

Minutes of the meeting of FOH LTQC held on 7 October 2009

Present: Nicola Spalding (Chair), Gibson D'Cruz, Rosie Doy, Sandra Gibson, Debbie Harrison, Anne Killett, Helen Lewis, Catherine Wells, David Sheppard (STU).
Apologies: Sam Leinster.
With: Joanne Burd (Secretary), Becky Fitt (Faculty Manager), Natasha Barnes (Communications Officer, STU)
In attendance: Professor Ian Harvey (Dean, FOH); Joanne Ashman (AR LTQO for item 5).

1. MINUTES

Confirmed
the Minutes of the meeting held on 8 July 2009 were confirmed.

2. MATTERS ARISING

2.1 Statements – PGR

Reported
vide Minute 87(4) that the PGR Sub-Group terms of reference had been finalised; work with the sub-group was ongoing.

2.2 MED: Course Review MBBS

Reported
vide Minute 94 that additional social space for MED students had been identified; consultations with students regarding their aspirations for the social space were ongoing.

2.3 Reports from Members – STU

Reported
vide Minute 99(5) that the Academic Officer STU would consult with FOH Teaching Directors and students on the draft leaflet regarding sabbatical officers.

2.4 Fitness to Practise Panel

Considered
vide Minute 86(2) progress with Fitness to Practise procedures in AHP.

Reported

- (1) that the AHP FtP policy would be pursued via the Course Management Group, building on existing MED/NAM processes where appropriate.
- (2) that NAM would review their FtP procedures in November.

2.5 UEA Monitoring and PSRB Requirements

Considered
vide Minute 93 progress with AHP monitoring requirements.

Reported

- (1) that AHP's Course Management Group would consider the monitoring required to meet PSRB needs.
- (2) that the management information should be mapped to ascertain the information required by UEA/PSRBs.

3. STATEMENTS FROM THE CHAIR

- (1) LTQC BLACKBOARD
The Chair reported that the FOH LTQC Blackboard site had now been launched. Members agreed that documents relating to Section A of the Agenda should be posted on Blackboard (observing any confidentiality issues).
- (2) LTQ PLAN
The Chair reported that this had been revised and was on Blackboard.
- (3) ACCEPTABLE EVIDENCE
The Chair reported that the email/accompanying document from the Academic Registrar regarding acceptable evidence for extenuating circumstances had been circulated.
- (4) AMENDMENT TO TAUGHT PROGRAMMES REGULATIONS
The Chair reported that there had been a change to the University policy for word counts which would now include reference lists. FOH set the word count without the reference list; PVC (Academic) had been informed.
- (5) SHA QA EVENT
The Chair reported that the new quality assurance framework would be launched at the forthcoming SHA QA event (14th October).
- (6) QIPP CONFERENCE
The Chair reported that posters had been provided by Schools for the forthcoming conference (16th October).
- (7) PLAGIARISM EVENT
The Chair reported that an additional Plagiarism event had been arranged for FOH Plagiarism Officers. The issue had been raised that FOH students may be penalised twice (via plagiarism penalties and FtP procedures).
- (8) EMPLOYABILITY EVENT
The Chair reported that a UEA employability event being held on 9th October did not include health and social care employers; that this had been raised with Careers.

4. CONFIRMATION OF CHAIR'S ACTION

Received
a revised Document 09D001.

Confirmed
members confirmed Chair's action taken.

5. NSS, PRES, PTES 2009 DATA

Considered
the NSS, PRES and PTES 2009 surveys, the FOH NSS data, and Union of UEA Students Report on NSS 2009 data.

