



THE CHURCH
OF ENGLAND

Archbishops' Council Ministry Division

Medical Screening for Candidates for Ordained Ministry

Medical Screening for BAP and CP Candidates

1 Introduction

These notes outline the medical screening procedures for candidates for ordained ministry.

The screening process in all cases is undertaken by the Senior Medical Adviser, who assesses the information provided by candidates and ordinands, and may request further medical investigations. In all cases, the Senior Medical Adviser is required to provide appropriate advice about a candidate or an ordinand to their Sponsoring Bishop and to the Ministry Division. All final decisions about a candidate or an ordinand on the basis of their medical assessment are made by the Sponsoring Bishop.

The diocese is encouraged to contact the Senior Medical Adviser and a Selection Secretary at any stage during the medical screening process if there are any concerns about individual candidates or ordinands.

2 Overview of the Process

Medical Screening routinely takes place:

- When an ordinand is offered a title post (see 3.1 below)

Medical Screening may also take place:

- Before a BAP (see 3.2 below)
- During training (see 3.3 below)
- When a candidate is presented to the Candidates Panel (see 3.4 below)

3 Medical Screening

3.1 Screening on being offered a Title Post.

As from 1 September 2013, all *routine* initial medical screening for recommended candidates post BAP has been abolished. Candidates are no longer sent or required to complete an initial medical form. The *routine* medical screening will now happen only once – at the point of the offer of a title post when all candidates will be required to complete a detailed medical questionnaire.

A medical questionnaire must be completed by an ordinand when he or she is offered a title post: this offer remains conditional until the medical screening process has been completed.

Please note that *all candidates* (both stipendiary and non-stipendiary) should be sent the medical questionnaire.

This questionnaire stipulates that its purpose is to enable the Senior Medical Adviser to provide the Sponsoring Bishop and the Ministry Division with advice on whether an ordinand will be able to carry out functions that are intrinsic to the work of a priest or deacon: it therefore asks specific questions about an ordinand's medical history and treatment. It also states that if a candidate is unable to carry out one or more of the functions, it does not necessarily mean that he or she is not accepted for a title post, and that consideration will be given to whether reasonable adjustments could be made to enable the candidate to undertake the work of ordained ministry.

As this questionnaire is administered when an ordinand is at the point of being offered a title post, **it is administered by the diocese. It is very important that the diocese completes the information which provides a point of contact for the Occupational Health Providers.**

The possible outcomes of this second stage of medical screening are:

- **Immediate medical clearance:** on receipt of the candidate's completed questionnaire, the Senior Medical Adviser may clear the candidate medically. In this case, a certificate to indicate that the ordinand has been cleared will be sent by the Senior Medical Adviser to the Sponsoring Bishop, and copied to the Ministry Division.
- **Further investigation:** On receipt of the candidate's questionnaire, the Senior Medical Adviser may seek further information. This may in the first instance mean contacting the candidate's GP, and may mean asking the candidate to meet with a relevant specialist to discuss any particular areas of concern. With the candidate's permission, the Senior Medical Adviser will inform the Sponsoring Bishop of the outcome of any meetings between the candidate and a specialist. The Senior Medical Adviser will also offer advice arising out of the further medical investigations to enable the Sponsoring Bishop to make a decision. If the candidate is medically cleared at any point in this process, the Senior Medical Adviser will send a certificate to the Sponsoring Bishop to confirm the ordinand's clearance.
- **Psychiatric Assessment:** in some cases, the Senior Medical Adviser will judge that an ordinand's medical questionnaire or their GP's report suggests that the ordinand should attend a psychiatric assessment. This decision is taken in conjunction with the Consultant Psychiatrist at the St Marylebone Healing and Counselling Centre. The process of such referrals is outlined at 4, below.

3.2 Pre-BAP:

There will still be an opportunity for DDOs to refer candidates about whom they have medical concerns to the Senior Medical Adviser pre BAP as is the current the practice. Such concerns may arise from what a prospective candidate has chosen to disclose as part of the Diocesan discernment process. In such cases the Diocese will pay for the referral in the first instance but will be reimbursed by the Ministry Division post BAP if the candidate were recommended for training. If a medical assessment is considered necessary before a candidate attends a BAP, it is important:

- For the DDO to be in contact a Selection Secretary.

