

Medical Studies Committee

Minutes of Meeting held on 27 November 2013

Present: Professor Sue Smith, Dr Paul Aylin, Ms Giskin Day, Ms Susan English, Dr Carolyn Gabriel, Mr Chris Harris, Professor Jenny Higham, Dr Chris John, Miss Natalie Kempston, Dr Naomi Low-Beer, Mr Martin Lupton, Professor Myra McClure, Professor Alison McGregor, Professor Karim Meeran, Mr Richard Monk, Dr Eryl Price-Davies, Mr Paul Ratcliffe, Dr Nina Salooja, Dr Mark Sullivan, Mr Steve Tran, Professor Denis Wright.

In attendance: Associate Professor Pang Weng Sun, Dr Sandra Kemp, Dr Bernard Thorn.

Apologies: Dr Mike Barrett, Dr Mike Schachter, Dr Maria Toro-Troconis.

1. Welcome and apologies for absence	
	The Chair thanked members for attending, welcomed colleagues from the Lee Kong Chian School of Medicine and noted the apologies for absence.
2. Minutes of the previous meeting	
AGREED:	That the minutes of the meeting held on 4 June 2013 be confirmed.
3. Matters arising	
REPORTED:	3.1. That there were no matters arising on the minutes not appearing elsewhere on the agenda.
4. Ratification of Chair's actions	
CONSIDERED:	MSC1314-02: Ratification of Chair's actions
AGREED:	4.1. That the Committee ratified the Chair's actions to: <ul style="list-style-type: none"> • Apply for retrospective suspension of regulations for three students to allow them to proceed to the integrated BSc programme in Year 3 of the programme instead of Year 4, as stipulated in the regulations. • Approve amendments to the academic regulations for the MBBS/BSc and the intercalated BSc programmes to permit an honourable exit following the satisfactory completion of the BSc honours year. • Approve the following external examiners for 2012-13: <ul style="list-style-type: none"> ○ Professor Albert Ferro (BSc in Medical Sciences with Cardiovascular Sciences) ○ Dr Penny Neild (BSc in Medical Sciences with Gastroenterology and Hepatology) ○ Dr Fanney Kristmundsdottir (Year 2 MBBS – Life Cycle and Regulatory Systems) ○ Professor James Nicoll (BSc in Medical Sciences with Neuroscience and Mental Health) • Approve amendments to the examination regulations for the Lee Kong Chian School of Medicine and the terms of reference for its committees.
5. Structure of the School of Medicine	
CONSIDERED:	MSC1314-03: Update on the structure of the School of Medicine
NOTED:	5.1. That the Faculty of Medicine had agreed a plan to reorganise the senior leadership of the School of Medicine. One of the primary purposes of the

	<p>reorganisation is to provide greater clarity over areas of responsibility.</p> <p>5.2. Following a consultation with affected staff, the following appointments have been made:</p> <ul style="list-style-type: none"> • Mr Martin Lupton has been appointed Head of the Undergraduate School, reporting to Professor Higham, who retains overall responsibility for education within the Faculty. • Professor Sue Smith has been appointed Director of Admissions, Equality and Diversity and Director of the Medical Education Research Unit. • Professor Karim Meeran has been appointed Director of Teaching. • Professor Alison McGregor has been appointed Director of Undergraduate Science. • Dr Mike Schachter and Susan English will retain their respective role as School Senior Tutor and Director of Administration. <p>5.3. An appointment to the role of Director of Curriculum and Assessment is expected in the coming weeks. It is anticipated that the new structure will become effective from 1 January 2014.</p> <p>5.4. That evaluation of the new structure was embedded within the requirements set out by the Faculty Board.</p>
AGREED:	5.5. That the Committee congratulated staff on their new roles.
6. Items for consideration	
CONSIDERED:	MSC1314-04: Terms of reference and membership
NOTED:	6.1. That there would be some amendments to the membership of the committee in the light of the reorganisation of the School of Medicine.
AGREED:	6.2. That the terms of reference and membership be approved.
CONSIDERED:	MSC1314-05: School of Medicine annual monitoring report
NOTED:	<p>6.3. That there had been a number of key successes over the past year, including:</p> <ul style="list-style-type: none"> • The opening of the Lee Kong Chian School of Medicine in Singapore to its first cohort of students in August 2013. • An on-going project to map the MBBS curriculum and assessments and visually represent this information for stakeholders including students, academic staff and administrators. • The introduction of a major new clinical tutoring programme (“Imperial Tutors”) to cover Years 3-6 of the MBBS/BSc programme. Forty-eight tutors have been appointed, each with a half-day session per week of protected time for seeing their students. • A pilot project that has distributed approximately 800 iPads to Year 5 and 6 medical students to help them maximise their time on clinical placements and prepare for practice. • Implementation of electronic submission and marking of all coursework. • Migration of all electronic content from the old School of Medicine intranet into Blackboard. • The successful transition of the BSc in Biomedical Science wholly into the School of Medicine. • The completion of a quinquennial GMC visit in November 2012. <p>6.4. That the School was disappointed with its National Student Survey (NSS) results for Medicine, despite considerable work to improve the student experience, some of which will take time to embed and be reflected in scores.</p> <p>6.5. That the results reflected continued significant upheaval in the NHS where variability and inconsistency in quality are being addressed with increasingly robust governance and education monitoring processes.</p> <p>6.6. That some of the necessary changes will hinge on the curriculum mapping project, which will enable further curriculum renewal work to be done.</p>

