LTC12D088

Title:	**Faculty Associate Deans (Learning, Teaching and Quality)**
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Issue

To receive the minutes of the Faculty of Medicine and Health Sciences Learning, Teaching and Quality Committee meeting held on 3 October 2012.

Recommendation

None.

Resource Implications

Not applicable.

Equality and Diversity

Not applicable.

Timing of decisions

Not applicable.

Further Information

Contact details: Mr Robert Gray, Learning and Teaching Co-ordinator, telephone: 01603 593262, email: r.gray@uea.ac.uk for enquiries about the content of the paper.

Background

Not applicable.

Discussion

Not applicable.

FACULTY OF MEDICINE AND HEALTH SCIENCES
Learning, Teaching and Quality Committee

UEA
University of East Anglia

Minutes of the meeting of FMH LTQC held on 03 October 2012

Present: Rosie Doy (Chair), Sandra Gibson (MED), Simon Horton (AHP), Julia
             Hubbard (NSC), Laura Henson (AHP), Mary Jane Platt (MED)

Apologies: Debbie Harrison (AHP)

With: Robert Gray (Secretary).

1.   **MINUTES**

       Amendment
              that Meg Collins should be changed to Mick Collins.
       Confirmed
              the minutes of the meeting held on 20 June 2012 were confirmed.

2.   **MATTERS ARISING**
       (1)   Standardisation of East of England Fitness to Practice
       Reported
              that Pauline Milne had acknowledged the detailed response to the SHA over
              their proposed policy.
       Reported
              that Jon Sharp had been meeting FtP leads to review processes and how they
              integrate with university general regulations.

3.   **STATEMENTS FROM THE CHAIR**

            (1) Welcome to new members
       Stated
              by the Chair that the committee welcomed the new MED Teaching Director,
              Mary Jane Platt and would also like to record the committees thanks for the
              outgoing director Malcolm Adams. The Chair also welcomed the new
              undergraduate representative Laura Henson.

            (2) New members for FLTQC.
              Reported
              that the committee is to have two further members. Zoe Butterfint (AHP) and
              Catherine Harrison Williams (NSC). These members will have no formal
              portfolio but will be able to assist with the critical read schedule and contribute
              to other projects.

            (3) Proposal to amend February strategy day.
              Reported
              by the Chair that the event be modified to be focused on discussion of new
              ideas, the sharing of good practice. It is proposed that this becomes a cross-
              faculty event, with engagement by all staff and students. This would be more
              FMH focused than the university learning and teaching day.

Reported in discussion
that portfolio holders will talk to stake holders and seek areas of interest to
them which might be covered within the event.

Resolved
that the February strategy day would be amended to become a wider FMH
LTQ strategy day.

> (i)   Fellowships

Reported
by the Chair that a number of university fellowships would shortly be
advertised. These will be available to individuals or groups and can be offered
to cross school groups. Anyone wishing to put in a bid should be thinking about
this now.

> (ii)   Blackboard mobile pilot

A free pilot programme for Blackboard mobile will be implemented soon. The
faculty will need to think about appropriate areas which could be used as a
pilot. Suggestions include part time students, CPD or students on placement. If
the Faculty wishes to take advantage of this it may require a quick turnaround.

> (iii)   AHP course review

This review took place on 17th September and the outcome was very positive,
with a few suggestions for change. The panel where impressed with the
genuine level of consultation with stakeholders which was obvious from the
documentation and the oral feedback received from stakeholders and students
during the review event.

> (iv) Timetabling

Nigel Norris is going to set up a task group to examine the problems with
timetabling this year, with a view to prevent a re-occurrence.

> (v)   Vice Chancellors projects

Some finance will be made available by the VC for small projects. The
announcement will be issued soon and bids can be made by individuals or
schools. Some areas suggested where a bid would be welcomed include,
examining 1st year drop out, rooming of teaching sessions, IT provision and
timetabling.

4.   CONFIRMATION OF CHAIR'S ACTION
There was no Chair's action to report.

5.   CONFIRMATION OF FLTQC MEMBERSHIP, DATES OF MEETINGS, TERMS OF REFERENCE AND FLTQC AGENDA SCHEDULE

Received
LTQC meetings and membership dates (**DOCUMENT 12D0001**),FMH terms of
reference**(12D0002),** LTQC agenda schedule (**DOCUMENT 12D0003).**

Confirmed
by the Chair that the membership list needed to be updated with the two new
members.

ACTION: MEMBERSHIP LIST TO BE UPDATED.