Reported
in discussion

- (1) that the results indicated a marginal shift between years rather than trends;
- (2) that Teaching Directors would review last years plan and work on action plans for this year with SSLCs and Course Directors; action plans would be considered at the next LTQC meeting (16th December);
- (3) the time that it took for actions taken by Schools to filter through into the surveys;
- (4) that the open comments could only be filtered by School, but that SSLCs would probably know which comments referred to which programmes;

FOH LTQC 09M001 7.10.2009

- (5) that the action plans could justify and explain why things were as they are; such an explanation would be useful to map in the future;
- (6) that the overall satisfaction was used for ranking by league tables; some league tables averaged out the results from the themes/questions;
- (7) that the questions regarding placements only related to AHP and NAM;
- (8) that William Syms (Communications and Marketing Officer, FOH) be invited to the next meeting (consideration of action plans);
- (9) that the Union of UEA Students report focussed on individual student comments (eg marking/turnaround times (AHP); promptness of returned work and feedback (MED); workload whilst on placements (NAM)). It was noted that the comments in boxes related to actual numbers of students, not a percentage;
- (10) that the Planning Office (Barrie Osborne) could be contacted for the NSS 2010 dates.

6. TERMS OF REFERENCE

Considered

the Terms of Reference for FOH LTQC 2009-10 and any amendments required.

RESOLVED

that the Terms of Reference for FOH LTQC 2009-10 be approved.

7. LTQC AGENDA SCHEDULE

Considered

a revised LTQC Agenda Schedule.

RESOLVED

- (1) that the revised LTQC Agenda Schedule be approved;
- (2) that lines of responsibility be added.

8. AHP: STROKE MODULE

Considered

a new Stroke Rehabilitation module (January 2010 start).

Reported

- (1) that following the critical read (Catherine Wells, Debbie Harrison), the module outline had been greatly enhanced;
- (2) that the revised Stroke Rehabilitation module be approved.

RESOLVED

that the Stroke Rehabilitation module be approved.

9. PANDEMIC FLU PLANS

Received

an oral report (Rosie Doy/Gibson D'Cruz) on Pandemic Flu plans for FOH PGT/NAM students.

Reported

- (1) that NAM's strategic plan, information and operational plans had been presented to LTQC to share information across the Faculty ;
- (2) information had been posted on Blackboard for PGT students and had been included in induction (ug and pg);

FOH LTQC 09M001 7.10.2009

- (3) that the arrangements for pandemic flu in AHP would be checked by the School Teaching Director;
- (4) Heads of Schools had been asked to ensure that arrangements were in place.

10. PGTP MARKING/MODERATION POLICY

Considered
the draft policy and guidance for PGTP marking standards.

- Reported
- (1) by Rosie Doy that the draft policy had been produced following a review of the PG policy; it had been discussed with Course Directors/FMs/Module Co-ordinators ready for January 2010 start. The revised policy would go to externals once approved and there would be a staff update session in December;
 - (2) that an additional bullet point 'across all markers' would be added;
 - (3) that the first bullet point on p2 would be amended to include reference to the criteria used to assess and examine the assignment;
 - (4) that subject to minor amendments, the draft policy and guidance for PGTP marking standards be approved.

RESOLVED
that subject to minor amendments, the draft policy and guidance for PGTP marking standards be approved.

11. MED FITNESS TO PRACTISE

Considered
the revised Fitness to Practise guidance for the MBBS programme.

- Reported
- (1) that the revised FtP guidance had been drafted by Richard Holland, Amanda Howe and Becky Fitt;
 - (2) that formal warnings had to be declared to the GMC at the point of initial registration;
 - (3) that plagiarism was referred to in the revised guidance but collusion needed to be added;
 - (4) that the requirement for FtP to be recorded in SITS (rather than manually) had been raised by AD LTQ at the SIS Project Board;
 - (5) that there was a process for staff to report concerns about students, but that the process would be revised to allow students to report concerns about other students;
 - (6) that any issues regarding patient safety were feedback as appropriate;
 - (7) that the guidance included reference to UEA's General Regulations;
 - (8) that the expectations/aspects of the guidance should be visible at the admissions stage; this would be followed up with FOH Admissions.
 - (9) that the revised Fitness to Practise guidance be approved.

RESOLVED
that MED's revised Fitness to Practise guidance be approved.

12. EMPLOYABILITY REPORTING FOR LTC

Considered
progress with the report template and data regarding employability (for completion by 16 October and onward reporting to LTC 28 October).