	<p>6.7. That the School has improved its understanding of students' needs from feedback and further improvements will be prioritised in this area.</p> <p>6.8. That the Biomedical Science programme has achieved a good result in the NSS, but the team was not complacent and would continue to develop the offer.</p>
AGREED:	<p>6.9. That the annual monitoring report be approved.</p> <p>6.10. That Heads of Year should be asked to confirm the implementation of the assessment strategy in future reports.</p> <p style="text-align: right;">ACTION: Quality and Educational Development Manager</p>
CONSIDERED:	MSC1314-06: Business School Annual Monitoring Report
AGREED:	6.11. That the Business School annual monitoring report be approved.
CONSIDERED:	MSC1314-07: External Examiners 2013-14
NOTED:	<p>6.12. That Dr Atul Mehta was being nominated for an exceptional fifth year due to a particularly small pool of potential examiners.</p> <p>6.13. That the Revd Bryan Vernon had identified a potential conflict of interest. The Committee did not feel that this would affect his independence and would therefore not preclude his approval.</p> <p>6.14. That Dr Paul Morrison had relatively limited undergraduate experience and would require mentorship from the existing examiner for the course to ensure that appropriate standards are applied.</p> <p>6.15. That Professor Douglas Corfield would be the joint external examiner for LKCMedicine and Imperial.</p>
AGREED:	<p>6.16. That the examiners be appointed for the 2013-14 session with the exception of Dr Jennifer Carroll.</p> <p>6.17. That the reappointment of examiners was contingent on the submission of a report for the previous session by 31 January 2014.</p> <p>6.18. That Professor Hooi Shing Chuan and Dr Tan Ai Ling would be appointed when safeguards have been put in place to ensure their independence.</p> <p>6.19. That the Chairs of the Boards and Sub-Boards of Examiners be approved.</p>
CONSIDERED:	MSC1314-08: Academic regulations for BSc programmes in the Faculty of Medicine
NOTED:	6.20. That the regulations did not cover the integrated MBBS/BSc programme or the intercalated BSc, which are provided for under separate regulations.
AGREED:	<p>6.21. That the regulations be recommended to Senate for approval.</p> <p style="text-align: right;">ACTION: Secretary</p>
CONSIDERED:	MSC1314-09: A proposal to introduce compulsory SOLE
NOTED:	<p>6.22. That SOLE is particularly important for managing the quality of provision within placements in partner NHS Trusts and General Practices and meaningful response rates are essential so as to provide the best possible education for our students.</p> <p>6.23. That the Director of Education and Quality at Health Education North West London had written to the School to request that SOLE should become mandatory.</p> <p>6.24. That consent for this change has been given by the QAEC and students have been consulted.</p> <p>6.25. That members of the QAEC had suggested that, instead of impeding progression of non-compliant students, a note on their file which may go forward to their Foundation Schools would be a more suitable sanction.</p> <p>6.26. That a communications campaign will be undertaken with students to make them aware of the change.</p>

