

ASSESSMENT OF MEDICAL SUITABILITY TO ATTEND COURSES AND TRAINING

Background

1. Historically, course organisers have demanded that "fit to attend course" certificates are provided, including for courses where medical status has no impact on ability to attend or complete the course. This has placed an unnecessary administrative burden on medical centres. In fact, it is the Chain of Command (CoC) which is responsible for authorising Service Personnel (SP) to attend Phase 3 courses¹ and adventurous training, and it is local commanders who should be taking account of the SP's medical status when determining whether or not an individual should attend a course.
2. In order to do this the CoC will rely on a suitable and sufficient assessment of risk undertaken by the training provider to outline any medical and fitness requirements for the course. For the majority of courses, the expected risk assessment outcome is that the SP's Joint Medical Employment Standard (JMES) and functional abilities are all that is required to determine medical suitability to attend. Course organisers who identify an additional requirement for enhanced medical review as part of their course entry requirements will need to discuss this with SO1 Occupational Health (OH) Headquarters (HQ) Defence Primary Healthcare (DPHC) who will advise as to what level of medical input is appropriate, validate the requirement and arrange for DPHC medical treatment facilities (MTF) to be tasked to deliver the requirement.
3. Course organisers will be required to formulate an overview of the course and any physical requirements in order to inform a risk assessment to be conducted by the local commander authorising attendance at the course. Any specific JMES and medical fitness requirements should normally be articulated within joining instructions. Where an enhanced medical assessment is identified (see para 8), course organisers will be expected to produce details of the functional requirements of the course as well as any other risks that should be taken into account (eg proximity of medical cover) to SO1 OH HQ DPHC for this to be disseminated to MTFs in order to inform a decision as to whether the SP can attend a course.

Aim

4. This leaflet gives direction to training providers, SP, Commanders, Medical Officers (MOs) and healthcare managers regarding the levels of medical assessment required for SP attending courses. It also lays out a 5 stage process, in para 8, to define the appropriate level of medical assessment and ensure implementation.

Pre-existing medical assessment

5. Every SP is allocated a JMES² to advise their level of fitness for duties worldwide. Commanders have access to JMES via Joint Personnel Administration (JPA)³, and should raise any concerns regarding an incorrect JMES with medical staff as a matter of course. Upon allocation of a JMES a SP's functional restrictions are also detailed. The Medical Deployment Standard (MDS) describes the medical capacity for deployment as follows:

¹ Courses undertaken once on the Trained Strength.

² [2013DIN07-056 – UK Special Forces Units Briefing Course Dates, Selection Course Dates And Medical Standards](#) and [JSP950 Lft 6-7-2 The Joint Medical Employment Standard](#).

³ JPA Self Service/Manager, Extra Information Types, Medical Employment Standards.

- a. Medically Fully Deployable (MFD). MFD service persons are medically fit for unrestricted service worldwide.
- b. Personnel graded below MFD. Medically Limited Deployable (MLD) and Medically Not Deployable (MND) SPs are managed according to single Service (sS) policy:
 - (1) Royal Navy personnel grading changes are e-mailed to Career Managers (CM) and Waterfront CMs, and JPA is updated by electronic transfer from Defence Medical Capability Program (DMICP). This provides the Royal Navy CoC with comprehensive advice regarding their fitness for duties both on-board ship (along side or at sea) or deployed on land operations.
 - (2) Army personnel are issued with an [Appendix 9](#) to [PAP 2010 Revision 3](#). This provides the local commander and CoC with comprehensive advice regarding their fitness for duties in barracks and on operations worldwide and is renewed at least annually. Downgraded personnel may deploy when their CoC has completed an [Appendix 26](#) Medical Risk Assessment, which may not require any medical input.
 - (3) RAF personnel are issued with a Patient Advice Notice (PAN)⁴. This provides the RAF CoC with comprehensive advice regarding their fitness for duties both on station and worldwide. The PAN is transmitted to Air Manning (Medical Casework Cell) for onward publication on JPA and for consideration by CMs.

6. Responsibilities for assessment of fitness.

- a. Service personnel are to take all reasonable steps to ensure that they are, and remain, in a fit state of health to carry out their duties and are mandated by Queen's Regulations (QRs) to notify their MO, without delay, of all medical treatment⁵.
- b. Course providers are to undertake a suitable and sufficient risk assessment to determine the level of physical fitness and any medical force protection required for their courses. Physical Training Instructors (PTIs) can advise course providers where particular levels of physical fitness are required and can develop individual programmes to prepare the SP accordingly.
- c. It is expected that most courses will actually require no further medical assessment prior to attendance by SPs who are MFD. For those who are non-MFD then the sS occupational health reports (JPA record of JMES, Appendix 9 or PAN) should contain sufficient detail for commanders and course organisers to reach a decision regarding medical suitability for course attendance for the vast majority of courses.
- d. Commanders authorising attendance on courses are to ensure that the appropriate stage of certification has been completed to meet the course requirements.