Reported in discussion
(1) that the PGR references within the terms of reference should be removed.
(2) Some of the documents still referenced FOH.
(3) That the employability item on the agenda schedule should be moved to the January meeting.
(4) That an annual report on freedom of information (FOI) requests should be considered by the committee.

Resolved
that the item on academic appeals should be moved to the next meeting where Jon Sharp will be in attendance in order to discuss new learning and teaching processes and procedures.

ACTION: EMPLOYABILITY TO BE MOVED TO JANUARY ON THE ROLLING AGENDA.
ACTION: FLTQC DOCUMENTATION TO BE CHECKED AND ALL REFERENCES TO FOH REMOVED.
ACTION: ANNUAL REPORT ON FOI REQUESTS TO BE ADDED TO THE FINAL MEETING OF THE YEAR.

6.   **SHA EQuAD/PQAF 2012-13**

Received
East of England SHA (**DOCUMENT 12D0004**) and **(12D0005)**

Reported in discussion
(1) MJP reported that an admissions event was held which brought together partners to review the processes involved with health partners from the wider geographical area. Approximately thirty five people attended, with around half coming from the health service. This was a key action from the PQAF 2011/12 process
(2) That widening participation actions need to be balanced against recruiting a good range of students.
(3) The university will be asked for qualitative evidence in December and quantitative in January, with the Annual Review Meeting (ARM) in February. This year there have been changes to some of the KPIs.
(4) A workshop will be held on the 15th October for practice partners.

ACTION: RD TO UPDATE ACTION PLAN FOR QUARTER 2 BEFORE NEXT MEETING WITH THE COUNTY WORKFORCE GROUP (CWG). (ANDY HUTCHINSON HAS THE MASTER DOCUMENT).

7.   **EMPLOYABILITY FUNDING**
Reported
(1) by RD that a faculty bid had been accepted with school elements. The funding is available for judgement testing for foundation doctors in MED. AHP has secured funding around the Transition Into Employment Strategy initiative for preparing students for non-standard roles and also
(2) An employability symposium, including employability cafés led by Lisa Taylor.
(3) By RD that faculty employability leads will be working with the FMH

Employability Fellow on a document mapping employability skills across the curricula. A steering group has also been set up to monitor this and will to identify new bids for the 13/14 funding round.
(4) The job description and advert for the FMH Employability Fellow is being developed.

ACTION: RD to work with HL/JG and FMH to obtain post release.

8. **IT/TIMETABLING ISSUES**
   Reported

by RD that Nigel Norris is coordinating a group to look at timetabling issues and it would be useful if the faculty could report any specific problems together with potential solutions..

Reported in discussion
- by MJP that within MED there were issues in allocation of rooms for breakout PBL groups. Also, with sessions not being roomed within the MED building.
- Sessions in the MED building are restricted to FMH groups, however the building is used by both undergraduate and postgraduate teaching.
- This is especially a problem with external clinical staff, who may not be familiar with the campus.
- External speakers also sometime struggle with the technology, being able to log on and also problems with projectors etc.
- Getting IT support within the rooms appears to be a problem, particularly over lunch time.
- Help documentation (explaining how to operate the equipment and how to get help) within the rooms is lacking. This is something which can be resolved within school run buildings such as MED, Queens and Edith Cavell.
- NSC has no rooms big enough for a full cohort and have been using space within John Innes. This has proved problematical (and incurs additional costs) as some of the sessions call for break out PBL groups within the day, before returning to a whole cohort group.
- JH reported that the university should look at the room descriptions within the system, particularly with regard to the capacity of the rooms.
- RD reported that in the longer terms rooming issues should be eased with the building of the new MED building plus the new enterprise building.
- LH reported that NSC students had raised concerns with some sessions taking place within the SCI building, followed by a session in ECB, leaving little time for lunch.

ACTION: TDs TO COLLECT ISSUES AND FEED THEM BACK TO RD
ACTION: RD TO FEED THIS BACK TO NIGEL NORRIS' TIMETABLING GROUP
ACTION: RD TO ASK FMH ROLE HOLDERS TO CONSIDER A PROJECT ON PROVIDING BETTER DOCUMENTATION WITHIN TEACHING SPACES.

9. **CONTINUING PROFESSIONAL DEVELOPMENT**
   With
   Professor Jim Gazzard (FMH Chair of workforce futures)

RD welcomed JG to the meeting, stating that the committee would like to know if there were ways in which the committee could support and interact with the CPD agenda.

Reported by JG;

(1) JG is particularly interested in the make-up of the CPD students. Who does accredited/non accredited and study days. This is quite clear for accredited students, but less so for those undertaking unaccredited and study days.