FOH LTQC 09M001 7.10.2009

Reported

- (1) that the report did not fit MED programmes (MBBS was 5 years);
- (2) that the report from AHP was being collated;
- (3) that the report for NAM was to follow;
- (4) that a meeting with Careers regarding employability data would be arranged for a future TDs/FMs meeting.

(NB: the employability reporting was deferred by LTC and would be considered at the next meeting of LTC on 9th December).

13. SITS RECORDS/APPEALS/EXTENUATING CIRCUMSTANCES

Considered

- (1) an issue raised by the Planning Office regarding SPI records, the knock-on effect of Appeals and non-submitted extenuating circumstances;
- (2) how this relates to Fitness to Practise procedures.

Reported

that this would be taken up with Emma Koro in a meeting to be arranged to discuss SITS issues with TDs/FMs.

14. REPORTS FROM MEMBERS

Received

oral reports from members as follows:

- (1) TPPG (Taught Programmes Policy Group)
- (2) SEC (Student Experience Committee)
- (3) FOH portfolio holders
- (4) Academic Officer, STU
- (5) School Directors (LTQ).

Reported

- (1) by the Chair that the next meeting of TPPG would be held on 21st October (RD would attend).
- (2) by the Chair that Suzanne McIntosh would attend the next meeting of SEC on her behalf.
- (3)
 - (i) by Catherine Wells (Placements) that issues were being devolved to the County Workforce Group by the SHA; there had been agreement for scoping placements; there had been agreement to use the entire region, including Bedfordshire and Hertfordshire.
 - (ii) by Anne Killeth (Service User) that liaison with School representatives was welcomed in order to establish a baseline for service user involvement (Anne would ask for names of interested parties); CSED were involving service users in their courses.
 - (iii) by Rosie Doy (PGT) that the documentation had been approved and sent to the HEA for the PGCert Clinical Education accreditation at the end of October (Sandra Gibson and Lucy O'Driscoll would attend the event in York); NMC approval of a Level 4 mentor preparation module (MClinEd) would be sought; the postgraduate teaching team were reviewing feedback sheets.
- (4) by Natasha Barnes that there was no report from the Academic Officer, STU.
- (5)
 - (i) by Gibson D'Cruz (NAM) that the NMC had published new guidelines for students including a section on social networking.
 - (ii) by Debbie Harrison (AHP) that she was focusing on decision making/communications processes.
 - (iii) there was no report from Sam Leinster (MED).

FOH LTQC 09M001 7.10.2009

- (6) by the Chair that the CCS Review Group had met on 7th October and discussion centred on:
- compensation of marks (students taking but not passing);
 - that all modules would have to be passed (the core/compulsory/optional terminology would change), but that some module components might not be passed;
 - progression and reassessment criteria (not putting students through reassessment).

15. GENERAL DISCUSSION ITEMS

Considered
any items members may wish to raise.

Reported
that there were no issues raised.

16. LTC BULLETIN SEPTEMBER 2009

Reported
that the LTC Bulletin (September 2009) had been received. Members attention was drawn to changes to regulations/policies contained therein.

17. FOH PGR UPDATE

Reported
that the following documents had been received:

- (1) a PGR update outlining the key changes to the PGR arrangements within FOH.
- (2) the PGR Sub Group Terms of Reference.

18. MED: CLINPSYD HPC APPROVAL

Reported
that the HPC had granted open ended approval to the Doctorate in Clinical Psychology programme following the inclusion of the Clinical Psychology programme on the HPC register (1 July 2009).

19. NAM: MENTOR PREPARATION PROGRAMME

Reported
that the revised Mentor Programme (Level 2 and Level 3) had received formal approval from the NMC and endorsement for delivery in the States of Guernsey.

20. NAM: PRE- AND POST-REGISTRATION PROGRAMMES IN GUERNSEY

Reported
that updated action plans (July 2009) had been approved by the UEA/IHSCS Joint Committee for the BSc/DipHE Adult Nursing, BSc/DipHE Mental Health Nursing, and BA (Hons) Professional Practice programmes

21. NAM: PGDIP MIDWIFERY (84 WEEK)

Reported
that with effect from 18 September 2009 the PGDip Midwifery (84 week) programme had been validated by the NMC until 2014.