP.

The Welfare Team will endeavour to arrange this consultation soon after receipt of your request on the proviso that:

1. The Head of Department or 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 (and not a minor ailment).

The consultation appointment is free of charge, any follow up treatment will be the responsibility of the student. Should you wish to request a consultation appointment - please ensure that:

1. You must first consult with your GP to ensure that a referral is required to either our **ENT** or **Physiotherapy Health Specialist**.
2. You must then consult your **Head of Programme / Head of Department** who will consider the request for referral to the relevant **Health Specialist**.
3. The student must then complete the online **Health Specialist Appointment Request Form** via the portal.
4. The referral will only be processed once the online form and authorisation from your HoP/HoD is received.
5. Please note that due to limited availability of the Health Specialists, students are encouraged to accept the first appointment offered to them. If the appointment clashes, then the student should attempt to rearrange the lesson, or 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 Health Specialist will then summarise their findings in a written report which is sent to the Welfare Team, who will upload to the student record, and share with the relevant Head of Programme/Head of Department.

Should you have any questions please contact Pauline McCluskey (welfare@rcs.ac.uk)

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