

University of Warwick

Board of the Faculty of Medicine

There will be a meeting of the Board of the Faculty of Medicine at 2.00pm on Monday 23rd May 2005 in Room A-011 of the Medical School Building at the University of Warwick.

AGENDA

1. Minutes

TO CONSIDER:

The minutes of the meeting of the Board of the Faculty of Medicine on the 7th February 2005.

2. Matters Arising.

a. Preparations for the GMC Visit (minute 25/04-05 refers)

TO RECEIVE:

An oral report from the Dean (WMS).

b. CHESS (minute 15a/04-05 refers)

TO CONSIDER:

A proposal to disestablish the Centre for Health Service Studies (CHESS) (paper BFM 8/04-05 copy attached).

c. Clinical Sciences Research Institute Launch (minute 15a/04-05 refers)

TO RECEIVE:

An oral report on the CSRI opening.

3. Chair's Business

4. Medical Student Expansion.

TO CONSIDER:

An oral report from the Dean regarding possible future expansion in the number of medical student places.

5. Accommodation Options Paper.

TO CONSIDER:

A brief paper which outlines the options for providing additional accommodation to accommodate growth in the Medical School and the Department of Biological Sciences (paper BFM 21/04-05 copy attached).

6. Review of Postgraduate Education Structures in the Medical School.

TO CONSIDER:

An oral report from the Associate Dean (Education).

7. Warwick in Asia.

TO CONSIDER:

An oral report from the Dean (WMS) regarding the potential involvement of the Medical School in a new campus in Singapore.

8. Systems Biology.

TO CONSIDER:

An oral report from the Associate Dean (Research) regarding the Medical School element of the proposed Systems Biology Centre.

9. Revised Prize Regulations.

TO CONSIDER:

A revised set of regulations for prizes awarded to MB ChB students (paper BFM 22/04-05 copy attached).

10. Nominations for Membership of Faculty Committees.

TO CONSIDER:

The nominations for membership of the Board of the Faculty of Medicine and its sub-committees for academic year 2005/06 (paper BFM 23/04-05 copy attached).

11. Faculty Nominations for membership of University Committees.

TO CONSIDER:

The following Faculty nominations:

Board of Graduate Studies

Professor E Peile

Dr AP O'Hare
Professor M Thorogood

Academic Quality and Standards Committee

Chair of Faculty Board (currently Dr AP O'Hare representing Faculty)
Member nominated by Senate – Professor E Peile

Campus Life Committee.

Member of Faculty Board with an interest or involvement in student or cultural activities. – nomination needed.

Information Policy and Strategy Committee

Chair of the Faculty Board - Professor Y Carter
A member elected by the faculty board – Professor D Singer

Board of the Faculty of Arts

Faculty representative currently Dr H Bradby

Board of the Faculty of Science

Faculty representative currently Professor D Singer

Board of the Faculty of Social Studies

Currently no Faculty representative, nomination required.

12. Minutes of the Information Group.

TO CONSIDER:

Minutes of the Faculty of Medicine Information Group meeting on 11th March 2004 and an oral report from the meeting on the 20th May (Paper BFM 24/04-05 copy attached).

13. Minutes of the Graduate Studies Committee

TO CONSIDER:

Minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Medicine on 10th May 2005 (paper BFM 25/04-05 copy attached).

14. Curriculum Committee.

TO CONSIDER:

The minutes of the meeting of the LWMS Curriculum Committee on the 21st January 2005 (paper BFM 26/04-05 copy attached).

15. Any Other Business

16. Date of Next Meeting.

TO REPORT:

That meeting dates for the 2005/06 academic year would be circulated when the University calendar had been agreed by the Senate.

MG 19/5/05
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The University of Warwick

Board of the Faculty of Medicine

Minutes the meeting of the Board of the Faculty of Medicine held on Monday 7th February 2005.

Present: Professor Y Carter, Professor I Lauder, Professor J Dale, Professor J Davey, Professor G Hundt, Professor S Kumar, Dr C MacDougall, Dr N Manek, Dr A Morris, Dr P O'Hare, Dr E Oliver Jones, Professor E Peile, Professor A Szczepura, Professor D Singer.

Apologies: Ms C Blackburn, Dr A Dolan, Ms S Faulkener, Professor J Hutton, Mr K Sheeres, Dr A Withnall.

In Attendance: Dr M Glover, Ms L McCarthy.

MINUTES

14/04-05 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 1st November 2004 be approved.

15/04-05 Matters Arising on the Minutes.

a. CHESS

RESOLVED:

That the School Secretary would report back to the next meeting of the Board of the Faculty of Medicine regarding the formal disestablishment of CHESS.

b. Joint Committee Dates minute 4d 04/05 refers.