7. Fitness for Adventurous Training (AT). AT does not require medical assessment unless there is a statutory requirement eg for sub-aqua diving or a specific medical risk is identified in a risk assessment that has been approved by the relevant sS sponsoring authority⁶ or Competent

⁴ [RAF Manual of Medical Fitness AP 1269A](#)

⁵ As laid down in sS QRs.

⁶ [JSP 419 Joint Service Adventurous Training Scheme Ch 3 paragraphs 28-31.](#)

Medical Authority (CMA) for the Army. A list of CMAs is contained within [LFSO 3215](#)⁷, together with guidance on medical plans.

Additional stages of medical assessment

8. Where medical certification or assessment are considered necessary five stages of medical assessment are available to course organisers to enable them to match the SPs medical suitability against the training requirements and assessment of training risk. In the development and design of Phase 3 course programmes, course providers may apply to SO1 OH HQ DPHC for approval to utilise DPHC to deliver 'fit for course' medical assessments at Stage four or above. The five Stages of medical assessments available to course providers are:

- a. **Stage One – Self certification of health.** If the course risk assessment identifies a particular risk then course organisers can require attendees to self certify the absence of any injuries or illness that may be relevant. A Stage One assessment should be the default option for course organisers who wish to continue with some form of additional medical assessment. A generic certificate for attendees to complete is included at Annex A.
- b. **Stage Two – Confirmation of JMES.** Where the course or post course employment requires a specific JMES or MDS, then commanders are able to check the JMES on the SP's JPA record (migrated from DMICP). A Stage Two assessment is appropriate for arduous courses such as the All Arms Commando Course ([2012DIN07-159](#))⁸. A generic certificate for CO/local commanders to complete is included at Annex B.
- c. **Stage Three – MO confirmation of JMES.**
 - (1) If a Stage Two assessment raises concern that a SP's current JMES does not meet the medical suitability criteria to attend the proposed course then commanders can request medical advice via a Stage Three assessment. SPs graded MFD A4 L1/2 M1/6 will rarely need a Stage Three assessment and those permanently graded below the course medical suitability criteria should be removed from the course loading. Those with temporary medical problems may require a Stage Three assessment, with consideration for moving course dates if their condition is unlikely to be resolved by the proposed loading date.
 - (2) Following review of DMICP and other medical records medical staff will advise the commander further indicating whether the SP meets the medical suitability criteria to attend the course. Whilst in some cases this assessment may be conducted without seeing the patient in other cases the SP may need to be recalled and examined. A Stage Three assessment can only be performed once both a Stage One and a Stage Two assessment have been completed, and the SP must consent to release of any occupational health report that might be required.⁹⁹ A Stage Three assessment certificate is included at Annex C.
- d. **Stage Four – Medical screening.** This assessment is only performed where a course or other activity has specific medical issues articulated in a risk assessment documented by the course provider and approved by SO1 OH HQ DPHC. The risk assessment must include

⁷ [LFSO 3215](#)

⁸ [All Arms Commando Cse](#)

⁹ [GMC confidentiality: Disclosing information insurance 2009](#)

objective medical standards against which the MO is asked to assess fitness. Any certificates required must be added to the DMICP auto-populating document set via DMICP OH User Group. The list of courses approved for Stage Four assessment is detailed at Annex D. Any requests for medical assessment for courses not listed at Annex D, may be declined by military medical treatment facilities with effect from 31 Jan 14.

e. **Stage Five – Medical examination.** Stage Five medical assessments are those required by statute. The certificate required should be added to the DMICP auto-populating document set via DMICP OH User Group. Activities requiring Stage Five assessment are listed at Annex E. Any requirement to add additional medicals to this list should be referred to SO1 OH HQ DPHC.

Summary

9. Stage One and Two assessment may be implemented at the discretion of the course organiser or CoC as there is no medical involvement with these assessments. An MO may only conduct a Stage Three assessment on a case by case basis and on receipt of an Annex A, completed by the SP and Annex B, completed by the line manager/local commander. Stage Four and Five assessments will only be performed on the authority of SO1 OH HQ DPHC.

