

University of Warwick

Board of the Faculty of Medicine  
The Leicester Warwick Medical Schools

Minutes of the meeting of the Board of the Faculty of Medicine held 9th February 2004.

Present: Prof Y Carter (Chair), Ms C Blackburn, Dr H Bradby, Prof J Dale, Prof J Davey, Mr I Fraser, Dr J Hutton, Dr P O'Hare, Mr S Hopkins, Dr C Marguerie, Dr E Oliver Jones, Prof E Peile, Prof S Petersen, Dr C Rodgers, Prof A Szczepura, Dr A Withnall  
Apologies: Dr R Charlton, Prof J Copas, Dr R Fine, Prof R Freedman, Prof G Hundt, Prof I Lauder, Dr C Macdougall, Dr N Manek, Dr A Morris, Prof A Mullender, Prof D Singer  
In Attendance: Dr M Glover Prof S Kumar, Mrs L McCarthy

16/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 3<sup>rd</sup> November 2003 be approved.

17/03-04 Matters Arising

(a) Staff Student Liaison Committee (minute 4/03-04 refers)

RECEIVED:

- (i) The minutes of the Warwick MB ChB SSLC meeting held on 24<sup>th</sup> October 2003 as set out in paper BFM16/03-04.
- (ii) The minutes of the Warwick MB ChB SSLC meeting held on 3<sup>rd</sup> December 2003 as set out in paper BFM17/03-04.

CONSIDERED:

- (A) A report from the Director of Medical Education on the feedback received by students for modules taught at the Warwick Medical School.

RESOLVED:

- (AA) That the SSLC membership should be encouraged to comment on course development and feedback mechanisms across the Medical School.
- (BB) That issues of good practice across the Medical School should be shared including peer marking of formative assessments.
- (CC) That the MB ChB Phase 1 Assessment Group be asked to consider requiring module leaders to submit which aims and objectives their summative assessments were examining when seeking approval.

(b) Minutes of the Board of the Faculty of Medicine Graduate Studies Committee (minute 11/03-04 refers)

RECEIVED:

- (i) An oral report from Dr Withnall regarding the outcome of discussions with the WBS Director regarding the proposed Masters in Health Service Management, it being noted that a PGA in "Operational Health Service Management" had been recommended for approval by the Board of the Faculty of Medicine Graduate Studies Committee at its meeting on 27<sup>th</sup> January 2004 (minute GSC 21/03/04).

CONSIDERED:

- (ii) An oral report from the Chair of the Board of the Faculty of Medicine Graduate Studies Committee on the establishment of a "New Courses Advisory Group".
- (iii) An oral report from the Chair of the Board of the Faculty of Medicine Graduate Studies Committee on statistical support for medical research students.

RESOLVED:

- (A) That in future all module proposals should be in the form of an outline structural plan of the module/course, the underlying curriculum philosophy and course objectives in order that the "New Courses Advisory Group" be able to adequately assess the viability of the course prior to full plans being required.
- (B) That future investment in statistical support across the Medical School for both staff and students was essential.
- (C) That the Senior Management Team (SMT) and Research Strategy Group of the Medical School be asked to consider the statistical support required across the School, it being noted that the members of the local PCTs and Trusts also required such support.

18/03-04

Chair's Business

- (a) NHSU

REPORTED:

By the Chair that the University of Warwick, had now been officially announced as the NHSU primary provider, in addition to being awarded a regional programme development role.

- (b) Accommodation

REPORTED:

By the Chair that the March 2004 move into the old "Maths and Stats" building was progressing well.

RESOLVED:

That suggestions for the name of the "new" building be sent to the Senior Assistant Registrar for consideration.

- (c) Search Committees

REPORTED:

By the Chair that three individual search committees has been established to recruit to the following posts: Child Health, Diabetes Research and Obstetrics, it being noted that informal visits for several interested parties had been arranged.

- (d) Joint Academic Appraisal

REPORTED:

By the Chair that training days had been held for appraisers and appraisees, it was also noted that a debrief session would be required after the first round of appraisals to quality assure the process. It was also noted that the new consultant contract had influenced the format of the appraisal process.

(e) Clinical Sciences Building

REPORTED:

By the Chair:

- (i) That the opening of the Clinical Sciences Building at UHCW was imminent.
- (ii) That a Joint Academic Strategy meeting had been held with UHCW and that a new draft framework agreement had been tabled in order to formalise the relationship between the Trust and the Medical School, it being noted that this draft document had been well received.

(f) SIFT

REPORTED:

By the Chair:

- (i) That a shadow Coventry and Warwickshire Committee would be established with members to include the finance director of the LNR in order that the Medical School could acquaint itself with the necessary procedures.
- (ii) That Professor Carter, Dr Glover, Professor Lauder and Professor Petersen would be meeting in advance to discuss relevant issues.

(g) CHeSS

REPORTED:

By the Chair that a Task Force had been established to review the position of CHeSS with a view to a move into the Medical School during the summer of 2004.

19/03-04 Faculty Board Representation on the Board of the Faculty of Arts

CONSIDERED:

One member of the Board of the Faculty of Medicine to serve on the Board of the Faculty of Arts for the academic year 2003/04.