REPORTED (by the School Secretary):

- i. That Academic Progress Committee Dates for the rest of the current academic year were as follows:

March 10th

April 7th

May 5th

June 30th.

- ii. That dates for Fitness to Practise Committee and Termination of Registration Committee were set up by colleagues in Leicester Medical School as required.

c. Car Parking

REPORTED (by the School Secretary):

- i. That the University was reviewing arrangements for part-time staff, it was anticipated that a reduced price permit would be available for part-time staff.
- ii. That students who had purchased permits for Gibbet Hill which were no longer valid in car park 1a had received refunds for their permits from the University.
- iii. That student parking permits would be valid for car park 2 adjacent to Routes.

d. Pharmacy

REPORTED:

That the Medical School was unable to progress the proposal for a new School of Pharmacy due to a lack of capacity within the School to support such a bid at this time.

e. Clinical Sciences Building Launch.

REPORTED:

That the research laboratories at the Clinical Sciences Building had been renamed the Clinical Sciences Research Institute (CSRI).

16/04-05 Chair's Business

REPORTED:

- a. That the Medical School and the Department of Biological Sciences had been holding regular meetings to discuss issues around joint working.
- b. That Professor Thornton was involved in discussions regarding a new Systems Biology initiative being lead by Professor Rand (Mathematics).
- c. That the Medical School was developing bids for SRIF 3, additional equipment for the CSRI had been identified as the highest priority area.
- d. That accommodation continued to be a concern with 44 job vacancies currently to advert and additional posts in the pipeline.

- e. That the School would participate in a Gibbet Hill event on the University open day on the 7th May.

17/04-05 Report on the Stakeholder event.

CONSIDERED:

A report on the recent MB ChB stakeholder meeting (paper BFM 9/04-05).

REPORTED:

- a. That there had not been widespread support for a radical change to the curriculum or its mode of delivery.
- b. That the ratio of applicants to places in the School was disappointing when compared to peer organisations.
- c. That there was support for broadening the intake beyond biological sciences from the Faculty Advisory Board and the Strategic Health Authority.

RESOLVED:

That incremental change to the intake involving broadening the range of science degree subjects considered and/or adopting the Health Sciences model already in place at Leicester should be considered and flagged with the GMC but that no more radical changes should be taken forward at this stage.

18/04-05 Partnership Agreement

CONSIDERED:

A partnership agreement drafted with the department of Biological Sciences (paper BFM 10/04-05).

REPORTED:

That a similar agreement was being drafted with the School of Health and Social Studies.

RESOLVED:

That the partnership agreement with the Department of Biological Sciences be approved as set out in paper BFM 10/04-05.

19/04-05 Minutes of the Information Group.

CONSIDERED:

Minutes of the Faculty of Medicine Information Group meetings on 17th December 2004 and 28th January 2005 (Paper BFM 11/04-05).

REPORTED:

- a. That Mr Brydges and Dr Stokes would lead on developing a bid for an e-learning project.
- b. That there had been problems with web access from the CSB for undergraduate students which had prevented the use of the new on-line student feedback system. That IT services were working with the Trust in order to resolve this network issue.

20/04-05 Minutes of the Graduate Studies Committee

CONSIDERED:

Minutes of the Graduate Studies Committee of the Board of the Faculty of Medicine Meeting on 25th January 2005 (paper BFM 12/04-05).

REPORTED:

That the outline proposal to develop a taught doctorate was in line with developments elsewhere in the University.

21/04-05 Curriculum Committee.

CONSIDERED:

The minutes of the meeting of the LWMS Curriculum Committee on 18th October 2004 (paper LWMS/MBChB/CC/05/01) and an oral report from the Curriculum Committee meeting on the 21st January 2005.

REPORTED:

- a. That an Assessment Review Group had been established, the issue of overarching assessments would be a particular focus.
- b. That the remit of the Module Evaluation Group had been extended to encompass Phase 2.

22/04-05 Faculty Advisory Board.

RECEIVED:

An oral report from the Dean regarding the meeting of the Faculty Advisory Board on the 2nd February.

23/04-05 SIFT Background Paper.

REVEIVED:

A paper outlining the background to the SIFT funding position in local NHS partners (paper BFM 13/04-05).

24/04-05 Annual Course Review.

RECEIVED:

The annual course review for the MB ChB programme and for taught postgraduate programmes in the Faculty (paper BFM 14/04-05 and BFM 15/04-05).

25/04-05 Preparations for the GMC Visit.

CONSIDERED:

Preparations for the expected visit of the GMC Quality Assurance of Basic Medical Education (QABME) visit in 2005/06 (paper BFM 16/04-05).