Implementation

10. Unless cancelled or otherwise revised, this leaflet is to be routinely reviewed after five years. HQ Surgeon General (SG) is to make policy leaflets available in accordance with the Freedom of Information Act 2000. This policy leaflet is releasable to the Internet. An Equality Analysis has been undertaken in the production of this policy and no impact is anticipated in terms of the Equality Act 2010.

Authorisation

11. This policy is released for publication by Head of Medical Strategy and Policy on behalf of the SG.

Point of contact

12. Point of contact is SO2 Medical Policy at HQ SG, via email SGACDSStratPol-MedPolSO2@mod.uk or by telephone on 01543 434669.

Annexes:

- A. Stage One assessment – Self certificate of health.
- B. Stage Two assessment – Confirmation of JMES.
- C. Stage Three assessment – MO confirmation of JMES/MDS.
- D. Stage Four assessment – List of courses/training requiring routine medical screening.
- E. Stage Five assessment – List of occurrences requiring statutory medical examination.

STAGE ONE ASSESSMENT**SELF CERTIFICATE OF HEALTH - TO BE COMPLETED BY THE APPLICANT (if required in the Joining Instructions):**

Service No:	Rank:	Last name:
Course Dates:	Course Name:	

By signing below I confirm the following:

- My JMES Deployability is MFD
- I have seen the list of course requirements and have no injuries or medical condition that would prevent me from attempting the above named course.
- I consider myself fit to undertake all elements expected of my rank and trade/CEG.
- If I become aware of any medical problems that may affect my ability to complete this course I undertake to bring these to the attention of the course organisers, directing staff and/or medical staff.
- I consent to my chain of command approaching medical staff for information on my medical fitness that may be relevant to my participation in the course.

Signature _____ Date _____

To be recertified by the applicant on reporting for course:

By signing below I confirm there has been no change to my declaration above:

Signature _____ Date _____

Failure to disclose information relevant to your application, particularly any factors identified following RTU, may result in automatic rejection from this and future courses.

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UPDATED 10 MAR 15

STAGE TWO ASSESSMENT

CONFIRMATION OF JMES – FOR COMPLETION BY LINE MANAGER / AUTHORISING OFFICER

Service No:	Rank:	Last name:
Course Dates:	Course Name:	

Certify only one statement from A, B and C. Delete those not applicable.

Option A: I certify that the above named:

1. Holds a Medical Deployment Standard (MDS) of Medically Fully Deployable (MFD).
 2. Has successfully completed all required military training and an appropriate fitness test within the last twelve months.
 3. Is able to undertake all elements expected of their current rank and trade/CEG.
- Meets, to the best of my knowledge, the medical suitability and fitness criteria to attend the above named course.

Option B: I certify that the above named holds an MDS of less than MFD and enclose a JPA JMES print-out / Appendix 9 / Patient Advice Notice that reflects their functional limitations.

Based on this information the above named meets, to the best of my knowledge, the medical suitability and fitness criteria to attend the above named course.

Option C: I certify that the above named has been referred to medical staff with this form and a copy of the course medical suitability requirements for review of their medical suitability to attend the above named course.

Signature _____ Date _____

Rank _____ Name _____ Email _____

Post _____ Phone _____

Inappropriate certification, particularly any factors identified following RTU, may result in automatic rejection from this and future courses.

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UPDATED 10 MAR 15

STAGE THREE ASSESSMENT**MEDICAL OFFICER CONFIRMATION OF JMES/MDS – ON COMPLETION OF ANNEX A & B**

Service No:	Rank:	Last name:
Course Dates:	Course Name:	

Outcome(s) after review of Annex A, Annex B, DMICP and other medical records:

☐ The JMES Grading / Appendix 9 / Patient Advice Notice issued on __/__/__ remains extant.
(The above named can request another copy from medical administrative staff if required.)

☐ JMES has been amended to MFD/MLD/MND (circle) A__L__M__E__.
This change will show on the JPA record the following day and on the Unit JMES Report after the following day. The above named should book an appointment with me to review this if migration is unsuccessful.

☐ I have reviewed the patient against the medical suitability requirements for the above named course. They meet / do not meet the medical suitability standards.

