

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 on 24th May 2004

Present: Prof I Lauder (Chair), Ms C Blackburn, Dr H Bradby, Prof Y Carter, Prof J Dale, Prof J Davey, Prof G Hundt, Dr P O'Hare, Dr E Oliver Jones, Dr C Marguerie, Dr A Morris, Dr V Patel, Prof E Peile, Prof A Szczepura, Prof D Singer

Apologies: Prof R Fine, Prof R Freedman, Mr S Hopkins, Dr N Manek, Prof S Petersen

In Attendance: Dr M Glover, Mrs L McCarthy

28/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 9th February 2004 be approved.

29/03-04 Matters Arising

(a) Minutes of the Board of the Faculty of Medicine Graduate Studies Committee (minute 17/03-04 (C) refers)

RECEIVED:

An oral report, from the Vice-Dean, on behalf of the Senior Management Team and Research Strategy Group of the Medical School on their consideration of the statistical support required across the School, it being noted that the members of the local PCTs and Trusts would also require such support. It was also noted that discussions had been held with the Department of Statistics and that as a result two draft job descriptions had been produced. Further discussions would be held before these were finalised.

(b) Accommodation (minute 18/03-04 (b) refers)

RECEIVED:

A report from the Vice Dean regarding the naming of Medical School buildings on the Gibbet Hill site, it being noted that the new names of the Gibbet Hill buildings would be the Medical School Building (formerly Maths and Stats) and the Medical Teaching Centre (formerly MSB).

(c) CHeSS (minute 18/03-04 (g) refers)

RECEIVED:

A report from the CHeSS Activity Review Group, paper WSMT60/03-04, together with an oral report from the Vice Dean, it being noted that Steering had agreed the proposals as outlined and that the practicalities of moving staff would be discussed shortly.

(d) Faculty IT Group (minute 21/03-04 refers)

RECEIVED:

An oral report from the Assistant Registrar regarding the development of the web pages for the Medical School, it being noted that the new web pages would be "live" as from 1st June 2004 and that staff would be contacted to edit content as appropriate.

- (e) Annual Course Reviews (minute 23/03-04 refers)

CONSIDERED:

A composite report, as set out in paper GCFM31/03-04, of postgraduate annual reviews conducted within the Faculty of Medicine.

RESOLVED:

That the Associate Dean (Teaching) be asked to confirm with the General Medical Council whether postgraduate qualifications linked to the Foundation Years would be included in their visits.

- (f) External Examiners (minute 26/03-04 refers)

RECEIVED:

External examining responsibilities currently held by members of the Faculty of Medicine as set out in paper BFM38/03-04.

RESOLVED:

That the Assistant Registrar be asked to contact all teaching staff within the Medical School to ascertain their current external examining responsibilities.

- (g) University Investigating Committee Panel (minute 20/03-04 refers)

CONSIDERED:

A request from Dr Marguerie for all members of the Board elected to serve on the University Investigating Committee Panel to be appropriately trained.

RESOLVED:

That the Senior Assistant Registrar be asked to arrange a briefing for members as and when their services were required by the panel.

30/03-04

Chairs Business

- (a) 5 Year Financial Plan

REPORTED:

By the Chair that the Warwick Medical School 5 year financial plan had been considered and approved by the relevant University of Warwick committees.

RESOLVED:

That the Warwick Medical School financial team be congratulated on their efforts in compiling the report and financial details.

- (b) Graduation

REPORTED:

By the Chair that 61 Warwick students had successfully passed the clinical and written elements of Finals, it being noted that 1 student would be required to re-sit both elements in November 2004 and that 3 students would be required to re-sit the written paper, only, in June 2004.

(c) Associate Deans

REPORTED:

- (i) By the Chair that Senate had approved the establishment of two Associate Dean positions within the Warwick Medical School, one for Teaching and one for Research.
- (ii) By the Chair that Professor E Peile had accepted the position of Associate Dean (Teaching).
- (iii) By the Chair that Professor S Thornton had accepted the position of Associate Dean (Research).

31/03-04 Board of the Faculty of Medicine Constitution

CONSIDERED:

Revisions to Ordinance 7 governing the constitution and membership of the Board of the Faculty of Medicine, as set out in paper BFM39/03-04.

RESOLVED:

- (i) That 2 additional NHS representatives be added to the membership so that the teaching PCT and NHSU were represented.
- (ii) That subject to the dis-establishment of CheSS on 1st August 2004 the Faculty Board may wish to consider the official removal of the Director of the Centre for Health Service Studies from the membership of the Board.

32/03-04 Board of the Faculty of Medicine Elections

CONSIDERED:

- (i) Nominations for membership of the Board of the Faculty of Medicine for the academic year 2004/05.
- (ii) Nominations for membership of the Board of the Faculty of Medicine Graduate Studies Committee for the academic year 2004/05.
- (iii) Nominations for membership of the Board of the Faculty of Medicine Undergraduate Studies Committee for the academic year 2004/05.
- (iv) Nominations for membership of the University of Warwick Graduate Appeals Committee for the academic year 2004/05.
- (v) Recommending to Senate that the Associate Dean (Teaching), Professor Peile, replace the Director of Postgraduate Education, Dr O'Hare on Senate commencing in the academic year 2004/05 with a term of three years.

RESOLVED:

- (I) That, subject to the approval of Senate of the amendment to Ordinance 7 governing the constitution and membership of the Board of the Faculty of Medicine, Ms Sarah Falconer (Coventry PCT) and Mr P Grundy from the NHSU be approached to join the Board to act as 2 additional representatives of the NHS.
- (II) That the Senior Assistant Registrar be asked to confirm with the Chairs of the relevant Departments who would be serving on the Board of the Faculty of Medicine in the academic year 2004/05.