(2) A key point was to mesh academic excellence with the CPD business agenda.

(3) At the moment the SHA contract ebbs and flows. However, moving forward this will change to a more market driven environment.

(4) It is imperative that we communicate our offering well.

(5) It is clear that we are seen to give a quality offering. However, lots of our customers are not educationalists and we should avoid educational jargon and should not assume they know what we mean.

(6) LTQC is going to become increasingly important in reflecting the CPD agenda within learning and teaching.

(7) FMH needs to consider how we evaluate what we offer. Do we know what students get from CPD? Do we listen to them? We also need to think about our customer service.

(8) We need to think about how we utilise our alumni. Currently, we do not have data for returners.

(9) The campus is very much set up for undergraduate offerings. Currently there are plans to build an enterprise centre with premium professional space to use. We should cost and think about using this space.

(10) The new CPD business unit has been set up to move this agenda forward. There is also a new NHS accounts manager (Mario Salts), part of his role being to give accurate feedback and communicate with staff over how we are doing with the contract.

(11) This year there has been underspend on the contract, so new initiatives will be forthcoming.

(12) Moving forward it would not be too ambitious to double the contract value within three years.

(13) We need to be able to offer flexibility for CPD students. If they build up enough credits then they should get a qualification.

(14) We also need to start a dialogue with pre-reg students when they are here and engage them with post-registration education. Focus groups are planned (possibly this year).

(15) There are several challenges; We need to maintain the quality of our learning whilst increasing non-traditional modes of learning and giving value for money.

(16) There may be opportunities to develop courses in partnership with commercial partners. Though there are can be a tension between commercial drivers and issues of quality and we need to be mindful of the reputation of the university.

(17) There is also a potential market in the validation of 3rd party programmes. However, this is particularly high risk.

Reported in discussion

- MJP stated that we need to maintain quality in any offering whereby a student can gather enough credits via APL and study for a qualification.
- RD responded that within the FMH up to 50% of credits can be signed off as APL. There are currently on-going discussions over PGT APL within the new academic model (NAM).
- MJP assumes that the APL was for academic content which the student had already undertaken.
- RD said this was known as advanced standing and is not something which we do within the faculty. Before granting APL we need to be satisfied that the quality is there and that the work is not being double counted.
- IH asked whether the new enterprise centre would deliver the facilities needed

for CPD?
- JG responded that it looked like a good opportunity with car parking and teaching spaces with break out area etc. The Blackdale site was also a possibility and is being investigated.
- SG stated that our CPD provision needed to translate HEI speak to health speak.

10. **NATIONAL STUDENT SURVEY ACTION PLANS**
Received
BIU NSS 2012 Analysis(**Document 12D0007**), AHP school response to the NSS (**Document 12D0008)**, MED school response to the NSS (**Document 12D0017)**

Reported in discussion
- by RD that the data for last year's NSS has now been released with positives in some areas and work to be done in others.
- JH reported that NSC had lost out across the board. However there had been gains in learning resources and placements.

(1)   NSC
- Within NSC the data had been very polarised with Adult and Midwifery BSc results being more positive than those from Diploma students.
- For diploma students there were issues over academic support, assessment, feedback and how appeals are handled. Though timetabling issues have improved this year.
- RD asked if the BSc and Diploma programmes offered different type of feedback for coursework.
- JH confirmed that both programmes offer the same types of feedback for coursework
- MJP asked whether there was a disparity in the student outcomes, once qualified.
- JH stated that once employed they were seen as equal by the Trusts.
- JH confirmed that the course teams have been considering not splitting the Diploma and Degree programmes as a quick fix to the NSS issues. In considering the underlying issues there are some things which lie within the remit of the school to resolve and do not require resource, other problems need to be fixed centrally.
- JH further stated that within NSC there will be staff mandatory training to enhance positive communication with students using a 'Making Every Contact Count' approach with the student.
- RD reported that within AHP markers write on scripts and students have been involved with designing the coursework feedback sheet and this has had a large feedback.
- SH responded that annotation on scripts makes sense and the feedback from students had been very good across all programmes.
- LH confirmed that marking on scripts had been very useful as it was easy to see what the markers intentions were.
- RD reported that SLT and NSC had been accepted within the electronic marking pilot. An earlier pilot had many features including the ability to record voice comments to students.

(2)   MED
- MJP reported that the school had moved up approximately 4/5 places overall from last year.