MO Comments (including on Medical Suitability to attend the course):

Signature _____ Date _____

Rank _____ Name _____ Email _____

Post _____ Phone _____

**This certificate can only be completed on receipt of:
Annex A completed by the SP and Annex B completed by their CO/OC
On completion it may be returned by email.**

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UPDATED 10 MAR 15

STAGE FOUR ASSESSMENT**LIST OF COURSES/ TRAINING REQUIRING ROUTINE MEDICAL SCREENING**

Ser	Activity (a)	Authority (b)	Reference (c)
1.	Boxing & "milling"	SO1 OH HQ DPHC	JSP 950 2-1-1: Medical Management of Service Amateur Boxing
2.	Special Forces Selection	SO1 OH HQ DPHC	2012DIN01-128: UK Special Forces Selection - Medical Standards [updated annually].
3.	Specialist Debriefing Duties	SO1 OH HQ DPHC	JSP 950 Leaflet 6-7-10
4.	Fire-fighting training	SO1 OH HQ DPHC	to be inserted
5.	Helicopter Underwater Escape Training	SO1 OH HQ DPHC	BRd 1750A Leaflet 12-05
6.	Mechanical lifting equipment operators	SO1 OH HQ DPHC	JSP 950 Leaflet 6-6-2
7.	Respiratory surveillance before training with sensitising chemicals	SO1 OH HQ DPHC	BRd 1991 Chap 18 Apdx 4 AP 1269A Leaflet 3-04 Annex D
8.	Fitness for Submarine Service	SO1 OH HQ DPHC	BRd 1750A Chap 13
9.	Parachute Training (Occupational – non JSAT ¹⁰)	SO1 OH HQ DPHC	AP 1269A Leaflet 3-03 Annex E
10.	Jungle Warfare Instructors Course	SO1 OH HQ DPHC	
11.	Operational Trackers Instructors Course	SO1 OH HQ DPHC	
12.	8840/8841 - RESA/REST – HES/WICS phase.	SO1 OH HQ DPHC	JSP 375 Vol 3 Chap 6 JSP 375 Vol 2 Leaflet 49
13.	Platoon Sergeants Battle Course (PSBC)	SO1 OH HQ DPHC	
14.	Sections Commanders Battle Course (SCBC)	SO1 OH HQ DPHC	
15.	SNIPER Basic (Cse owned by SWS, but delivered at the IBS)	SO1 OH HQ DPHC	
16.	SNIPER Section Commander (Cse owned by SWS, but delivered at the IBS)	SO1 OH HQ DPHC	
17.	8826/8827 - Working in confined spaces course.	SO1 OH HQ DPHC	JSP 375 Vol 3 Chap 6 JSP 375 Vol 2 Leaflet 49

¹⁰ JSAT Parachute courses: Stage 2 Medical Screening (Annex B) & British Parachute Association medical self declaration is required. Personnel must hold a minimum JMES of A4, L2, M1, E1 or A2, L2, M1, E1.

Ser	Activity (a)	Authority (b)	Reference (c)
19.	001B Ammunition Technician Officer (BA utilised during BCMD phase).	SO1 OH HQ DPHC	JSP 375 Vol 3 Chap 6 JSP 375 Vol 2 Leaflet 49
20.	8840/8841 Royal Engineer Search Advisor & Royal Engineer Search Team (BA utilised during hazardous environment search (HES) & working in confined spaces (WICS) phases).	SO1 OH HQ DPHC	JSP 375 Vol 3 Chap 6 JSP 375 Vol 2 Leaflet 49
21.	0804 Defence Explosive Ordnance Course (DEOC) (BA utilised during BCMD phase).	SO1 OH HQ DPHC	JSP 375 Vol 3 Chap 6 JSP 375 Vol 2 Leaflet 49
22.	0805 Royal Engineer Elementary Explosive Ordnance Disposal (EOD) (BA utilised during BCMD phase).	SO1 OH HQ DPHC	JSP 375 Vol 3 Chap 6 JSP 375 Vol 2 Leaflet 49
23.	0064 DEOC Conventional Munitions Disposal (CMD) (BA used during BCMD phase).	SO1 OH HQ DPHC	JSP 375 Vol 3 Chap 6 JSP 375 Vol 2 Leaflet 49

STAGE FIVE ASSESSMENT

LIST OF OCCURENCES REQUIRING STATUTORY MEDICAL EXAMINATION

Ser	Activity (a)	Authority (b)	Medical Standards (c)
1.	Driving LGV/PCV	The Driving Licences (Community Driving Licence) Regulations 1996	DVLA standards
2.	Diving and other hyperbaric exposures	Diving at Work Regulations 1997	BRd 1750A – Chapter 12
3.	Flying and other hypobaric exposures	Air Navigation Order 2000	AP1269A