- (III) That Dr J Marsh would act as a representative for Dr J Hutton whilst she was on study leave in the Autumn term 2004.
- (IV) That the following 3 staff be approached by the Senior Assistant Registrar with a view to sitting as co-opted members of the Board:
 Dr A Morris (Biological Sciences/Admission Tutor)
 Prof J Benington (Warwick Business School)
 Prof T Bugg (Chemistry)
- (V) That the Head of each Division be asked to approach a suitable member of academic staff to represent their Division on the Faculty Board.
- (VI) That Professor Singer be asked to represent the Faculty on the Board of the Faculty of Science.
- (VII) That Dr Bradby be asked to represent the Faculty on the Board of the Faculty of Social Studies.
- (VIII) That Dr Vinod Patel, Dr D Grammatopoulos and Dr A Withnall be asked to continue to sit on the Board of the Faculty of Medicine Graduate Studies Committee.
- (IX) That the Senior Assistant Registrar be asked to liaise with the central University administration regarding the constitution of the University Undergraduate Studies Committee so that 2 representatives from the Faculty of Medicine could become members.
- (X) That the following members of staff be asked to represent the Faculty of Medicine on the Warwick Graduate Appeals Committee:
 Dr H Hearnshaw
 Dr P O'Hare
 Dr T Pawlikowska
 Prof D Singer
 Prof S Thornton

RECOMMENDED: (To Senate)

That the Associate Dean (Teaching), Professor Peile replace the Director of Postgraduate Education, Dr O'Hare on Senate commencing in the academic year 2004/05 with a term of three years.

33/03-04 Constitution and Terms of Reference of the Advisory Board of the Faculty of Medicine

CONSIDERED:

- (i) The constitution and terms of reference of the Advisory Board of the Faculty of Medicine as set out in paper BFM43/03-04.
- (ii) Nominations for the 4 staff representatives on the Faculty Advisory Board.
- (iii) A proposal from the Vice Dean for the following additional members to be recommended to the Vice-Chancellor:

Mr Niall Dickinson – Chief Executive of the King's Fund
 Professor Chris Ham – DoH Strategy Unit
 Mr Bryan Stoten – Chariman UHCW NHS Trust

RESOLVED:

- (I) That the constitution and terms of reference of the Advisory Board of the Faculty of Medicine, as set out in paper BFM43/03-04 be approved.
- (II) That the 4 members of academic staff of the University drawn from the Faculty of Medicine be:

Prof Y Carter (Vice-Dean)

Prof E Peile (Associate Dean, Education)

Prof J Dale (Head of Division of Health in the Community)

Prof D Singer (Head of the Division of Clinical Sciences)

- (III) That the Senior Assistant Registrar be asked to inform the University Secretary that the Faculty Board had resolved to approach the following to become members of the Advisory Board:

Mr Niall Dickinson – Chief Executive of the King's Fund

Professor Chris Ham – DoH Strategy Unit

Mr Bryan Stoten – Chariman UHCW NHS Trust

34/03-04

Fitness to Practise

CONSIDERED:

The constitution, membership and procedures of the LWMS Fitness to Practise Committee as set out in papers BFM44/03-04 and BFM45/03-04.

REPORTED:

- (i) By the Associate Dean (Teaching) that personal tutors would no longer be expected to accompany students to the Academic Progress Committee.
- (ii) By the Associate Dean (Teaching) that he and the Phase 2 Co-ordinator, Dr C Macdougall, would be representing Warwick Medical School on the LWMS Fitness to Practise Committee.

RESOLVED:

- (I) That the Associate Dean (Teaching), the Admissions Tutor and Assistant Registrar be asked to further consider the constitution, membership and procedures of the LWMS Fitness to Practise Committee, as set out in papers BFM44/03-04 and BFM45/03-04, it being noted that reference would need to be made with existing University of Warwick regulations.
- (II) That the Senior Assistant Registrar be asked to contact the Principal Assistant Registrar regarding forward dates for the Fitness to Practise Committee in the academic year 2004/05.

35/03-04

Amendments to University Regulations

CONSIDERED:

A paper outlining proposed changes to University regulations governing admissions, fitness to practise, termination of registration and temporary withdrawal, as set out in papers BFM46/03-04, BFM47/03-04, BFM48/03-04, BFM49/03-04 and BFM50/03-04.

RESOLVED:

That the Associate Dean (Teaching) be asked to contact the Assistant Registrar (Undergraduate Admissions) to discuss further the Fitness to Practise procedures as set out in papers BFM47/03-04 and BFM50/03-04.

36/03-04 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 6th May 2004 as set out in paper BFM51/03/04.

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine Graduate Studies Committee held on 6th May 2004, as set out in paper BFM51/03/04, be approved it being noted that the Postgraduate Award in Health Services Management had been discussed at length with the Warwick Business School and that there were no market conflicts.

37/03-04 The Learning Grid

RECEIVED:

An oral report from the Associate Dean (Teaching) on the University of Warwick Learning Grid and how students within the Faculty might be encouraged to access it.

RESOLVED:

That due to other ongoing projects, with e-lab, including work on a VLE, blogging and on-line feedback that the Associate Dean (Teaching) be asked to provide a more detailed report to the next meeting of the Board of the Faculty of Medicine.

38/03-04 MB ChB Staff Student Liaison Committee

CONSIDERED:

The minutes of the MB ChB Staff Student Liaison Committee held on 4th May 2004 as set out in paper BFM52/03-04.

RESOLVED:

That an effort would be made to convene committee meetings at more student friendly times if at all possible during the next academic year.

39/03-04 Date of the Next Meeting

REPORTED:

That the next meeting of the Board of the Faculty of Medicine would be held in September 2004 in the Medical School Building, University of Warwick.