Postgraduate Programmes in Occupational Medicine, September 2015
Centre for Occupational & Environmental Health
Centre for Epidemiology, Institute of Population Health
University of Manchester
http://www.coeh.manchester.ac.uk

- **Postgraduate Certificate in Occupational Medicine** (4 modules over 1 year, part time) Provides some core knowledge in occupational medicine theory and practice in selected key areas based on the FOM academic syllabus.

- **Advanced Diploma in Occupational Medicine** (8 modules over 2 years, part time) A mid training qualification aimed at doctors interested in pursuing a full-time career in occupational medicine, covering core knowledge in occupational medicine theory and practice and based on the FOM academic syllabus.

- **MSc in Occupational Medicine** (8 modules, plus a dissertation over 3 years, part time) A career specialist-level qualification – required for appointment as a hospital consultant.

**UNIVERSITY ACCREDITED POSTGRADUATE PROGRAMME:**

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1 year = 60 credits 2 years = 120 credits 3 years = 180 credits

Programme aims

The programme aims to:

- Provide information required by medical practitioners working in the field of occupational medicine, and to allow them to pursue an academic qualification in this subject;
- Allow students to access a range of specialist knowledge and resources within the discipline of occupational health;
- Attract students who will benefit from distance learning methodology, which allows them to apply the knowledge they assimilate into practice during their day-to-day work;
- Consider the evidence on which occupational health practice is based and
- Attract students who will benefit from studying in a research-enriched environment, and (especially for students progressing to the MSc) offer the opportunity to undertake research based activities relevant to occupational health.

**Learning outcomes**

Each level has its own set of learning outcomes and objectives. These are:

**Postgraduate Certificate**

This aims to:
• Introduce you to the knowledge and skills required in those areas of medicine, science and hygiene that are encompassed by occupational health;
• Acquaint you with the legislation covering health and safety at work;
• describe and define the relationships and responsibilities of the occupational physician with management, trades unions, employees, and other branches of the profession/other appropriate agencies and
• Give you a good foundation on which to build and extend your knowledge of occupational health during the changes and developments which lie in the years ahead.

In summary the Postgraduate Certificate aims to allow the holder to achieve a level of knowledge/competence appropriate to a generalist working in occupational health. In addition, students exiting at this level have the right to use the post-nominal letters of PG Cert Occ Med.

Advanced Diploma

This aims to equip the holder to:

• Understand the effects of work on health, including the influence of physical, chemical, psychological and biological factors;
• Understand the effects of health on work, including the resettlement and rehabilitation of workers (e.g. following accidents or disease), and the employment of individuals with disabilities;
• Advise on matters relating to health and safety at work including medical aspects of ergonomic design, safety of equipment, illumination, heating and ventilation;
• Advise on the protection of workers against noise, vibration, temperature excesses, radiation and airborne dusts;
• Understand the nature of epidemiological evidence, including planning and executing epidemiological surveys in the workplace and
• Advise on legislation relating to health and safety at work (and other relevant matters).

In summary, the Advanced Diploma aims to allow the holder to achieve a level of knowledge/competence exceeding that of a generalist working in occupational health and provides a basis for the theoretical knowledge that is required by physicians undertaking specialist training in occupational medicine. In addition, students exiting at this level have the right to use the post-nominal letters of Adv Dip Occ Med.

MSc (excluding dissertation elements)

The MSc (excluding dissertation elements) aims to equip the holder to achieve the aims that are listed for the Advanced Diploma. The dissertation elements of the MSc aim to equip the holder to:

• Display an awareness of the theoretical principles and research methodologies underpinning all aspects of occupational health;
• Develop powers of critical appraisal, analytical thinking, and logical argument to allow evaluation of concepts and/or approaches to occupational health issues;
• Carry out a piece of independent research, including the ability to design, analyse, interpret results and write a dissertation and
• Utilise research methods skills within day-to-day practice, or within a career involving postgraduate research and study.

In summary the MSc aims to give training and experience in formulating a research question, designing and executing an appropriate study and drawing valid conclusions through writing a dissertation for the MSc.
Fees and application process

The fees for entry in September 2015 (Academic Year 2015/16) are:

- UK/EU students: £3,670 per annum
- International students: £7,500 per annum

Potential students must hold a medical degree from an approved institution. No experience in occupational medicine is necessary, although to sit FOM professional examinations some relevant clinical experience is required.

Students whose first language is not English and who have not received a first degree from a university of a majority English-speaking country must demonstrate English proficiency through a secure and approved testing system, such as IELTS or TOEFL. We require a minimum of:

- IELTS 6.5 with a minimum of 6.0 in any one component
- TOEFL Internet-Based Test 90 with a minimum of 22 in any one component

For a list of majority English-speaking countries, please refer to the GOV.UK website.

Please note: If the language of instruction of your first degree was English, but you obtained the degree from a university of a non-majority English-speaking country, the English language requirement could be waived for applicants on our CPD Diploma programme only, provided written evidence is submitted. After successfully completing this level of the course, students could then be considered for progression to the award-bearing levels of our course.