AGREED:	6.27. That the Committee approved the introduction of compulsory SOLE with effect from January 2014. ACTION: Quality and Educational Development Manager
7. Reports from Committees	
CONSIDERED:	MSC1314-10: Education Committee (Early Years)
NOTED:	7.1. That assertion-reason questions (ARQs) had been used in the Year 1 exam without issue. More ARQs were being produced and may be used more widely in the early years. 7.2. That the GE Cellular and Molecular Science theme had been renamed "Molecules, Cells and Diseases" to better reflect the content and align with the undergraduate programme. 7.3. That PBL cases in Year 2 had been integrated into themes, with the intention that this may also change for Year 1 and GE. 7.4. Changes to teaching for Year 1 had been approved to increase the practical content. 7.5. That the early years review had been completed and a report would be published in due course. Further work is being taken forward by two groups. 7.6. That external examiners had commented that a separate anatomy exam may be needed for the 6-year course. Given that the School is moving towards integration of assessment in all other parts of the programme, the Committee felt this would be a regressive step. 7.7. That it would be useful to improve anatomy teaching later in the programme to give clinical context. This is done well in some attachments but is not consistent at present.
CONSIDERED:	MSC1314-11: Education Committee (BScs)
NOTED:	7.8. That the Committee had agreed in principle that resit examinations should be made available during the honours year to students with accepted mitigating circumstances. A working group was considering the details and a full proposal would be submitted in due course. 7.9. That this was the first year of zero tolerance for late submission of work. Apart from a few issues with the electronic submission portal, the new policy was not causing major issues.
CONSIDERED:	MSC1314-12: Education Committee (Years 3, 5 and 6)
NOTED:	7.10. That the Committee had approved changes to the assessment of Pathology to include an element of in-course assessment amounting to 12.5% of the total mark for Pathology. The course content and structure was also being revamped to improve student engagement. 7.11. That the Committee had considered its external examiner reports.
AGREED:	7.12. That the Committee would be asked to keep the issues raised by the external examiners under review. ACTION: Chair, Education Committee (Years 3, 5 and 6)
CONSIDERED:	MSC1314-13: Student Services Committee
NOTED:	7.13. That the student recruitment environment had become increasingly challenging as the Department for Health was imposing very strict caps on numbers which had to include students resitting their first year. As a consequence, there had been under-recruitment in the initial round of interviews. More offers would be made this year to mitigate this risk. 7.14. That minor but important changes were proposed to the Fitness to Practise Medicine policy affecting cases where there were also issues relating to student discipline and changing the quorum for fitness to practise panels. 7.15. That minor changes were proposed to the Disclosure and Barring Service (DBS) self-disclosure form.

AGREED:	7.16. That the changes to the DBS self-disclosure form be approved. 7.17. That the changes to the Fitness to Practise Medicine policy be recommended to Senate. ACTION: Secretary
RECEIVED:	MSC1314-14: Report from the North West Thames Foundation School
RECEIVED:	MSC1314-15: Reports from the Lee Kong Chian School of Medicine Medical Education Committee
8. Singapore project update	
CONSIDERED:	MSC1314-16: Singapore project update
NOTED:	8.1. That since the last meeting of the Medical Studies Committee, the Lee Kong Chian School had opened its doors to the first cohort of students. 8.2. That updated Guidelines for external examiners and committee terms of reference were submitted to the committee for approval.
AGREED:	8.3. That the Committee congratulated the LKCMedicine team in Singapore and London on the opening of the School. 8.4. That the committee terms of reference be approved. 8.5. That the updated Guidelines for external examiners be recommended to Senate for approval. ACTION: Secretary
9. Quality Assurance and Enhancement	
CONSIDERED:	MSC1314-17: SOLE 2012-13
NOTED:	9.1. That participation rates were generally low which made it difficult to draw meaningful conclusions from the data. 9.2. That it was pleasing to see an improvement in the Oncology SOLE; the course has changed significantly in response to student feedback.
CONSIDERED:	MSC1314-18: Good practice highlighted in the 2012-13 periodic reviews
AGREED:	9.3. That the paper should be disseminated to committees. ACTION: Secretary
RECEIVED:	MSC1314-19: Re-sit examinations and supplementary qualifying tests
CONSIDERED:	MSC1314-20: Good practice – exam feedback
NOTED:	9.4. That this practice aligned well with the School's assessment strategy.
AGREED:	9.5. That the paper should be disseminated to exam board chairs. ACTION: Secretary
10. Any other business	
CONSIDERED:	MSC1314-21: Imperial Horizons update
NOTED:	10.1. That from 2014-15, the Horizons programme will be available to 4 th year medics and 3 rd year Biomedical Science students on Thursdays. 10.2. That the Horizons team were grateful to the Faculty for assisting with releasing rooms for the programme. 10.3. That further consideration would be given to running modules on campuses other than South Kensington.
11. Papers for information	
RECEIVED:	11.1. MSC1314-22: Senate summary report 11.2. MSC1314-23: QAEC summary report 11.3. MSC1314-24: Engineering Studies Committee summary report 11.4. MSC1314-25: Science Studies Committee summary report

12. Date of the next meeting

REPORTED:	Wednesday 12 February 2014, 14.00, Drawing Room, 170 Queen's Gate, South Kensington campus.
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