REPORTED:

- a. That it was important to involve Trusts and students in the process, good communication links were vital.
- b. That the curriculum should incorporate 25% of optional elements, this was probably not the case at present.
- c. That there were likely to be 6 days of visits spread across the academic year.

26/04-05 RAE Preparations

REPORTED:

That the School had been preparing a number of documents to analyse its research strengths within each of its research theme groupings. That this would be reviewed by a group chaired by Professor Palmer.

27/04-05 Long Term Space Plan.

RECEIVED:

A discussion paper outlining the future accommodation needs of the Medical School (paper BFM 17/04-05).

28/04-05 Review of the University's Learning and Teaching Strategy.

CONSIDERED:

The review of the University's learning and teaching strategy (paper BFM 18/04-05).

RESOLVED:

That members of the Committee should feed back any points that they wished to raise with respect to the Learning and Teaching Strategy to

Professor Peile.

29/04-05 Faculty of Medicine Issues Paper.

RECEIVED:

A note of Faculty issues discussed at Steering Committee on the 31st January 2005 (paper BFM 19/04-05).

30/04-05 New Operational procedures for the Fitness to Practise Committee.

RECEIVED:

A paper outlining the revised operational procedures for the LWMS Fitness to Practise Committee (paper BFM 20/04-05).

31/04-05 AC21.

REPORTED:

That the University of Warwick would be hosting the AC21 meeting in 2006, a symposium entitled "Health, Wealth and Nutrition" had been proposed.

32/04-05 Date of Next Meeting.

REPORTED:

That the next meeting of the Board of the Faculty of Medicine will be held on Monday 23rd May 2005 at 2pm in room A-011 in the Medical School Building.

MEMO

To: Catherine Gordon, Elizabeth Heath

From: Dr Michael Glover

Re: Disestablishment of CHES

Date 20/05/2005

The CHES review group met during 2004 to consider how the Centre for Health Services Research (CHES) could move from the Business School to be incorporated into the Medical School. The final recommendation of the Review Group was that CHES should be formally disestablished as an independent research centre and that its staff should transfer to the most appropriate research groups already established within the Medical School. This recommendation was endorsed on behalf of Steering Committee by Professor Palmer and hence CHES should no longer be constituted as a research centre within the Faculty of Social Studies.

Michael Glover
School Secretary WMS (Secretary to the Board of the Faculty of Medicine)

Warwick Medical School

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Space Strategy Outline – Department of Biological Sciences and Warwick Medical School.

Draft

1. The Department of Biological Sciences has been based at the Gibbet Hill site for over 30 years. In the short term the department is projecting steady growth of its activity based at Gibbet Hill. Some of this growth may be in office-based research areas such as bioinformatics, but the Department will also wish to see growth in numbers involved in laboratory-based research.
2. Warwick Medical School has been based at Gibbet Hill since the Medical Teaching Centre was opened in 2001. This provides the seminar rooms and other facilities required for the undergraduate programme. In 2004 the Community (office based) research teams relocated to the Medical School Building; postgraduate and CPD education also relocated to Gibbet Hill at the same time. The accommodation currently available at Gibbet Hill to WMS is already full almost to capacity.
3. Laboratory based research in the Clinical Sciences Division of the Medical School is based at the Clinical Sciences Research Institute at Walsgrave Hospital. There are problems relating to the PFI status of this facility. In particular it can be prohibitively expensive to make any changes to the accommodation; this is a particular problem when new items of research equipment are installed. The CSRI provides approximately 2,500m² of laboratory and office research accommodation and there is currently spare capacity in the building. In addition, several members of the Clinical Sciences Division of the Medical School maintain research teams which are housed within the laboratories of the Department of Biological Sciences at Gibbet Hill.
4. There are inefficiencies in the current arrangements for Biomedical research with work across two sites requiring many of the same facilities and infrastructure support. Additionally there are basic science facilities that are required by WMS research teams that are only available at the Gibbet Hill Campus (Biotech 4 for example). This necessitates a split of Biomedical Research activity between the CSRI and Gibbet Hill site, therefore as Biomedical research grows in WMS it will necessarily place more pressure on the Gibbet Hill Campus.
5. The location of NILSI in Senate House provides an opportunity for research collaboration building multidisciplinary research teams in areas such as clinical systems engineering which will link activity currently based in WMG, WBS and the Medical School. In order to capitalise on the partnership with NILSI it is clearly preferable for WMS to be located reasonably near to Senate House. This is particularly the case for the Health in the Community Division.