Applicants must also provide:

- Two references, no more than 6 months old. These references MUST be on letter-headed paper, dated AND signed by the referee. Each referee must also sign a Referee Report Form.

Applications for this programme are made online, via the University's Postgraduate website.

NOTE: Students from overseas will need to apply for ‘student visitor immigration permission’ in order to attend the seminars and exams in Manchester.

Tuition fee refunds

In accordance with the University’s policy on tuition fee refunds, the amount of any tuition fee refunded is dependent on the date of withdrawal from the programme of study. Tuition fees are charged on a daily basis up to and including the date that the Education Team is informed that a student has left the programme.

Any refunds will be processed to the original payee by the original method it was paid. If a student has a university debt, they will be contacted by Credit Control before any refunds are agreed.

Tuition fee refunds (due to withdrawal from the programme) are calculated according to the number of days in attendance on a programme of study. The maximum number of days for the Occupational Medicine programmes covers a 42 week period.

Students who withdraw from their studies will be charged as follows:

\[
\text{Number of weeks attended} \times \frac{\text{£ tuition fee}}{\text{Possible number of weeks}}
\]
However, once registered, students who withdraw within the first 11 weeks of the course will be charged a minimum of 25% of the year’s tuition fee.

**Programme structure**

Modules 1-4 are studied in the first year (Postgraduate Certificate level) and Modules 5-8 are studied in the second year (Advanced Diploma level), as shown in Diagram A. If you are registered for the MSc you will embark on the dissertation elements in the third year of the course.

You are advised to find around 10 hours in which to study per week. Successful progression through the distance learning course relies on self-directed learning. It is up to you to plan your time and we strongly suggest that you consider the course calendar in conjunction with the syllabus to help you with this. Your success is dependent on considerable commitment and self-discipline. In order to get the most out of the course you will also need to participate actively in seminars and tutorials - not only to complete the course but to benefit from the resulting exchanges of ideas. We recommend that you allow approximately 150 hours of study time per module. This should include activities such as studying the teaching material, participating in supporting activities, completing online activities and revising for the examinations.

**Modes of study**

The programme is delivered through a blend of written materials in electronic format (PDFs) and interactive teaching material, supported by seminars and tutorials.

We offer a ‘taster’ of what we provide as part of our learning materials for our postgraduate programmes in Occupational Medicine. These are available to view on our website.

All materials are accessed solely online, via the University Virtual Learning Environment, Blackboard. Students are therefore advised that they will require ready access to a computer with a regular, reliable Internet connection and following minimum specification:

- 2 GB of RAM
- 1 GB of free disk space
- 64-bit operating system
- Soundcard and speakers/headphones
- Monitor resolution of 1024 x 768
- Broadband Internet connection
- Graphics memory of 64MB for the PC or 128MB for the Mac

Your computer will need one of the following operating systems:

**Microsoft® Windows® Operating System**

- Windows Vista (64-bit)
- Windows 7 (64-bit)

**Apple® Mac OS® Operating System**

- Mac OS X 10.5 'Leopard®'
- Mac OS X 10.6 'Snow Leopard®'

Your computer will need one of the following Blackboard-supported browsers:
Windows

- Internet explorer 10 (Windows 7 and 8 only)
- Internet Explorer 9 (Windows Vista and Windows 7 only)
- Firefox 24 ESR
- Firefox 24 (Stable Channel)
- Chrome (Stable Channel)

Mac

- Safari 6.0.1 (OSX 10.7 and 10.8 only)
- Safari 5.1
- Safari 5.0 (OSX 10.6 only)
- Firefox 24 ESR
- Firefox 24 (Stable Channel)
- Chrome (Stable Channel)

To run some of the interactive exercises, you will also need:

- [Windows Media Player 11](#) or Quicktime Player
- [Sun Java (JRE) version Java 7](#)
- [Adobe Acrobat Reader](#)
- Adobe Flash Player - version is dependent on your system

ICT Skills

We set only minimal requirements in terms of your prior technical knowledge. Below are the basic skills that we expect you to have:

- Basic word-processing
- Accessing Internet pages
- Downloading files
- Playing multimedia files from websites
- Sending email messages with attachments
- Using presentation software such as PowerPoint to create basic presentations
- A basic understanding of file management (i.e. the naming, organising, moving, etc. of data files).

**PLEASE NOTE:** Support is provided wherever possible for students experiencing technical issues, both via the Education Team and the University’s IT Helpdesk. However, we cannot be held responsible for problems arising from students failing to ensure they have the minimum specification. In addition, the quality of web connections for students based overseas is beyond the University’s control, although we will provide recordings of tutorials where necessary.

Seminars

Modules 1 and 2 are supported by face-to-face seminars. Seminar 1 is a single-day meeting (associated with module 1), and will be held on **17th November 2015**. Seminar 2 is a single-day meeting (associated with module 2) and will be held on **7th January 2016**. In the second year, attendance is required for a 4 day practical course (**January 2017 – exact dates to be confirmed**).

