

Medical Studies Committee

Minutes of Meeting held on 12 February 2014

Present: Professor Sue Smith (Chair), Dr Paul Aylin, Dr Mike Barrett, Ms Giskin Day, Ms Susan English, Mr Chris Harris, Dr Jo Harris, Dr Chris John, Professor Des Johnston, Mr Colin Love, Mr Martin Lupton, Professor Alison McGregor, Mr Richard Monk, Mr Dean Pateman, Ms Joan Pitkin, Dr Eryl Price-Davies, Mr Paul Ratcliffe, Dr Mike Schachter, Mr Steve Tran, Professor Denis Wright.

Apologies: Dr Carolyn Gabriel, Professor Jenny Higham, Miss Nat Kempston, Dr Naomi Low-Ber, Professor Myra McClure, Dr Mark Sullivan.

1. Welcome and apologies for absence	
	The Chair thanked members for attending and noted the apologies for absence.
2. Minutes	
AGREED:	That the minutes of the meeting held on 27 November be confirmed.
3. Matters arising	
REPORTED:	3.1. That all the matters arising on the minutes had been actioned, with the exception of compulsory SOLE, which had been delayed by technical problems.
4. Ratification of Chair's actions	
CONSIDERED:	MSC1314-27: Ratification of Chair's actions
AGREED:	4.1. That the Committee ratified the Chair's actions to: <ul style="list-style-type: none"> • Approve the External Examiners for the Lee Kong Chian School of Medicine, following agreement on implementing safeguards to assure their independence. • Approve the following External Examiners for 2013-14: <ul style="list-style-type: none"> ○ Dr David Marples (Year 1) ○ Dr Louise Younie (GE, Year 1, and Year 3)
5. Items for consideration	
CONSIDERED:	MSC1314-28: Terms of reference and membership
NOTED:	5.1. That a large number of minor changes to the membership were proposed, primarily reflecting changes in job titles associated with the reorganisation of the School of Medicine leadership. 5.2. That, in addition, Mr Colin Love would be standing down as Director of Undergraduate Studies in the Business School and would be replaced by Mr Jeremy Fernando.
AGREED:	5.3. That Committee recorded thanks to Mr Love for his service to the BSc programme and on the committee. 5.4. That the changes to the membership be approved.
CONSIDERED:	MSC1314-29: Withdrawal of the 4-year Graduate Entry programme and reinstatement of the 5-year Graduate Exempt programme
NOTED:	5.5. That Graduate Entry students are considerably less satisfied than their undergraduate counterparts and efforts to improve their satisfaction with the programme had not been successful. 5.6. That the programme cannot provide opportunities for research and scholarship

	<p>originally envisaged by the Faculty due to its intensive nature. Student expectations are consequently not being met.</p> <p>5.7. That, should Greenaway's recommendations be implemented and full GMC registration be conferred at graduation, the Graduate Entry Programme would not provide enough training hours to meet current EU Requirements.</p> <p>5.8. That the School benefits from having graduates and consequently did not wish to completely withdraw the option to accept graduates.</p> <p>5.9. As a result, it was proposed that the A305 five-year Graduate Exempt programme be formally reinstated. A smaller number of A305 students would be accepted and the students would be taught and examined alongside undergraduates. They would be exempted on an individual basis from specific elements of teaching they had covered in their undergraduate programmes to permit time for extracurricular research opportunities to be embedded. However, they would have to complete and pass all assessments.</p> <p>5.10. That graduate students often complain about being co-taught with undergraduates. The School feels this is primarily an issue around expectations created pre-admission and that it would be clearer to A305 students that they would be taught alongside undergraduate students.</p> <p>5.11. That there would be no effect on the overall intake – the reduction in Graduate entrants would be offset by a commensurate increase in places on the MBBS/BSc programme</p>
AGREED:	<p>5.12. That the following recommendations be made to Senate:</p> <ul style="list-style-type: none"> • That the A101 Graduate Entry programme in Medicine be withdrawn with effect from 2015-16 entry. • That the A305 Graduate Exempt programme be formally reinstated with effect from the same date. • That bespoke transition support arrangements and assessments would be made for any A101 students who needed to resit GE Year 1 in 2015-16. <p style="text-align: right;">ACTION: Secretary</p>
CONSIDERED:	MSC1314-30: External Examiner nominations 2013-14
NOTED:	5.13. That Dr Ozanne did not have external examining experience and undergraduate level but that she would be part of a team of Year 1 examiners and mentoring would be available.
AGREED:	5.14. That the nominated external examiners be approved for the 2013-14 session.
CONSIDERED:	MSC1314-31: External Examiners: end of term of office
NOTED:	5.15. That a number of External Examiners were due to reach the end of their term of office in the current academic year and that replacements should be sought now so that they can be appointed before the start of the next academic year.
AGREED:	5.16. That the paper should be circulated to Exam Board Chairs.
	ACTION: Secretary
6. Reports from Committees	
CONSIDERED:	MSC1314-32: Education Committee (Early Years)
NOTED:	<p>6.1. That changes to introduce new modalities of teaching delivery had been approved for the Alimentary Course (year 1) and the Society and Health course (Year 1 and GE).</p> <p>6.2. That one-to-one, face-to-face feedback sessions on formative examination performance would be offered to all Year 1 students for the first time this year.</p> <p>6.3. That, following the introduction of ARQs in the 6-year programme, consideration was being given to their use in the Graduate Entry programme. Guidance on the writing of these questions was being produced.</p>

