

**Medical Studies Committee**

**Minutes of Meeting held on 4 June 2013**

**Present:** Professor Sue Smith, Chair, Dr Paul Aylin, Dr Mike Barrett, Ms Giskin Day, Ms Susan English, Mr Chris Harris, Mr Doug Hunt, Dr Chris John, Professor John Laycock, Professor Alison McGregor, Professor Tim Orchard, Dr Eryl Price-Davies, Mr Paul Ratcliffe, Dr Nina Salooja, Dr Mike Schachter, Miss Philippa Shallard, Dr Mark Sullivan, Professor Simon Taylor-Robinson, Dr Maria Toro-Troconis, Mr Steve Tran, Mr Nigel Wheatley, Professor Denis Wright.

Professor Jenny Higham and Dr Naomi Low-Beer (item 4.1). Professor Debra Humphris (item 8.2).

**Apologies:** Dr Carolyn Gabriel, Dr Mick Jones, Mr Colin Love, Mr Martin Lupton, Professor Myra McClure, Professor Karim Meeran, Dr Sarvesh Saini, Dr Caroline Smith.

<b>1. Welcome and apologies for absence</b>	
	The Chair thanked members for attending and noted the apologies for absence.
<b>2. Minutes</b>	
AGREED:	That the minutes of the meeting held on 12 February 2013 be confirmed.
<b>3. Matters arising</b>	
REPORTED:	That all the actions on the minutes had been completed.
<b>4. Items for consideration</b>	
CONSIDERED:	<b>MSC1213-67: New programme approval: Lee Kong Chian School of Medicine MBBS</b>
NOTED:	<p>4.1. That the project had reached a major milestone in the submission of this portfolio of documents for approval ahead of the opening of the School in August 2013.</p> <p>4.2. That the Committee had previously approved earlier iterations of some documents, which had been subject to further refinement.</p> <p>4.3. That changes were evolutionary rather than major, to facilitate the alignment of the College's policies with those of Nanyang Technological University.</p> <p>4.4. That the programme had been approved by the Singapore Medical Council and, although not formally approved by the UK General Medical Council, had been aligned with the requirements of <i>Tomorrow's Doctors</i> (2009).</p> <p>4.5. That there were some outstanding documents that would be submitted for approval by Chair's actions and ratified at the next meeting of the Medical Studies Committee.</p>
AGREED:	<p>4.6. That the curriculum proposal, policies and procedures be recommended to the Senate for approval.</p> <p style="text-align: right;"><b>ACTION: Secretary</b></p>
AGREED:	4.7. That thanks be recorded to all those who had contributed to the development of the documentation, including Faculty staff, the Lee Kong Chian School teams in London and Singapore and Registry colleagues.

CONSIDERED:	<b>MSC1213-68: Heads of Year report 2012-13</b>
AGREED:	4.8. That issues in the Heads of Year report would be highlighted alongside the reports from Education Committees.
CONSIDERED:	<b>MSC1213-69: Ratification of Chair's actions</b>
AGREED:	4.9. That the Committee ratified the Chair's actions to approve the following external examiners: <ul style="list-style-type: none"> <li>• Dr Susan Anderson (Year 1 Dr &amp; Patient)</li> <li>• Dr Ronan McMullan (Year 5 Pathology)</li> <li>• Mr Mark Vipond (Year 6 Surgery)</li> </ul> 4.10. That the Committee ratified the Chair's actions to approve the changes to the GP/Oncology rotation following approval at the Education Committee (Years 3, 5 and 6) to enable implementation in August.
<b>5. Reports from committees</b>	
CONSIDERED:	<b>MSC1213-70: Education Committee (Years 1 and 2)</b>
NOTED:	5.1. That a number of meetings of the Early Years Review group had taken place. New overarching learning outcomes had been agreed for the two years. Agreement had been reached that the Problem Based Learning (PBL) course would be disbanded and the themes would take over responsibility for the sessions to increase integration. Formative assessments will be introduced at the end of groups of lectures to enable students to gauge their progress. 5.2. The Horizons programme, while providing valuable opportunities for students, is creating considerable logistical challenges for the organisation of the years. 5.3. That the new physiology equipment and practical sessions, spearheaded by Professor Mary Morrell, have been appreciated by students and facilitated further patient focus in the early years. 5.4. That the external examiner reports had been considered by the Committee. The Committee had approved the responses to the external examiners and no major trends had been identified. 5.5. That Professor Laycock would be retiring as Head of Years 1 and 2 and Senior Admissions Tutor at the end of the academic year after many years' service in both roles.
AGREED:	5.6. That thanks be recorded to Professor Laycock for his exceptional leadership in Years 1 and 2 and Admissions.
CONSIDERED:	<b>MSC1213-71: Education Committee (Graduate Entry)</b>
NOTED:	5.7. That the Year had been undergoing a period of change in response to the internal review last year. Action so far has focussed on curriculum reduction, both for individual lectures and also weeding out overlap between courses and themes. The burden on students has been reduced already and this process will continue. 5.8. That there had been some organisational issues earlier in the year owing to changes in leadership and administration, but these had now been 5.9. That there is broad alignment between the overarching outcomes for Years 1 and 2 and the Graduate Entry year to ensure that both cohorts of students will have the knowledge and skills required before they enter Year 3.
CONSIDERED:	<b>MSC1213-72: Education Committee (Years 3, 5 and 6)</b>
NOTED:	5.10. That SOLE response rates have been poor and the Committee had agreed to introduce timetabled sessions at the end of each rotation for the completion of SOLE. 5.11. That, in response to student feedback, a number of areas of Year 3 are under review. The Committee has already approved plans to implement an introductory clinical skills week on every site so that students can maximise the benefit of their time on the wards, from 2013-14. Each ten-week rotation will also be required to include a minimum of two specialties.

