

Medical Studies Committee

Minutes of Meeting held on 27 November 2012

Present: Professor Sue Smith (Chair), Dr Mike Barrett, Miss Susan English, Mr Chris Harris, Mr Doug Hunt, Professor John Laycock, Mr Colin Love, Professor Myra McClure, Miss Laura McConnell, Professor Alison McGregor, Ms Rebecca Penny, Mr Paul Ratcliffe, Dr Sarvesh Saini, Dr Mike Schachter, Miss Philippa Shallard, Dr Mark Sullivan, Dr Maria Toro-Troconis, Mr Shiv Vohra, Professor Helen Ward, Mr Nigel Wheatley

Apologies: Dr Carolyn Gabriel, Professor Jenny Higham, Professor Debra Humphris, Dr Mick Jones, Professor Martyn Partridge, Dr Nina Salooja, Professor Simon Taylor-Robinson, Professor Denis Wright.

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 29 May 2012 be confirmed.
3. Matters arising	
CONSIDERED:	MSC1213-02: Matters arising
REPORTED:	3.1. That all the actions had been followed up.
4. Items for approval	
CONSIDERED:	MSC1213-03: Terms of reference and membership
AGREED:	4.1. That the terms of reference and membership be approved.
CONSIDERED:	MSC1213-04: MBBS, GE & DE Annual Monitoring Report 2011-12
NOTED:	<p>4.2. That the external examiners had been largely satisfied with our examinations. The Committee felt that the role and use of peripatetic internal examiners could be strengthened and that they should be involved in marking. Action: Head of Exams and Assessment</p> <p>4.3. That an update on the 2010 MBBS Periodic review was provided. Improving feedback and pastoral care remain major priorities for the Medical School and improvements are being developed in these areas. Library facilities continue to be enhanced.</p> <p>Head of Year reports</p> <p>4.4. Years 1 & 2: Dr Keith Gould has been appointed as Deputy Head of Years.</p> <p>4.5. New practicals have been introduced very successfully in the Molecules, Cells and Diseases theme.</p> <p>4.6. Electronic timetables have been introduced across both years and are a popular improvement.</p> <p>4.7. Tutorial groups are being mixed up much more effectively, but it is becoming increasingly difficult to identify staff to undertake small group teaching. This issue will be addressed with SIDs. Action: Committee Secretary</p> <p>4.8. Student attendance monitoring has been more rigorous. This has correlated with an improvement in examination results.</p>

	<p>4.9. Graduate Entry Year 1: The Pathology, Physiology and Pharmacology theme has been split in two to make the content more manageable.</p> <p>4.10. A new 45-minute lecture rule has been introduced to reduce overburdening on students. So far this has been patchy in its implementation but this will be monitored.</p> <p>4.11. New assessments are taking place and seem to have been successful. A new clinical communication examination has been piloted.</p> <p>4.12. A review of the year has taken place and the acting Head is working on a detailed response.</p> <p>4.13. Year 3: the Multidisciplinary team-working project has been very successful but Dr Adrian Raby has now stepped down as Vertical Theme Head – it will be important to find a good replacement.</p> <p>4.14. Dr Colin Bicknell has implemented a highly successful Clinical Quality Improvement Project.</p> <p>4.15. New pharmacist-led prescribing sessions have been introduced.</p> <p>4.16. Directly Observed Procedural Skills have been implemented.</p> <p>4.17. E-portfolio has been unsuccessful: there has been little engagement from students, and some clinicians have had access problems. There is a need to look at our e-portfolio strategy across the six years. It is crucial to have student and staff engagement.</p> <p>4.18. There are major threats from NHS reorganisation across the clinical years.</p> <p>4.19. Year 5: There is a need to work on the bank of PACES stations – the new exam lead will take this forward once an appointment has been made.</p> <p>4.20. Year 6: A number of changes are planned for 12-13 following the curriculum review, including an earlier final examination allowing a resit opportunity in-year and the elective to take place post-finals.</p>
CONSIDERED:	MSC1213-05: BSc in Medical Sciences Annual Monitoring Report 2011- 12
NOTED:	<p>4.21. That online submission of coursework and universal plagiarism detection had been introduced. This has been an important development that has also improved our ability to provide timely and effective feedback.</p> <p>4.22. That there is an opportunity to run a session towards the end of the year for those who have been inspired to seek a clinical academic career. The session could also be targeted at GE1 students, some of whom will already have postgraduate degrees.</p> <p style="text-align: right;">ACTION: Head of Year 4</p> <p>Head of Year report</p> <p>4.23. A new pharmacology pathway has been introduced.</p> <p>4.24. A review of assessment and examination procedures is underway.</p> <p>4.25. The McGill and Tokyo Medical and Dental University exchanges have been successful.</p>
CONSIDERED:	MSC1213-06: BSc in Biomedical Science/Pharmacology and Translational Medical Sciences Annual Monitoring Report 2011-12
NOTED:	<p>4.26. That 2011-12 had been a consolidation year, given the substantial changes planned for 2012-13.</p> <p>4.27. That the programme team had endeavoured to improve organisation, assessment and feedback. This has been reflected positively in improved National Student Survey results. This is also a reflection on our Year 4 team too, owing to the joint teaching in the final year of the programme.</p> <p>4.28. That a town hall event was being planned to solicit further feedback from students.</p>
CONSIDERED:	MSC1213-07: Business School Annual Monitoring Report 2011-12
NOTED:	<p>4.29. That 49% of the 2011-12 cohort received firsts and the remainder obtained 2:1s. Careful analysis of the results and longitudinal data had been undertaken and indicated that cohort had been exceptional.</p> <p>4.30. That the Business School is now triple accredited around the world.</p>