- That this option has been fully discussed with the candidate, and that permission has been given by the candidate for this to take place.

3.3 During Training:

Occasionally, medical conditions arise or surface during training and it is important that these are addressed as they might affect a candidate's ability to continue in training or affect the training institutions' duty and responsibility to make any reasonable adjustments to enable this. Candidates can continue to be referred for a medical/psychiatric assessment to the Senior Medical Adviser at any time during their training. These referrals will be paid for by the Ministry Division. It is important that the Ministry Division is made aware of any such referrals.

3.4 Candidates Panel:

The medical screening process for Candidates who are brought to the Candidates Panel will be considered on a case by case basis and will differ according to whether a candidate is still in training, been ordained, or is entering the Church of England from another denomination.

3.4.1 Candidates in training who are to be offered a title post should be asked by their diocese to complete a medical questionnaire in the usual way.

3.4.2 Candidates who have been **ordained in other denominations** may be required to complete a questionnaire when they are offered a title post by the diocese.

4 Psychiatric Assessments

In any of the above cases, where a psychiatric assessment is considered necessary, the decision is taken in conjunction with the Consultant Psychiatrist at the St Marylebone Healing and Counselling Centre. The process of such referrals is as follows:

- The Senior Medical Adviser contacts the candidate to explain why they are being asked to see a Consultant Psychiatrist, to explain the process, and to explain in broad terms who will receive a copy of the psychiatric report.
- An appointment time is agreed between the Manager of the St Marylebone Healing and Counselling Centre and the candidate.
- The Consultant Psychiatrist sees the candidate and writes a report. The Candidate sees the report and is invited to give feedback and to correct any factual errors.
- **Please note that if the candidate does not attend the appointment with less than 48 hours' notice, a £75 charge will be levied, which will need to be borne by the candidate. It is vital that this is underlined by the diocese when the appointment is being made.**
- The report then goes to the Senior Medical Adviser, who writes a covering letter summarising the conclusions of the report, and confirms the details of who will receive a copy of the covering letter and the report. The candidate is required to respond within 48 hours to give their permission for the covering letter and report to

be sent to their intended recipients. If the candidate does not respond within 48 hours, the letter and reports will be sent out.

- The report will be received by the candidate's Sponsoring Bishop, DDO and The Ministry Division.

5 Data Protection

A candidate's medical questionnaires and any further medical information that has been requested will be kept by the Senior Medical Adviser in a secure filing system. Any advice given to the Bishops arising out of the medical screening process, will be available to candidates on request in accordance with the Data Protection procedures.

6 The Process of Appeal

If a candidate contests the advice of the Senior Medical Adviser, he or she may appeal to the Sponsoring Bishop. The Sponsoring Bishop may decide to turn down the appeal (if there are insufficient grounds for it) or can seek a second opinion if that seems appropriate. Ultimately, it is the Bishop who decides who may or may not enter training

Health Questionnaire after offer of title post (HM 30 amended)

READ THIS CAREFULLY BEFORE COMPLETING THIS FORM

Once an offer of title post has been made, all candidates will need to complete this medical form. Health Management Ltd undertakes the health screening of candidates on behalf of Bishops and the Ministry Division.

Please complete this form **with a written signature** and return it directly by fax to Health Management Ltd on 0845 504 1066 or by post to The Clinical Services Team, Health Management Ltd, Ash House, The Broyle, Ringmer, East Sussex, BN8 5NN.

Your information will be treated as confidential and will not be given to anyone else without your written permission. Please be aware that at the end of this form you will be asked to declare that all the statements you make are true to the best of your knowledge.

1 Diocese

(For completion by the diocese in which the title post is situated)

(BLOCK CAPITALS PLEASE)

Candidate's name.....

Bishop offering title post.....

DDO or other diocesan contact

Telephone Number.....Email Address.....