	<p>5.12. That Year 3 students would not be able to undertake their smartcard training on time for the forthcoming academic year. This has been caused by delays in the Trust.</p> <p>5.13. That Year 5 and 6 students would be receiving iPads in a pilot project to enhance their learning from 2013-14.</p> <p>5.14. That following considerable student dissatisfaction relating to the integrated GP/Oncology rotation, the Committee had approved a proposal to split the rotation into separate GP and Oncology blocks.</p> <p>5.15. That three outstanding external examiner reports had been considered by the Committee. The Committee had approved the responses to the examiners.</p> <p>5.16. That the major overhaul of Year 6 had been successfully implemented, thanks in no small part to the curriculum, examination and electives teams. Year 6 will have to be responsive to the very rapid changes taking place in the NHS in West London, particularly the proposed closure of Accident and Emergency departments.</p>
CONSIDERED:	<b>MSC1213-73: Education Committee (Year 4)</b>
NOTED:	<p>5.17. That over the past year, major staffing changes had taken place as Professor McGregor and Dr Ken Macleod had taken up the Head of Year 4 post and Chair of examination board, respectively. There have also been changes in personnel and the administrative support structure for the BSc within the Faculty Education Office.</p> <p>5.18. That these changes have provided an opportunity for process renewal and standardisation, particularly in response to some of the issues raised during the 2012 periodic review.</p> <p>5.19. That timely feedback continues to be challenging and variable across pathways. Now that the in-course assessment and project process is entirely managed through Blackboard, we are better able to monitor and incentivise feedback.</p> <p>5.20. That the Science Fair took place at the Charing Cross campus for the first time this year. The event was extremely successful.</p> <p>5.21. That the exchange with the Tokyo Medical and Dental University (TMDU) has been successful and is consequently growing due to popularity.</p> <p>5.22. That the weighting of the honours years for the BScs in Medical Science and Biomedical Science are under review to bring them into closer alignment.</p> <p>5.23. That an INSPIRE grant has been awarded by the Wellcome Trust in association with the Academy of Medical Sciences to promote student engagement with research.</p>
CONSIDERED:	<b>MSC1213-74: Education Committee (Biomedical Science)</b>
NOTED:	<p>5.24. That the first two years of the Biomedical Science programme has been heavily revised this year. There has been joint teaching with the medical students which has run successfully.</p> <p>5.25. New courses in transferrable skills and laboratory techniques have been introduced and have added considerable value to the programme.</p>
AGREED:	5.26. That thanks be recorded to Dr Mark Sullivan and Dr Peter Clark for their work in successfully implementing the major changes in the programme.
CONSIDERED:	<b>MSC1213-75: Student Admissions Committee</b>
NOTED:	<p>5.27. That from 2015 entry, the admissions test for the MBBS in Medicine (Graduate Entry) would be changed from UKCAT to BMAT.</p> <p>5.28. That A100 panels have made fewer offers than usual. There may be an issue with certain panels having unrealistic expectations created by the graduate entry applicants. This may require some recalibration.</p> <p>5.29. That a pilot of multiple-mini interviews (MMIs) had been run. Following review of the outcome the Student Admissions Committee was not proposing to move forward with MMIs at present.</p>