	<p>4.31. That one external examiner had raised concerns about the assessment of group work. The Business School feels this is an important aspect of management training, but it only accounts for a maximum 30% of the mark.</p> <p>4.32. That concern had been raised as to whether Health Economics assessments were checked for plagiarism. Robust training and detection processes are in place and there has never been a case of plagiarism with Medical students.</p> <p>4.33. That one external examiner felt a paper had been marked too generously. The course leader strongly disagrees and this will be discussed further with the external examiner in question.</p>
CONSIDERED:	MSC1213-08: External Examiner Nominations 2012-13
NOTED:	4.34. That Dr Iain MacPhee was being nominated for an exceptional fifth year to provide continuity and support the entirely new external examiner cohort for the Graduate Entry year, which is still a relatively new programme.
AGREED:	<p>4.35. That all the existing external examiners be reappointed for the 2012-13 session, with the exception of those who had not submitted reports for the previous session. If those examiners submitted reports by the end of December, they would be reappointed.</p> <p>4.36. That the Chairs of the Boards and Sub-Boards of Examiners be approved.</p> <p>4.37. That the following new external examiners be approved:</p> <ul style="list-style-type: none"> • Dr Claire Smith • Dr William James • Dr Jane Warner • Professor Sara Marshall • Dr Rupert Negus <p style="text-align: right;">ACTION: Registry Representative</p>
5. Ratification of Chair's actions	
CONSIDERED:	MSC1213-09: Three amendments to modules on the BSc pathway in Management
AGREED:	5.1. That the Committee ratified the Chair's action.
CONSIDERED:	MSC1213-10: Outstanding External Examiner Nominations 2011-12
NOTED:	5.2. That following approval, it had emerged that one examiner, Professor Hughes, had an honorary contract with the College. The examiner in question had no teaching links with the College and has agreed to rescind his honorary contract.
AGREED:	5.3. That the Committee ratified the Chair's action.
6. Reports from Committees	
CONSIDERED:	MSC1213-11: Education Committee (Years 1 & 2)
NOTED:	<p>6.1. That a review of the Early Years had been instigated. Meetings have taken place with key staff and foundation doctors, and meetings with students were being organised.</p> <p>6.2. That the Imperial Horizons programme is going to become increasingly challenging for us as it is rolled out to further years. In particular, concerns were raised about maintaining protected space for academic-related activities such as admissions and time for other student extracurricular activities.</p> <p>6.3. That, while sign-up rates in the Faculty had been high, there had also been a significant drop-out rate. This had led to concerns from students that a fail in the course could appear on their transcripts.</p>