**PLEASE NOTE THAT ATTENDANCE AT THE UNIVERSITY OF MANCHESTER IS REQUIRED FOR ALL SEMINARS.**
The purpose of the seminars is to put into context the information covered by the teaching material. Each seminar will include a one hour best fit question examination based on the teaching material covered in the relevant module; therefore you will be required to study the teaching material in advance of the seminar.

Tutorials

Modules 3-8 are supported by a tutorial system. The tutorials have been designed to include problem based learning and provide the opportunity to raise any academic queries with your tutor.

The tutorial for Module 3 will be delivered entirely online. This will consist of problem based learning exercises that the student can work through at his/her own pace.

For Modules 4-8 you will be assigned to a tutor who will be an experienced occupational physician. Tutorials are delivered via web conference. Modules 4, 5, 6 & 8 each have two associated tutorials: one general (for students to raise academic questions with their tutor/peers) and one structured (based on problem based learning exercises). Module 7 has two associated tutorials: one general and two structured. These tutorials are not compulsory but we recommend that you take advantage of this additional academic support.

Assessment

Students are required to pass module examinations which are used to judge to progression through the course. Modules will have the following summative assessments:

- Module 1: best fit question examination to be taken at Seminar 1 (17th November 2015)
- Module 2: best fit question examination to be taken at Seminar 2 (7th January 2016)
- Module 3: best fit question examination to be taken at the end of Year 1 (9th June 2016)
- Module 4: best fit questions/written examination to be taken at the end of Year 1 (9th June 2016)
- Module 5: written examination to be taken at the Year 2 seminar programme (January 2017 - dates TBC)
- Module 6: written examination to be taken at the Year 2 seminar programme (January 2017 – dates TBC)
- Module 7: written examination to be taken at the end of Year 2 (June 2017 – dates TBC)
- Module 8: written examination to be taken at the end of Year 2 (June 2017 – dates TBC)

PLEASE NOTE THAT ATTENDANCE AT THE UNIVERSITY OF MANCHESTER IS REQUIRED FOR ALL EXAMINATIONS.

Pass marks

For best fit question examinations (i.e. Modules 1-3), the pass mark is 50%. For written examination papers (i.e. Modules 4-8) the pass mark for the University of Manchester’s Postgraduate Certificate and Advanced Diploma is 40%. However, students wishing to proceed to the dissertation year (in order to complete the MSc) must achieve a mark of 50% or above in each modular examination.
SYLLABUS – Postgraduate Programmes in Occupational Medicine

YEAR 1

Module 1: Foundation for Postgraduate Practice
- Occupational Health in Perspective
- Introduction to Occupational Health Law
- Introduction to Communication
- Ethical Considerations in Practice
- Introduction to Toxicology
- Introduction to Occupational Hygiene
- Introduction to Lighting
- Introduction to Temperature and Work
- Introduction to Noise and Vibration
- Introduction to Hazardous Substances

Module 2: Fitness for Work
- Recognising Occupational Disease
- Introduction to Occupational Dermatology
- Introduction to Musculoskeletal Disorders
- Introduction to the Respiratory System
- Introduction to Occupational Infections
- Mental Ill Health and Stress at Work
- Introduction to Epidemiology
- Health Assessment, Surveillance and Screening
- Sickness Absence
- Disability Assessment

Module 3: Health and Workability
- Workplace and Clinical Assessment Skills: the Portfolio
- Advanced Occupational Health Law
- Health Promotion
- Ageing and Employment
- Ergonomics
- Shift Work and Daily Rhythms
- Rehabilitation and Return to Work
- Choosing a Research Topic and Literature Review
- Developing the Research Question
- Common Mental Health Problems and the Workplace
- Introduction to Audit

Module 4: Aspects of Good Professional Behaviour
- Management
- Professional Behaviour/Leadership and Teamwork
- Communication
- Clinical Governance
- Quality and Audit
- Standard Setting
- Business Needs in the Provision of an Occupational Health Service
YEAR 2

Module 5: Understanding Physical Agents
- Noise
- Vibration
- Radiation
- Compressed Air Work and Commercial Diving
- Temperature and Work
- Light and Vision

Module 6: Management of Occupationally Related Disease
- Respiratory Disorders
- Occupational Dermatoses
- Musculoskeletal Disorders
- Occupational Cancers
- Aviation Medicine
- Occupational Infections
- Medically Unexplained Symptoms

Module 7: Research Methods and Data Analysis
- Epidemiology and Statistics
- Life Long Learning
- Evidence Based Practice
- Critical Appraisal
- Social Research Methods
- Information Technology

Module 8: Management of Workplace Hazards
- Industry and Environment
- Occupational Hygiene Practice
- Food Safety and Hygiene
- Prevention of Accidents
- Principles of Toxicology
- Occupational Health in a Global Market

Further information
Any queries can be directed to:

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