

**Medical Studies Committee**

**Minutes of Meeting held on 4 June 2014**

- Present:** Professor Sue Smith, Chair, Dr Paul Aylin, Dr Mike Barrett, Ms Giskin Day, Ms Susan English, Mr Jeremy Fernando, Dr Carolyn Gabriel, Mr Chris Harris, Professor Jenny Higham, Dr Chris John, Dr Mick Jones, Miss Natalie Kempston, Mr Martin Lupton, Professor Alison McGregor, Mr Paul Ratcliffe, Dr Mike Schachter, Dr Mark Sullivan, Dr Maria Toro-Troconis, Mr Steve Tran.
- In attendance:** Professor Margaret Callan, Professor Mary Morrell, Mr Dan Smith, Miss Simone Werner.
- Apologies:** Dr Jo Harris, Dr Naomi Low-Ber, Professor Myra McClure, Mr Dean Pateman, Miss Joan Pitkin, Miss Philippa Shallard, Professor Denis Wright.

<b>1. Welcome and apologies for absence</b>	
	The Chair thanked members for attending and noted the apologies for absence.
<b>2. Minutes</b>	
AGREED:	That the minutes of the meeting held on 12 February 2014 be confirmed.
<b>3. Matters arising</b>	
CONSIDERED:	<b>MSC1314-48: Matters arising</b>
REPORTED:	3.1. That all actions were in progress. 3.2. That, as part of the Placement Learning Policy, the School would be reviewing its attendance monitoring policies on clinical placements. 3.3. That minute 8.13 would be held over for the November meeting. <p style="text-align: right;"><b>ACTION: Secretary</b></p>
<b>4. Ratification of Chair's actions</b>	
CONSIDERED:	<b>MSC1314-49: Ratification of Chair's actions</b>
AGREED:	4.1. That the Committee ratified Chair's actions to approve the following external examiner for 2013-14. <ul style="list-style-type: none"> <li>• Mr Richard Cohen (Year 6 Surgery pool)</li> <li>• Dr Stephen Getting (Graduate Entry Year 1 Regulatory Systems)</li> <li>• Dr Julia Sinclair (Year 5 Psychiatry).</li> </ul>
<b>5. Items for consideration</b>	
CONSIDERED:	<b>MSC1314-50: Heads of Year report</b>
NOTED:	5.1. That there had been considerable successes and curricular development over the past academic year in all years of the programme. 5.2. That curriculum mapping had been a very useful exercise and the next stage was for assessment items to be tied to the curriculum map. 5.3. That issues were raised about supporting transitions in the programmes and the challenges around student engagement and community building, which are being actively considered by the Heads of Year. 5.4. That improving the quality and timeliness of feedback in all years was also a priority and examples include the new tutoring system for the clinical years, knowledge check quizzes in lectures and one-to-one feedback on the Year 1

	<p>formative examination.</p> <p>5.5. That change and instability in the NHS remains a key theme in Years 3, 5 and 6, but nonetheless considerable developments in our placements have been achieved, including plans to increase exposure to community-based Medicine.</p> <p>5.6. That there is a need to do further work to promote the specialist courses in the BSc honours year and to combat the view, held by many students, that undertaking a research project is the only way to obtain publications.</p> <p>5.7. That the Biomedical Science programme had now moved entirely to the Faculty of Medicine and following substantial restructuring, there had been a period of consolidation. A review of BMS would take place over the summer.</p> <p>5.8. That further consideration should be given to whether BMAT should be a requirement for admission to the Biomedical Science programme.</p>
CONSIDERED:	<b>MSC1314-51: Harmonisation of BSc year weightings</b>
NOTED:	<p>5.9. That, following a QAA recommendation, the Quality Assurance and Enhancement Committee had asked the School to harmonise the weightings of the BSc honours year.</p> <p>5.10. That a working group had been established to look at the implications and prepare for a larger contribution from Years 1 and 2 of the Medicine programme.</p> <p>5.11. That under the working group's proposal, weightings would be harmonised for students entering programmes in 2014-15 year. This means that the honours year would be harmonised in 2017-18, when the 14-15 entry Medicine cohort reach Year 4.</p> <p>5.12. That the changes would provide opportunities to strengthen scientific skills in the early years.</p> <p>5.13. That intercalating BSc students from other universities would continue to have a 100% weighting in the honours year since there is no feasible alternative. Many intercalaters will not have received such a rigorous scientific training before they arrive at College and further thought will have to be given to the impact of these changes on them.</p>
AGREED:	<p>5.14. To recommend the proposal to Senate for approval.</p> <p style="text-align: right;"><b>ACTION: Secretary</b></p>
CONSIDERED:	<b>MSC1314-52: Amendments to the Medicine academic regulations</b>
NOTED:	<p>5.15. That, following a national assessment audit, the GMC had asked the School to clarify its progression arrangements and the maximum time permitted to qualify.</p> <p>5.16. That, in addition, the School has concerns about academically weak students re-sitting in multiple years. Many eventually fail in the finals phase and it is not in candidates' best interests to be in medical school for many years and eventually be unsuccessful.</p> <p>5.17. That the proposed amendments would reduce the number of resits in the finals phase and reduce the number of years of the programme in which students may undertake resits.</p> <p>5.18. That, if approved, the new regulations would come into effect for new students from 2014-15.</p>
AGREED:	<p>5.19. That the amendments be recommended to the Quality Assurance and Enhancement Committee.</p> <p style="text-align: right;"><b>ACTION: Secretary</b></p>