AGREED:	<p>6.4. That it was the Committee's view that Imperial Horizons should not become compulsory or appear on the students' academic transcripts.</p> <p>6.5. That it would be more appropriate for the programme to appear on a Higher Education Achievement Record (HEAR).</p> <p>6.6. That these comments would be fed back to the Centre for Co-Curricular Studies.</p> <p style="text-align: right;">ACTION: Chair</p>
CONSIDERED:	MSC1213-12: Education Committee (Graduate Entry)
NOTED:	<p>6.7. That the Anatomy team were hoping to pilot a practically-oriented, computer-based exam in 2012-13.</p> <p>6.8. That from 2012-13, lectures would be capped at 45 minutes to reduce the heavy workload on students.</p>
CONSIDERED:	MSC1213-13: Education Committee (Year 4)
NOTED:	<p>6.9. That the external examiner reports had been reviewed by the Committee. Most of the concerns were pathway-specific. One trend about the provision of information to external examiners was noted. All external examiners now have access to the student materials on the intranet but more work needs to be done to promote this.</p> <p>6.10. That there are significant difficulties with complying with College requirements that there should be no teaching on the day of freshers' fair. This will take a day out of the introductory course which has already been reduced from six weeks to two.</p>
CONSIDERED:	MSC1213-14: Education Committee (Years 3, 5 & 6)
NOTED:	<p>6.11. That the external examiner reports had been reviewed by the Committee. There had been a number of concerns raised about the repeated use of the same patients in clinical examinations.</p> <p>6.12. That a change to the name and format of the ethics, law and PPD exam had been agreed. It will now be called Foundations of Clinical Practice, include more law questions. The length of the exam has been increased appropriately.</p> <p>6.13. That the Committee had agreed the exam could not be moved in 2012-13, but that this should be considered in more detail for subsequent years.</p> <p>6.14. That a change to the mark scheme for Y6 PACES had been agreed to remove the compensatable D. This will be kept under review.</p> <p>6.15. That the new transition to F1 course has been designed. Challenges remain in terms of the precise timing and availability of accommodation.</p>
AGREED:	<p>6.16. That a group, reporting to the Education Committee, should be established to consider the issue of patient 'recycling' in clinical examinations.</p> <p style="text-align: right;">ACTION: Committee Secretary</p> <p>6.17. That a group would be convened to review the timing of the FOCP examination.</p> <p style="text-align: right;">ACTION: Faculty Education Officer</p>
CONSIDERED:	MSC1213-15: Education Committee (Biomedical Science)
NOTED:	<p>6.18. That the external examiner reports had been reviewed by the Committee. Concern had been raised about the high marks given to tutored dissertations. In future, all tutored dissertations receiving a mark higher than 80% would be third marked by the Head of Year.</p> <p>6.19. That to date everything was running smoothly with the new programme, which is now solely led by the Faculty of Medicine. New transferrable skills and lab techniques teaching was running well.</p> <p>6.20. That the Committee had set out in detail the exam and assessment timetable.</p>

CONSIDERED:	MSC1213-16: Directors of Clinical Studies Committee
NOTED:	<p>6.21. That the Pharmacist-led prescribing teaching in Year 3 had been a success in its first year and will continue.</p> <p>6.22. That the Committee would be considering the delivery of the Year 3 curriculum at different clinical sites to see where good practice could be adopted.</p>
CONSIDERED:	MSC1213-17: Student Admissions Committee
NOTED:	<p>6.23. That Dr Marjorie Walker had left College to take up an appointment overseas. Dr Shahid Khan had succeeded her as Deputy Admissions Tutor.</p> <p>6.24. That for the first time this year, students resitting Year 1 would need to be included in admissions numbers. For 2012-13, 11 students are retaking Year 1 for Medicine and two students are retaking Year 1 for Biomedical Science.</p> <p>6.25. That a pilot of Multiple Mini Interviews would be taking place in the current academic year. The four-station pilot would be completely optional, undertaken in addition to the normal interview process and would not affect the outcome.</p> <p>6.26. That the Vision Outreach and Muslim Medics societies were thanked for their widening participation activities.</p> <p>6.27. That approximately 800 students had registered for BMAT in Singapore and the admissions process would shortly be underway at the Lee Kong Chian School of Medicine. Applications from Singapore to the UK Medical School have also gone up.</p>
CONSIDERED:	MSC1213-18: Student Welfare Committee
NOTED:	<p>6.28. That students were experiencing problems with NHS bursaries, and a number of students have not received their full entitlement. This has put a number of students in hardship, which the School will help to mitigate with loans until the problems are resolved.</p> <p>6.29. That the Committee had agreed minor changes to the Faculty's Criminal Records Bureau (CRB) policy, taking into account the fact that fixed penalties may now appear on disclosures. There is a level of inconsistency over the disclosure of such penalties at present but students would be advised to self-declare any such penalties in future.</p> <p>6.30. That substantial revisions to the College's Fitness to Practise procedure were being proposed to bring it in line with the GMC's <i>Medical Students, Professional Values and Fitness to Practise</i>. The revisions were informed by feedback from two recent Fitness to Practise panels.</p> <p>6.31. That the proposed new procedure would reduce the number of panel members to seven and a standing Chair would be appointed, normally the Clinical Dean.</p> <p>6.32. That continuity of membership of the panel would also be desirable where possible.</p> <p>6.33. The new procedure would make available to the panel a wider range of potential outcomes, in line with GMC guidance.</p>
AGREED:	<p>6.34. That the Committee endorsed the changes to the CRB policy.</p> <p>6.35. That the refreshed Fitness to Practise procedure be approved and that it should now be recommended to Senate and the Council for approval.</p> <p style="text-align: right;">ACTION: Committee Secretary</p>
CONSIDERED:	MSC1213-19: E-Learning Implementation Group
NOTED:	<p>6.36. That the Senior Learning Technologist (postgraduate) will be working on a range of strategic projects. The Committee had clarified that the role was not to provide general e-learning support for programmes, which should be provided by SIDs.</p> <p>6.37. That a project was underway to assess the feasibility of providing iPads to some or all of our students. A large team was working on various work streams of the project and a report would be by end of February.</p>