CONSIDERED:	MSC1314-33: Education Committee (BScs)
NOTED:	<p>6.4. That the Committee had approved the introduction of a resit opportunity for the honours year examinations for students with accepted mitigating circumstances. The exact timing of the resit will be determined by the timing of the Pathology course.</p> <p>6.5. That, for the first time this year, students will be notified of their Part B allocation before they choose their Part C option, following feedback that the latter is affected by the former.</p> <p>6.6. That the external examiner reports had been considered and were generally complimentary. A number of issues were raised around improving access to course materials for external examiners and this matter would be kept under review by the committee.</p>
CONSIDERED:	MSC1314-34: Education Committee (Years 3, 5 and 6)
NOTED:	<p>6.7. That the Committee supported in principle a student-led proposal to produce educational videos on clinical examinations, to be made available securely on Blackboard. Further discussion over logistics and quality management would be required.</p> <p>6.8. That Committee approved a proposal to move blood transfusion teaching out of the IV skills training course and turn it into a Directly Observed Procedural Skill, probably covered in the Oncology course. This would ensure students are observed in a 'real-life' clinical situation rather than in simulation. It would also reduce the content of the IV skills training course, which would enable all sites to deliver it.</p> <p>6.9. That a HE NWL-funded pilot project had been approved to twin medical students with nursing students. As part of the pilot they would be assigned to a local General Practice and follow a number of patients at risk of admission to hospital.</p>
CONSIDERED:	MSC1314-35: Student Services Committee
NOTED:	<p>6.10. That the new Imperial Tutor scheme (for students in years 3-6) had been well received and would be subject to independent evaluation.</p> <p>6.11. That health and safety accidents and incidents had been considered and no systemic problems had been identified.</p> <p>6.12. That the library at the Charing Cross campus had extended its opening hours on Sundays. Evidence to date suggests that the service was being well used.</p> <p>6.13. That the School had received a letter from HEFCE stating that our admissions target for Medicine must not be exceeded and that over-recruitment would result in fines and a potential reduction in future places.</p>
AGREED:	<p>6.14. That the Committee considered these new restrictions to be unreasonably onerous, given the complexity inherent in the recruitment process.</p> <p style="text-align: right;">ACTION: Secretary</p>
7. Update from Foundation	
RECEIVED:	MSC1314-36: F2 careers destination report
8. Quality assurance and enhancement	
CONSIDERED:	MSC1314-37: SOLE
NOTED:	<p>8.1. That results were generally good. Participation rates continue to be low but the introduction of compulsory SOLE will mitigate this in due course.</p> <p>8.2. That good practice is shared through Governance and Education Monitoring visits, the DCS Forum and via course leaders.</p> <p>8.3. That students were able to see these results on Blackboard and at Staff-Student Liaison Group meetings. 'You said, we did' campaigns are also run to ensure students are aware of significant changes that have taken place as a result of student feedback.</p> <p>8.4. That there were concerns about one site for Emergency Medicine, which may</p>

	be the result of seasonal pressures.
AGREED:	8.5. That a trigger visit to that site should take place to discuss any concerns. ACTION: Quality and Educational Development Manager
CONSIDERED:	MSC1314-38: Consultation on the revision of periodic review and programme monitoring arrangements
NOTED:	8.6. That the review had been triggered by a feeling in College that the current review arrangements were placing a considerable burden on academic departments. 8.7. That it was proposed that the School of Medicine would be subject to one periodic review for all of its undergraduate provision. Postgraduate provision would continue to be done on a Departmental basis. 8.8. That any feedback on proposals could be submitted to Richard Monk until May.
AGREED:	8.9. That the Committee was supportive of the proposed changes to the periodic review process.
CONSIDERED:	MSC1314-39: Modifications to placement learning policies
NOTED:	8.10. That clinical placements were required to meet the requirements of the placement learning policy but not all associated good practice, where local protocols in the spirit of that guidance are already in place. 8.11. That, although there are very few external project placements in the BSc year, work would need to take place to ensure that each of them conforms to the policy.
AGREED:	8.12. That further discussion about the requirements for monitoring attendance of international students on placement would take place with the registry. ACTION: Quality and Educational Development Manager 8.13. That issues around insurance liabilities would benefit from further clarification. ACTION: Director of Student Support
CONSIDERED:	MSC1314-40: Failure rates
NOTED:	8.14. That there were no concerns with School of Medicine failure rates.
9. Any other business	
CONSIDERED:	MSC1314-41: Horizons programme course proposals
NOTED:	9.1. That a number of new course proposals had been submitted for information to the Committee. 9.2. That anecdotal feedback suggests that Medics who have been able to participate in the Horizons programme are enjoying it.
10. Date of the next meeting	
REPORTED:	Wednesday 4 June 2014, 14:00, Drawing Room, 170 Queen's Gate, South Kensington campus.
11. Papers for information	
RECEIVED:	11.1. MSC1314-42: Senate summary report 11.2. MSC1314-43: Quality Assurance and Enhancement Committee summary report 11.3. MSC1314-44: Engineering Studies Committee summary report 11.4. MSC1314-45: Science Studies Committee summary report 11.5. MSC1314-46: Course map 2014-15