2 Candidate's Details

(For completion by candidate)

Surname/Family name:

.....

Title: Mr/Mrs/Ms/Miss/Dr/Professor/Revd:..... Male Female

First Names.....

Home Address.....

.....

.....

Telephone Numbers:

Home..... Work..... Mobile.....

Email address.....

Date of Birth

Name of GP:

Address of GP.....

.....

..... Telephone No.....

Health Management Ltd as the occupational health advisers to the Ministry Division need to provide the Ministry Division and your sponsoring bishop with advice on whether you will be able to carry out functions that are intrinsic to the work of a priest or deacon.

The work of a priest or deacon generally requires a person to be able to:

- Project their voice and convey a sense of presence
- Communicate orally and aurally
- Communicate effectively in writing manually and electronically
- Mobilise effectively (which may include driving) especially important in a rural setting
- Be physically robust enough for the particular focus of ministry they are involved in
- Exhibit mental ability and agility
- Reflect theologically and exercise mental engagement
- Plan and develop strategy
- Demonstrate imagination and empathy
- Demonstrate emotional resilience and psychological robustness especially in situations of conflict and uncertainty.

The fact that a candidate is not able to carry out one or more of these functions will not necessarily mean that he or she is not accepted for a title post: consideration will be given to whether reasonable adjustments could be made to enable the candidate to undertake the work of ordained ministry.

Please attach additional sheets of paper if necessary.

(If YES is selected in answer to any of the questions below, please also complete the consent form included at the back of this form.)

	YES	NO
<p>1. Do you have any illness/impairment/disability (physical or psychological) which may affect your ability to undertake the work of a deacon or priest?</p> <p style="margin-left: 40px;">If you have answered yes, to the above question, please provide details and the date of occurrence of any illness, whether you consulted your GP and/or Consultant, the duration of the illness, time spent off work and any treatment and medication received</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Have you ever had any illness/impairment/disability which may have been caused or made worse by your work? If yes, please give details below or in section 3 (Further Information)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Are you having, or waiting for treatment (including medication) or investigations at present? If yes, please give details of the condition, treatment and dates, below or in section 3 (Further Information)</p>	<input type="checkbox"/>	<input type="checkbox"/>

4. Do you think you may need any adjustments or assistance to help you to do the job?
If **yes**, please give details below or in section 3 (Further Information)