CONSIDERED:	MSC1213-20: North West Thames Foundation School
NOTED:	<p>6.38. That Dr Liz Lightstone had stepped down as Director but was remaining as Academic Director. Dr Caroline Smith has taken over as Director and Dr Mark Weatherall has been appointed as Deputy Director.</p> <p>6.39. That applications for foundation 2013 have taken place. Students will be informed of their allocations in February. Support will need to be in place as this is a particularly stressful time for students in the run-up to finals.</p> <p>6.40. That a new shadowing programme immediately prior to the start of F1 had been introduced this year, and early data suggests this has been very successful. Students are likely to feel even better prepared for practice this year following the new transition to F1 course.</p> <p>6.41. That the Deanery is introducing new leadership and management courses.</p> <p>6.42. That the Situational Judgment Test would take place on 7 December. The exam is difficult to prepare for but students have been advised to familiarise themselves with the contents of GMC guidance.</p> <p>6.43. That the ICSMSU and the NWTFS would be running a course before the test to provide reassurance to students.</p>
CONSIDERED:	MSC1213-21: Medical Education Ethics Committee
NOTED:	<p>6.44. That the Committee was receiving extremely high volumes of applications.</p> <p>6.45. That a different pathway was required for the approval of surveys and questionnaires to medical students.</p>
AGREED:	<p>6.46. A group should be convened to consider how to take forward an approval pathway for student surveys.</p> <p style="text-align: right;">ACTION: Quality Assurance and Enhancement Manager</p>
RECEIVED:	MSC1213-22: Curriculum Development Group
RECEIVED:	MSC1213-23: Lee Kong Chian School of Medicine Medical Education Committee
7. Quality assurance and enhancement	
CONSIDERED:	MSC1213-24: Periodic Review of the BSc in Medical Sciences
NOTED:	<p>7.1. That a positive review had taken place in March.</p> <p>7.2. That the review had raised a number of issues, some of which the Faculty was already aware. In particular, there is a need to ensure consistency of assessment across pathways and to improve the personal tutoring system.</p> <p>7.3. Concern had been raised that our external examiner reports were not being appropriately considered. This is not accurate but the administrative process between the School and the registry is being improved.</p> <p>7.4. The weightings of the various cohorts who undertake the honours year are different and there is a view that these should be more closely aligned. The Early Years Review Group is considering this.</p> <p>7.5. That the outcome of the review had been considered at QAEC and would be reported to the February Senate meeting.</p>
AGREED:	7.6. That the Committee was satisfied that appropriate action was being taken.
CONSIDERED:	MSC1213-25: National Student Survey
NOTED:	<p>7.7. That College had seen an overall improvement in terms of student satisfaction in 2012.</p> <p>7.8. That the Medicine courses had experienced a disappointing fall in overall satisfaction. This seems to be related in part to significant upheaval in the in the NHS in the London region and other London Schools have also been affected.</p> <p>7.9. That three 'town hall' events had been held to seek the views of the students and to solicit suggestions and priorities for improvement.</p> <p>7.10. That an action plan was being formulated and would be communicated to</p>