CONSIDERED:	<b>MSC1213-76: Student Welfare Committee</b>
NOTED:	<p>5.30. That major changes to the tutoring system in the clinical years were being prepared for an August launch. A network of approximately fifty new tutors with weekly protected time was being recruited from across our trusts. The aim is to produce considerably more structured and supportive educational and pastoral support.</p> <p>5.31. That in addition, the College was investing in more support in the Disability Advisory Service and the Student Counselling Service.</p> <p>5.32. That the Criminal Records Bureau had become the Disclosure and Barring Service. Its policies and procedures are currently rather dynamic which makes advising students very challenging.</p> <p>5.33. That it was proposed to rename the Student Progress Group as the Student Monitoring Group. A core monitoring group would meet on a monthly basis to discuss students, while a plenary group would meet to make decisions on issues such as referral to fitness to practise.</p>
AGREED:	<p>5.34. That the changes to the Disclosure and Barring Service policy be approved.</p> <p>5.35. That the constitution and terms of reference for the Student Monitoring Group be approved, subject to minor amendments.</p> <p style="text-align: right;"><b>ACTION: Secretary</b></p>
CONSIDERED:	<b>MSC1213-77: North West Thames Foundation School Management Committee</b>
NOTED:	<p>5.36. That almost 50% of Imperial Year 6 students had ranked their 'home' Foundation School (NW Thames) first, higher than all our key competitors.</p> <p>5.37. That Imperial students had come fifth for average total score.</p> <p>5.38. That there was a need to improve our students' preparation for the situational judgment test.</p> <p>5.39. That there were a number of successes: the top performing student in the country was an Imperial student; NW Thames was by far the most popular Foundation School; and Imperial students were by far the most successful with applications the academic foundation programme.</p>
AGREED:	<p>5.40. That further practice on the SJT should be built into the later stages of the programme.</p> <p style="text-align: right;"><b>ACTION: Chair, Education Committee (Years 3, 5 and 6)</b></p>
RECEIVED:	<b>MSC1213-78: Curriculum Development Group</b>
RECEIVED:	<b>MSC1213-79: E-Learning Implementation Group</b>
CONSIDERED:	<b>MSC1213-80: Directors of Clinical Studies Committee</b>
NOTED:	<p>5.41. That examiner recruitment for clinical examinations had been particularly challenging this year.</p> <p>5.42. That Professor Orchard had resigned as Director of Clinical Studies at St Mary's Hospital and Chair of the Committee, owing to a promotion within the Trust.</p>
AGREED:	5.43. That thanks be recorded to Professor Orchard for his many years of stewardship of the Committee.
<b>6. Quality Assurance and Enhancement</b>	
RECEIVED:	<b>MSC1213-81: Report on the Governance and Education Monitoring Visit cycle 2012</b>
CONSIDERED:	<b>MSC1213-82: Spring SOLE 2012-13</b>
NOTED:	6.1. That participation rates remained extremely poor. An advertising campaign will take place but further measures to increase participation may be necessary.

CONSIDERED:	<b>MSC1213-83: Distribution of honours degree classifications 2011-12</b>
NOTED:	6.2. That the results were pleasing, and broadly in line with other faculties and previous years.
CONSIDERED:	<b>MSC1213-84: Report on cheating offences 2011-12</b>
NOTED:	6.3. That the Faculty's results broadly compared favourably with other faculties.
<b>7. Papers for information</b>	
RECEIVED:	7.1. MSC1213-85: Senate summary report (February 2013) 7.2. MSC1213-86: Quality Assurance and Enhancement Committee summary report (February 2013) 7.3. MSC1213-87: Engineering Studies Committee summary report (March 2013) 7.4. MSC1213-88: Science Studies Committee summary report (February 2013) 7.5. MSC1213-89: The future programme of Erasmus for all
<b>8. Any other business</b>	
	<b>Reuse of patients in clinical examinations</b>
REPORTED:	8.1. That a report on the reuse of patients in clinical examinations had been commissioned. The contents of the report are being considered and there will be a formal response in due course.
	<b>Update on Education and Student Strategy</b>
REPORTED:	8.2. That following an extensive consultation process, a final version of the Education and Student Strategy would be presented to Management Board and the Council over the summer. 8.3. That the Pro-Rector (Education) was keen to engage the wider College community with the Strategy and to share practice between faculties.
	<b>Practical prescribing examination</b>
REPORTED:	8.4. That a national prescribing examination would be introduced in the coming academic year and it is proposed that this replaces our current practical prescribing examination in Year 6. 8.5. That the examination is not yet compulsory but may become so in future. 8.6. That the examination is being delivered under the auspices of the Medical Schools Council. Given recent concerns over the delivery of the situational judgment test, contingency plans will be made. 8.7. Issues relating to the timing of resit examinations would need to be clarified; it is expected that a number of dates will be offered. 8.8. That standard setting would still be required and this would need to take place between the examination sitting and resulting. 8.9. There are risks around the electronic delivery of the examination, but the assessment has been successfully piloted. In the future there may be the potential for delivering on iPads.
AGREED:	8.10. That the national prescribing examination would replace the Practical Prescribing examination in Year 6 from 2013-14. <p style="text-align: right;"><b>ACTION: Secretary</b></p>
	<b>President and Rector's 2013 awards and medals</b>
REPORTED:	8.11. That the Faculty had been extremely successful in the President and Rector's awards for teaching, pastoral care, research supervision and supporting the student experience. The Committee congratulated all the winners.
<b>9. Date of the next meeting</b>	
REPORTED:	That the meeting dates for 2013-14 would be announced in due course.