5. Have you ever left or been denied a job on health grounds?

6. Have you ever been treated for abuse of an addictive substance?

7. Have you ever suffered from neurological conditions (incl. Migraines)?

8. Have you ever suffered from mental health problems (incl. stress)?

9. Have you ever suffered from depression?

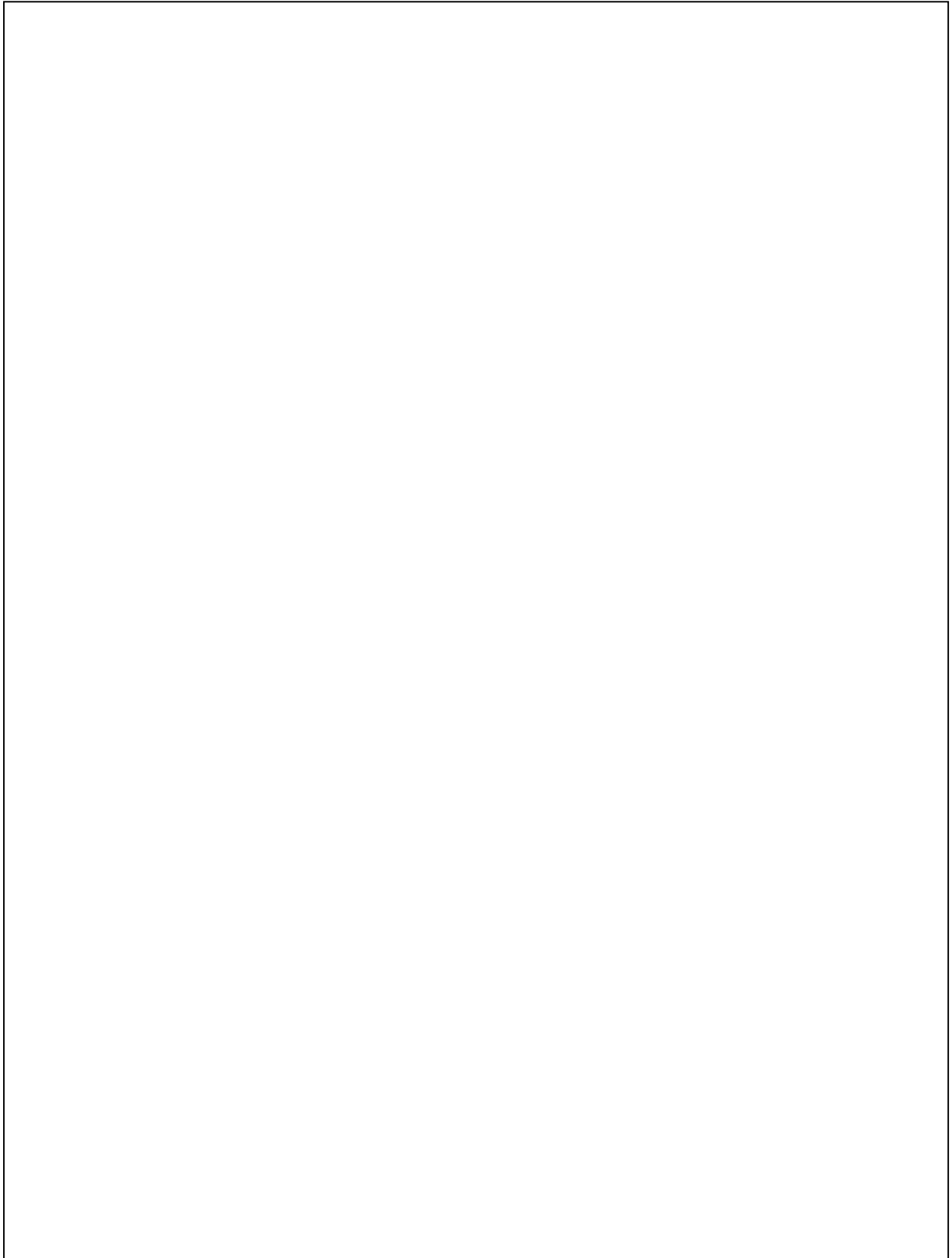
10. Have you ever suffered from specific learning difficulties?

11. Have you ever suffered from a sudden collapse?

Because of the responsibilities of the Church under the EC Directive on Pregnant Workers (92/85/EEC), you are advised if you are pregnant, to inform us in confidence, in order that you may be advised regarding protection from any physical, chemical or biological hazards.

3 Further Information

Use this area to give details from previous questions and to give details of any other health conditions that you are suffering from, or have suffered from in the past.

A large, empty rectangular box with a thin black border, intended for the user to provide further information as instructed in the text above.

PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING

1. I declare that all the foregoing statements are true to the best of my knowledge.
2. I understand that I may be required to attend a medical consultation/undergo a physical examination.
3. I understand that although this form will be treated in medical confidence, further medical information may be requested from my doctor if considered necessary. (Subject to obtaining further consent under the Access to Medical Reports Act.)

Data Protection Act.

Under the Data Protection Act we are required to provide to you with the data we hold on you, with information of how we manage this information on our computerised medical records and manual files on request. Should you have any queries please contact the Data Protection Officer at Health Management Ltd.

4. I give Health Management Ltd my consent to (a) hold relevant medical information to process my entry into the ordained ministry as a trainee curate; (b) computerise my personal and medical information; (c) contact me to arrange appointments and manage my case; and (d) use my medical information to prepare a report to my Sponsoring Bishop.
5. I understand that Health Management Ltd will hold my information securely and give me access to my medical information, should I request it in writing or electronically.

Signed.....
....
Date.....
.....