	<p>students in due course.</p> <p>7.11. That the Biomedical Science programme's scores had improved in a number of areas.</p>
CONSIDERED:	MSC1213-26: SOLE 2011-12
NOTED:	<p>7.12. That a small number of courses were missing from the report and that these would be circulated in due course.</p> <p>7.13. That performance in Dermatology was variable and the Oncology SOLE remains disappointing. These issues are actively being addressed by the Deputy Director of Education and the Quality Assurance and Enhancement Manager.</p>
AGREED:	<p>7.14. That Matt Treadgold should be thanked for the clarity of the report.</p> <p style="text-align: right;">ACTION: Committee Secretary</p>
CONSIDERED:	MSC1213-27: TOLE 2011-12
NOTED:	7.15. That participation rates in Medicine were the lowest in College. It is hoped that this will be improved as the College and Faculty work more closely to ensure that Spring SOLE and TOLE are released on the Student Viewpoint System at the same time.
CONSIDERED:	MSC1213-28: Good practice highlighted during the 2012 periodic reviews
NOTED:	7.16. That the paper contained a summary of good practice identified through the programme of periodic reviews over the previous year.
AGREED:	<p>7.17. That the paper should be circulated to the Committees for the sharing of good practice.</p> <p style="text-align: right;">ACTION: Committee Secretary</p>
CONSIDERED:	MSC1213-29: Penalties for the late submission of assessed work
AGREED:	<p>7.18. That the Committee's consensus view was that a two-step process should be introduced, with a significant penalty as the first step (for example 20% deduction or cap at the pass mark), and zero marks as the second step.</p> <p>7.19. That the College should provide clear guidance on mitigating circumstances so that there is consistency across College.</p> <p>7.20. That these suggestions would be fed back to QAEC.</p> <p style="text-align: right;">ACTION: Chair</p>
CONSIDERED:	MSC1213-30: Preparation of model answers to examination questions
AGREED:	<p>7.21. That the proposals aligned with and complemented the Faculty's Undergraduate Assessment Strategy.</p> <p>7.22. That there was a concern about providing three years of model answers to students. This would be fed back to QAEC.</p> <p style="text-align: right;">ACTION: Chair</p> <p>7.23. The paper should be circulated to Committees for information and sent to the Exams and Assessment Group for discussion.</p> <p style="text-align: right;">ACTION: Committee Secretary</p>
CONSIDERED:	MSC1213-31: Review of External Examiner trends
NOTED:	<p>7.24. That action had been taken on concerns and trends in the previous year's external examiner reports as set out in the paper. In particular:</p> <ul style="list-style-type: none"> • Increase of student helpers at clinical examinations. • Routine screening for plagiarism in coursework. • Borderline regression for fifth and sixth year exams had been carefully considered and ruled out. The Anghoff method will be used for standard setting in future. This is used by the Royal College of Physicians who use similar clinical examinations for membership.

8. Singapore project	
CONSIDERED:	MSC1213-32: Update from the Lee Kong Chian School of Medicine
NOTED:	<p>8.1. That the project team have finalised the content and teaching methods for Phase one of the joint NTU/Imperial MBBS and the programme has also now received approval from the Singapore Medical Council.</p> <p>8.2. That Imperial involvement is required for all academic offences and major non-academic offences. Agreement has been reached on the former, but negotiations are still underway for the latter.</p> <p>8.3. That the Singapore team was grateful to all colleagues involved in the project and paid particular thanks to Nigel Wheatley and Rebecca Penny.</p>
AGREED:	<p>8.4. That the General Regulations for the LKCMedicine MBBS be approved.</p> <p>8.5. That the proposal for the establishment of a Medical Society at the School be endorsed.</p> <p>8.6. That while an agreement had been reached that LKCMedicine students would be entitled to associate membership of the Imperial College Union, the Committee felt there should be a reciprocal arrangement for Imperial College London students.</p> <p style="text-align: right;">ACTION: Deputy Faculty Education Officer</p>
9. Papers for information	
RECEIVED:	<p>9.1. MSC1213-33: Senate summary report (20 June 2012)</p> <p>9.2. MSC1213-34: Quality Assurance Advisory Committee summary reports (17 May 2012, 26 June 2012 and 10 October 2012)</p> <p>9.3. MSC1213-35: Engineering Studies Committee summary report (23 May 2012)</p> <p>9.4. MSC1213-36: Science Studies Committee summary report (15 May 2012)</p>
10. Any other business	
RECEIVED:	10.1. MSC1213-37: Course map and term dates 2013-14
	Key Information Sets
REPORTED:	10.2. That Key Information Set data were now in the public domain on the Unistats web site.
11. Date of the next meeting	
REPORTED:	Tuesday 12 February 2013, 09.00, Drawing Room, 170 Queen's Gate, South Kensington campus