CONSIDERED:	<b>MSC1314-53: Nomination of external examiners</b>
AGREED:	5.20. That the following external examiners be approved: <ul style="list-style-type: none"> <li>• Dr Aileen O'Brien (Year 5 Psychiatry)</li> <li>• Dr David Rees (BSc in Haematology)</li> </ul> <p style="text-align: right;"><b>ACTION: Registry representative</b></p>
<b>6. Update from the Lee Kong Chian School of Medicine</b>	
CONSIDERED:	<b>MSC134-54: Items for approval</b> <b>MSC134-55: General update and report</b>
NOTED:	6.1. That the inaugural year of the LKCMedicine had been a great success and a new cohort of 78 students would enter for the forthcoming academic year. 6.2. That minor amendments to the numbers of distinctions and merits were being proposed following student consultation.
AGREED:	6.3. That the changes to the Examination and Assessment Strategy (Phase 1) and the LKCMedicine Assessment Strategy be recommended to Senate for approval. <p style="text-align: right;"><b>ACTION: Secretary</b></p>
<b>7. Reports from Committees</b>	
CONSIDERED:	<b>MSC134-56: Education Committee (Early Years)</b>
NOTED:	7.1. That 6-year and 4-year students in their first year had been offered one-to-one feedback meetings following their formative exams. These had been well attended and well received and the expectation is for these meetings to continue. 7.2. That the Committee had approved a number of changes to the content of the Life Cycle and Regulatory Systems theme, including the creation of a discrete Psychology course. 7.3. That the online format of the Graduate Entry summative anatomy examination had been postponed and that further discussion would be held in Committee. 7.4. That the new Committee structure had worked well and that good practice had been shared between Years 1 and 2 and Graduate Entry. 7.5. That the Chair would rotate to Professor Mary Morrell in 2014-15. Dr John was thanked for chairing the Committee over the past year.
CONSIDERED:	<b>MSC134-57: Education Committee (BScs)</b>
NOTED:	7.6. That a pilot had been proposed to accept up to six students from Boston University onto the introductory module and modules 1 and 2 of the BSc pathway in Global Health. 7.7. That students on the proposed pilot would be registered as occasional students and no qualification will be awarded by the College. 7.8. That the first students would be admitted in 2015-16.
AGREED:	7.9. That the proposed pilot be approved, subject to a formal agreement with Boston University <p style="text-align: right;"><b>ACTION: Secretary</b></p>
NOTED:	7.10. That changes to the ECTS configuration and examination arrangements were proposed for The BSc in Biomedical Science (Years 1 and 2) in order to create a clearer and more integrated structure and to reduce the assessment burden on students. 7.11. That the volume of assessment in Biomedical Science had historically been high. A review of the Biomedical Science programme was being undertaken by Professor Myra McClure, and that further evolution may be recommended. 7.12. That the Humanities modules had also been withdrawn given the opportunities for students to participate in the Horizons programme.