RESOLVED:

That Dr Hannah Bradby be asked to represent the Board of the Faculty of Medicine on the Board of the Faculty of Arts for the academic year 2003/04.

20/03-04 Regulations Governing the Procedure to be Adopted in the Event of Suspected Cheating in a University Test

RECEIVED:

Paper S.20/03-04 {Part 1} on the new regulations governing the procedure to be adopted in the event of suspected cheating in a University test approved by the Senate at its December 3<sup>rd</sup> 2003 meeting.

CONSIDERED:

Up to five nominations to serve on the University Investigating Committee Panel.

RESOLVED:

That the following members of the Faculty of Medicine be asked to serve on the University Investigating Committee Panel:

Dr P Ferry  
Dr J Hutton  
Dr C Marguerie

21/03-04 Faculty IT Group

RECEIVED:

The minutes of the meeting of the Faculty IT Group held on 23<sup>rd</sup> January 2004, as set out in paper BFM18/03-04 (tabled at the meeting), it being noted that a smaller group of staff had met to discuss web organisation for the Medical School and that a recommendation for further improvements would be made to the Vice Dean.

22/03-04 Minutes of the Board of the Faculty of Medicine Graduate Studies Committee

CONSIDERED:

The minutes of the meeting of the Board of the Faculty of Medicine Graduate Studies Committee held on 27<sup>th</sup> January 2004, as set out in paper BFM19/03-04, it being noted under minute 18/03-04 (b) that in future the philosophy and ethos of each proposed module/course would be required before the full proposal was considered.

RECOMMENDED:

To the Academic Standards and Quality Committee that the proposal for a postgraduate award in "Operational Health Services Management" be approved.

23/03-04 Annual Course Reviews

CONSIDERED:

Annual Course Reviews for the following courses:

- (i) Certificate in Diabetes Care as set out in paper BFM25/03-04
- (ii) Occupational Health Diploma as set out in paper BFM26/03-04
- (iii) MA/MSc in Applied Health Care Studies (Policy, Organisation and Practice) as set out in paper BFM27/03-04
- (iv) MSc Applied Health Studies (Implant Dentistry) as set out in paper BFM28/03-04
- (v) MA/MSc in Applied Health Care Studies (Diabetes Care) as set out in paper BFM29/03-04
- (vi) MA/MSc in Applied Health Care Studies (Emergency Care) as set out in paper BFM30/03-04

- (vii) MA/MSc in Applied Health Care Studies (Palliative Care) as set out in paper BFM31/03-04
- (viii) MA/MSc in Applied Health Studies, Primary Care Practice, as set out in paper BFM32/03-04
- (ix) Masters in Medical Education as set out in paper BFM33/03-04
- (x) Masters in Clinical Sciences as set out in paper BFM34/03-04 (tabled at the meeting).
- (xi) MSc in Health Information Sciences as set out in paper BFM35/03-04 (tabled at the meeting).
- (xii) Masters in Community Gynaecology and Reproductive Healthcare as set out in paper BFM36/03-04 (tabled at the meeting).
- (xiii) MSc in Child Health as set out in paper BFM37/03-04 (tabled at the meeting).

RESOLVED:

That Dr P O'Hare and Dr E Peile be asked to formally review all of annual course reviews listed (i)-(xiii) and compile a composite report of their findings on behalf of the Board of the Faculty of Medicine Graduate Studies Committee.

24/03-04 Minutes of the Curriculum Committee

RECEIVED:

The minutes of the meeting of the Curriculum Committee held on 26<sup>th</sup> January 2004, as set out in paper BFM20/03-04, with the following points being drawn to the attention of the Faculty Board:

- (i) That under minute M3/03-04 Professor E Peile had been elected Deputy Chair of the Curriculum Committee.
- (ii) That under minute M4/03-04 the end point assessment had been removed from the Clinical Methods Course with continuous assessment being used as a replacement.
- (iii) That under minute M5/03-04 a completed Leicester Warwick Medical Schools GMC template would be required for submission in September 2004, it being noted that the QAA may also visit either of the Schools as part of its audit process.
- (iv) That under minute M7/03-04 (i) a numerical score would be required for transcript purposes for the MB ChB.

25/03-04 Good Practice Guide on Providing Student Feedback

RECEIVED:

Papers AQSC58/03-04 "Good Practice on Providing Feedback to Students on Assessment and AQSC59/03-04 (Appendix B) (tabled at the meeting) on SSLC Good Practice Report 2002/03. The Chair drew attention to parallel aspects of good practice already recorded under minute BFM17/03-04 (a)(A).

26/03-04 External Examiners

REPORTED:

By the Director of Medical Education that in future all external and Chair of examiners reports would be considered by the Director of Medical Education and the Director of Post Graduate Medical Education.

RESOLVED:

That the Assistant Registrar be asked to prepare a paper for the next meeting of the Faculty Board outlining the external examining responsibilities currently held by members of the Faculty of Medicine.

27/03-04

Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held on 24<sup>th</sup> May 2004 at 2.00pm in the Medical School Building, University of Warwick.