- The survey indicates that assessment and feedback is still a problem.
- The action plan is still in development for MED.
- SG reported that last academic year the Speedwell system was introduced for the marking of OSCEs. The work is scanned with the software producing a mark scheme grid. This gives the students detailed feedback on each component of the OSCE. In addition to this Speedwell can record the examiner, station, and patient at each station. Therefore, offering a great improvement in data gathering. The time taking to calculate the marks has been reduced to one day. There are some disadvantages, namely, it is time consuming to set up and also has annual running costs as special paper is required for the mark sheets.
- MJP added that MED students now also receive exam feedback matched against learning outcomes. They receive their mark, the percentage of the cohort who passed, and feedback on each question. The current year 5 students receive this, so it may show in next year's survey.

11. **STUDENT EXPERIENCE SURVEY**
Received
AHP SES report 2012 (**Document 12D0008),** NSC SES report 2012 (**Document 12D0009)**.

Reported
By the Chair that all issues had been covered within the NSS discussion.

12. **PEER ASSISTED LEARNING**
Reported
by the Chair that money has been forthcoming to support a PAL initiative. Adam Longcroft is trying to identify where it already happens and would like it targeted at year one in order to discourage drop out. RD has been asked to identify teams wishing to take part. AHP have confirmed that they have a team in place and would like to take part.

ACTION: JH TO CHECK WHETHER NSC WISH TO TAKE PART.
ACTION: MJP TO CHECK WITH RICHARD HOLLAND WHETHER MED WISH TO TAKE PART.

13. **LEARNING ENHANCEMENT WEBSITE**
With Mr Andy Mee(ITCS)

The Chair welcomed AM to the meeting and stated that he had been invited to demonstrate the website.

Reported in discussion
- That the teaching excellence website is live but not yet released. It is possible to access the site, but the URL has not been published.
- Some areas of the site are publicly available, others for internal consumption only.
- From now LTS are picking up development of the site with the two new web developers taking the lead. It is hoped the site will be released mid semester.
- The purpose of the site is to improve the quality of teaching and to share good practice.
- Discussion boards are available with RSS feeds to content.

- Caroline Sauverin is now leading the project and any queries should be directed to her.
- Members should flag up at FLTQC meetings any issues which might be relevant to the website and benefit from being featured.

ACTION: RG TO PUT LINK ONTO THE FLTQC WEBSITE.

14. **NORFOLK MULTI-AGENCY SAFEGUARDING ADULTS POLICY**
With Jon Larner (AHP)

Received
Safeguarding Policy (**Document 12D0010**), Safeguarding Legislative Guidance (**Document 12D0012)**

Reported
by Jon Larner that;
   (1) The 2010 PQAF stated that safeguarding training should be undertaken by all staff. A representative from each school was put forward to work on this. Jon Larner (AHP), Charlene Lobo (NSC) and Darren Sexton (MED). Additionally Bridget Penhale was co-opted into the team given her experience with safeguarding.
   (2) Advice from Trust partners indicates that if an incident happens in practice then it falls under the Trust's procedures. If the incident occurs at the University then we need to follow our own procedure.
   (3) Within the faculty, NSC already had a procedure, AHP followed the same procedure and MED were developing their own.
   (4) There are two distinct areas of safeguarding policy, adult and child. Nationally, there is a drive to pull these together. However, it is difficult to do this.
   (5) Charlene Lobo is currently proposing a policy for NSC. Though as a team FMH have not yet examined this. Procedures are in place but there is no firm policy.
   (6) There is a local safeguarding adults' policy available. The proposal is that the university signs up for this.
   (7) The policy signs up the university to a set of best practice guidelines and is not legally binding.
   (8) Signing up would merely show our allegiance to a set of best practice principles and a spirit of mutual co-operation with partners across Norfolk.
   (9) The policy has a wide range of partners already signed up.
   (10) The object of the policy is that organisations should pro-actively prevent abuse occurring and respond if abuse is identified, suspected or disclosed. All agencies must take account of the fact that abuse of vulnerable adults does occur. It is essential that the response to all allegations must be in line with this policy.
   (11) If an incident is found the policy is to report it to the senior leads within the course. The procedure states what to do from this point forward.
   (12) The team believes that this multi-agency approach across Norfolk represents the most appropriate way of developing a policy consistent with best practices
   (13) It will also be regularly updated (6 monthly review)
   (14) We recommend that the Faculty of Medicine and Health Sciences becomes a joint signatory to the Norfolk Safeguarding Adults Policy and that this becomes our overarching safeguarding policy for adults.