AGREED:	7.13. That the proposed changes to the ECTS configuration and examination arrangements be approved.  <b>ACTION: Secretary</b>
CONSIDERED:	<b>MSC134-58: Education Committee (Years 3, 5 and 6)</b>
NOTED:	<p>7.14. That Dr Salooja had undertaken an evaluation of the Senior Medicine and Senior Surgery placements following their recent implementation. Students had found these to be excellent learning experiences but there were some outcomes including prescribing decisions, acute care and the prioritisation of patients required further work. Ideas about using the iPad platform to support some of these outcomes were being explored.</p> <p>7.15. That the Committee had approved a change to the structure of Year 5 to separate Musculoskeletal and Dermatology teaching. Dermatology would now be taught as an integrated placement, with innovative teaching being delivered across primary and secondary care.</p> <p>7.16. That the Committee had agreed to introduce a mock PACES station at the end of the larger Year 5 placements (Obstetrics and Gynaecology, Psychiatry, Paediatrics and General Practice).</p> <p>7.17. That the Committee had approved the introduction of a portfolio for the Year 5 General Practice placement. Other placements were also interested in using portfolios.</p> <p>7.18. That the Committee had approved the introduction of formative iPad-based quizzes in the Pathology course. If successful, these may become summative in the future. All students will also be required to undertake a pathology presentation during Year 5 to encourage them to integrate their knowledge in clinical placements.</p> <p>7.19. That a new one-day teaching skills programme would be introduced in the summer term of Year 3 following a recommendation from the GMC that students should have earlier exposure to basic teaching skills.</p> <p>7.20. That the Committee had received an interim evaluation of the iPad project with very positive feedback from students. From 2014-15, end of firm assessment and feedback forms for Year 6 would be moved to the iPad from paper.</p> <p>7.21. That the Chair would rotate to Dr Sarvesh Saini in 2014-15. Miss Pitkin was thanked for chairing the Committee over the past year.</p>
CONSIDERED:	<b>MSC134-59: Student Services Committee</b>
NOTED:	<p>7.22. That there had been an 18% increase in conversion from offer to acceptance among applicants for 2014-15 admission to Medicine.</p> <p>7.23. That Dr Kevin Murphy had been awarded a grant from the Sutton Trust for a <i>Pathways to Medicine</i> scheme, encouraging school pupils from non-traditional backgrounds to apply for Medicine.</p> <p>7.24. That work had been undertaken on a new drug and alcohol policy that will be disseminated in due course.</p> <p>7.25. That the School was awaiting national advice on medical students undertaking exposure-prone procedures with HIV-positive patients in order that local policies can be updated.</p>
<b>8. Quality assurance and enhancement</b>	
CONSIDERED:	<b>MSC134-60: SOLE</b>
NOTED:	<p>8.1. That the results were generally good although there was continuing concern about the reliability of the data owing to participation rates.</p> <p>8.2. That low participation had been a major concern for several months. Student feedback suggests that the inadequacy of the surveying system is one of the major factors.</p>

CONSIDERED:	<b>MSC134-61: Equality and diversity monitoring report</b>
NOTED:	<p>8.3. That the ethnicity data were limited due to the number of students who had not submitted the information.</p> <p>8.4. That applicants who declare disabilities perform extremely well in our selection processes.</p> <p>8.5. That BMAT appears to have caused a gender imbalance in favour of men in the 2013-14 admission process. BMAT are investigating the issue.</p>
AGREED:	<p>8.6. That further analysis of historical data would be necessary to establish whether this is an anomaly or a trend.</p> <p style="text-align: center;"><b>ACTION: Director of Admissions, Equality and Diversity</b></p>
CONSIDERED:	<b>MSC134-62: Distribution of honours</b>
NOTED:	8.7. That the numbers of students obtaining 'good' degrees in the School of Medicine was broadly consistent with other Faculties.
<b>9. Any other business</b>	
CONSIDERED:	<b>MSC1314-63: Foundation programme</b>
NOTED:	<p>9.1. That Imperial students perform well in the Foundation application process but that many are not allocated their top choice Foundation Schools. It was hoped that this may improve in the event a national examination is introduced.</p> <p>9.2. That in particular, Imperial performs extremely well in application to the Academic Foundation programme.</p>
<b>10. Date of the next meeting</b>	
REPORTED:	26 November 2014, Drawing Room, 170 Queen's Gate, South Kensington campus.
<b>11. Papers for information</b>	
RECEIVED:	<p>11.1. MSC1314-64: Imperial Horizons update</p> <p>11.2. MSC1314-65: SOLE questions 2014-15</p> <p>11.3. MSC1314-66: Senate summary report</p> <p>11.4. MSC1314-67: Quality Assurance and Enhancement Committee summary report</p> <p>11.5. MSC1314-68: Engineering Studies Committee summary report</p>