Please return this form directly to:

The Clinical Services Team
Health Management Ltd
Ash House
The Broyle
Ringmer
East Sussex
BN8 5NN

or by fax: 0845 504 1066

Consent Form for GP/Specialist Report (HM40) CoE MINISTRY DIVISION

This Consent Form is given in respect of an application for a report from your own GP and / or Specialist. Please complete and return this Consent Form by fax to Health Management Ltd on 0845 504 1066 or by post to The Clinical Services Team, Health Management Ltd, Ash House, The Broyle, Ringmer, East Sussex, BN8 5NN

Candidate Details

Name..... Date of Birth.....

Home Address.....

.....

.....

Home Tel.....Work Tel.....Mobile
Tel.....

Name of GP.....Phone No.....

Address of GP

and if appropriate

Name of Specialist..... Phone
No.....

Address of Specialist

I understand my rights under the Access to Medical Reports Act, 1988 and have read the Explanatory Notes on the Rights of Individual on the following page. Please read the following statements and then sign to signify your agreement.

1. I consent to Health Management Ltd obtaining a medical report from my GP and/or Specialist.
2. I give my consent for Health Management Ltd to use the report from my GP/Specialist to prepare a summarized report containing relevant clinical information which will be released, in strictest confidence, to the sponsoring bishop, the Diocesan Director of Ordinands, the Bishops' Advisory Panel Secretary and the pensions board when appropriate.
3. I give my consent for Health Management Ltd to:
 - (a) hold and process medical information about me.
 - (b) release any medical information it is holding to any doctor or nurse who is involved in my case.
 - (c) contact me to arrange appointments and manage my case.**
4. **I do not wish to see the report from my GP/Specialist before it is sent to Health Management**
Or
I do wish to see the report from my GP/Specialist before it is sent to Health Management
(please delete as appropriate)

ACCESS TO MEDICAL REPORTS ACT 1988 ("Act")

Explanatory Notes on the Rights of Individuals

This is a guide to your principal rights under the Act, which is concerned with reports provided for employment (or insurance) purposes by a GP/Specialist who is, or has been, responsible for your clinical care.

You have three options:

Option 1

You may consent to the application for the report and indicate that you do not wish to see the report before it is supplied. However, if you change your mind after the application has been made by the Occupational Health Service, you must notify your GP/Specialist in writing within 21 calendar days from the date of the application, so that you can arrange access to the report. You will be allowed a further 21 calendar days in which to make the arrangements to see the report (beginning with the date of your notification). The conditions for supply described in Option 2 will then apply.

Option 2

You may consent to the application, but indicate your wish to see the report before it is supplied. (To do so you must indicate on the attached form when consenting to the application for a medical report on you).

The GP/Specialist will be informed by the Occupational Health Service that you wish to have access to the report and will allow 21 calendar days (beginning with the date of the application) for you to make the arrangements to see and approve it before it is supplied to your Occupational Health Service. You will be notified in writing by the Occupational Health Service of the date the report was requested.

If the GP/Specialist has not heard from you in writing within 21 days of the application for the report being made, the doctor will assume that you do not wish to see the report and that you consent to the report being supplied to the Occupational Health Service.

If you see the report and find that there is something which you consider incorrect or misleading, you can request in writing to the GP/Specialist that the report is amended, but the GP/Specialist is not obliged to do so. You can then either:-

- Withdraw consent for the report to be supplied to your employer, or
- Ask the GP/specialist to attach to the report a statement setting out your own views, or
- Agree to the report being issued unchanged.

The GP/Specialist is not obliged to show you any parts of the medical report which he or she believes might cause serious harm to your physical or mental health, or that of others, or which would reveal information about a third party, or the identity of a third party who has supplied the GP/Specialist with information about your health, unless the third party also consents, or that party is one which has been involved in your clinical care. In those circumstances, the GP/Specialist will inform you accordingly and your access to the report will be limited to its remaining parts.

Option 3

You may withhold your consent to an application made by the Church for a report from a GP/Specialist, but if you do withhold consent for such a report, your sponsoring bishop will then need to make decisions based on the facts available.