Reported in discussion

- RD asked whether we would be signing up for the faculty or for the university. JL

- responded that this would be for the university as a whole.
- MJP stated that the procedure could have an impact on the Dean of Students office (DOS) and that they should be consulted.
- SG asked whether consideration had been given to training for the policy. JL responded that training would initially be for those directly supporting students. Within NSC and AHP safeguarding training had already taken place. Within MED training was yet to occur.

ACTION: RD TO SPEAK TO ALISON RHODES ON IMPLICATIONS OF UNIVERSITY WIDE POLICY
ACTION: RD TO TAKE POLICY TO FMH EXECUTIVE COMMITTEE

15. **NEW ACADEMIC MODEL & DEFINED CHOICE**
Received
Defined choice guidance 2012 document (**Document 12D0013)**

Reported
   by RD that the faculty had been asked if any teaching takes place with the slots Tuesday and Thursday 6-9. The university plans to use these for employability activities and also as an opportunity for students to undertake studies outside their subject areas.

ACTION: SG TO EMAIL JULIA JONES OVER THE STUDIES OUTSIDE MEDICINE MODULE AND TO PUT STEFI BARNA IN TOUCH WITH JJ.
ACTION: DH TO SPEAK TO JULIA JONES OVER EMPLOYABILITY ACTIONS IN AHP.
ACTION: JH TO SPEAK TO NSC EMPLOYABILITY LEAD.

16. **REPORTS FROM MEMBERS**

   (1) LTC
Received
LTC briefing document from July meeting (**Document 12D0015)**

   (2) TPPG
Received
TPPG briefing document from July meeting (D**ocument 12D0016)**

   (3) Service User
Reported
   (i)   HCPC is currently undertaking a consultation as to how service users are involved within the programmes.
- They are consulting over whether this should be a mandatory aspect of every course.
- The consultation is until December and if the proposal is accepted will come into force from 2015/16.
- Documentation is available on the HCPC website.
Reported in discussion
- SH reported that consultation will take place with both service users and students.
- RD stated that it may be a good idea for service users to be involved with the PQAF ARM meeting. Service users are increasingly being used within admissions, assessment and curriculum design.
- SH responded that some service users will need support and guidance

before attending the event.

ACTION: SH TO SEND THE LINK TO THE CONSULTATION TO LTQC MEMBERS
ACTION: SH TO COORDINATE FACULTY RESPONSE TO THE CONSULTATION.

(ii)   An internship post has been discussed to examine how service users are involved across FMH.

- SH reported initial discussions with MED over a faculty workshop concerned with service user involvement. It was suggested that Paul Levy from CSED be consulted over service user involvement.
- NSC have service user involvement within all modules and on all course committees.
- RD reported that the Mentors and Practice Educators website had lots of freely available information which might be useful.

(4) SEC (Student Experience Committee)

Reported

That the first Student Experience Committee for the academic year was taking place at the same time as the FMH FLTQC meeting.

(5) FMH Portfolio Holders

Reported

(1) Placements.

(i)   There was a meeting of the full team for the first time last week. The PQAF was reviewed and we look to be almost there with this. The main issues being over signature checks and feedback to placement areas.

(ii) A placements conference is being mooted for the summer, with proposed sessions on dignity and the possibility of re-instigating the practice educators' award.

(iii) There has been good engagement from the PEFs over the idea of holding this event.

(iv) Martin Watson attended a presentation from 'InPlace' a software vendor specialising in student placement monitoring. However, an alternative supplier is also being considered.

(2) IT forum representative.

(i)   SG has been appointed to the role of Head of Information within MED. The role is to examine information strategy but is also still in development.

(ii) SG asked for any IT related issues to be fed back to her for the next IT forum.

(3) Academic Officer (STU)

Reported

(i) No SSLCs have happened this year. Last year there was an issue with MED SSLC's feeding back to the SU.

ACTION: CAN THE TD'S FORWARD SSLC MEETING DATES TO RG

(4) School Directors (LTQ)

Reported

(i)   AHP

- The School is examining how best to get value added from Visiting Tutors.
- A PQAF annual review meeting with partners is currently being

planned.

- Over the summer there has been building work in Queens to convert the gym to a split level teaching space.
- The BSc OT/PT Course review will take place on 17th September.

(ii)   NSC

- Course monitoring is on-going with post registration courses coming through. JH currently checking with pre reg course directors. This year light touch monitoring is being introduced.
- The PG Diploma in Midwifery is due for reapproval next year and the course team is considering changes to the programme and going for an early validation.
- The school is also considering undertaking the prescribing validation earlier than planned.
- NSC are still considering whether to seek a postponement for ODP.
- The school is also considering the introduction of a fast track masters in nursing.

17.   GENERAL DISCUSSION ITEMS