6. The Medical School 5-Year Plan projects rapid growth in research activity up to the next RAE (from £3 million in 2004/05 to £7.5 million in 2008/09) with further expansion expected beyond this. There is also some forecast growth in the taught postgraduate teaching activity and the School would be keen to bid for further limited undergraduate expansion, perhaps up to 30 additional students.
7. There is very limited additional capacity currently available at Gibbet Hill to accommodate the projected growth of the Medical School and the Department of Biological Sciences. The Farmhouse would provide a limited number of additional offices and might perhaps accommodate 2 office based research groups. Following the demolition of the “temporary” estates building there is outline planning permission for an additional wing to be built onto the Medical Teaching Centre. This might provide up to about 1,700m² of additional space.
8. A bid has already been submitted for Project Capital funding to support this proposed extension to the MTC building costed at £4-5 million. It is intended that funding should also be sought from other sources including possibly Wolfson, to fund this project. It is intended that flexible space would be provided, potentially suitable for conversion to laboratory space at a later date. This extension to the MTC is required to increase the total space available at Gibbet Hill in the short term. Options for providing accommodation in the longer term are discussed below. This short-term development would not increase the total of laboratory space on the Gibbet Hill campus, and hence will very soon constrain the growth of research in Biological Sciences and in those parts of the Medical School that require access to the specialist Gibbet Hill facilities.
9. **Preferred Options** for longer term accommodation of the Medical School and Department of Biological Sciences are listed below.
 - a. New Build near to Rootes Residences – This would provide a new teaching building adjacent to main campus with large centrally timetabled resources and dedicated seminar rooms that are required for the MB ChB curriculum. Such a development could also include an office based Community Sciences research institute. The Medical Teaching Centre could then be converted to provide additional laboratory space (which was envisaged in its original construction) at Gibbet Hill. This development would increase teaching capacity of the whole University on central campus and would resolve the problem of centrally timetabled lecture theatres being based at a remote location (Gibbet Hill) and hence being underutilised by other departments. This development would be a legitimate call on Project Capital funding.
 - b. New Build on the Warwickshire land to accommodate part of the WMS would be another possibility; this would need further

scoping work but could perhaps incorporate teaching, community research and perhaps an academic clinical practice. Again this option might free up the existing MTC for conversion to laboratory space for Biomedical Research groups in the Medical School and the Department of Biological Sciences. It would be important to attempt to link the development to the Gibbet Hill campus in some way to prevent further fragmentation of WMS. This option could only be viable with the support of local NHS organisations; it would need to be tied into the new structures for healthcare in Coventry and Warwickshire which are currently being considered by local NHS Trusts and Health Authorities and may result in the creation of a new Foundation Trust incorporating primary care/community provision and acute care in a single organisation.

- c. The third option would be a new build for Biological Sciences on Main Campus, perhaps on the new Academic Square. This would be likely to be very costly and disruptive to the Department of Biological Sciences and it would impact unfavourably on the developing Biomedical Strategy. It might facilitate interactions between Biological Sciences and other Departments in the Faculty of Sciences, but at the cost of weakening the interactions with the Medical School.
- d. A fourth option would be to relocate some or all of the Medical School at the proposed new development at the Ansty site near to the Walsgrave Hospital. This would have the disadvantage of being remote from the main University, impeding collaboration with other academic departments including Biological Sciences, WBS, WMG and the School of Health and Social Studies. Substantial external funding would be required in order to make this option viable.

The following prizes will normally be awarded to students who have studied at the University of Warwick on the 4 year graduate entry MB ChB.

Phase II Prizes

Nominations for all Phase II prizes will be made by the Warwick Medical School to the LWMS Phase II Examination Board for consideration at the May meeting each year.

The WPH Charitable Trust Gold Medal

This prize is awarded by the Warwick Medical School to the final year student with the best overall performance in the Finals examinations.

The aggregate percentage score from the two written papers plus percentage score achieved from the Observation of Clinical Practice will be added together. For the Observed Clinical Practice the following scores will be applied:

A=7 B=5 C+=4 C-=3 D=1 E=0

Students required to sit any part of the extended examination may not be considered for this prize.

The Faculty of Medicine Written Prize

This prize is awarded to the final year student with the best overall performance in both written Final examination papers.

The scores from both papers will be added together and a percentage given.

The Faculty of Medicine Clinical Prize

This prize is awarded to the final year student with the best performance in the Observation of Clinical Practice part of the Finals examinations.

For the Observed Clinical Practice the following scores will be applied:

A=7 B=5 C+=4 C-=3 D=1 E=0

Students required to sit any part of the extended examination may not be considered for this prize.

The Dean's Prize (Warwick Medical School)

This prize is awarded to the final year student who in the opinion of the Dean of the Warwick Medical School has excelled at a discipline outside of their medical studies or which has contributed to the life of the University of Warwick. Excellence may be demonstrated in sporting, musical or any other interest.

Endowed @ £250 annually

The N.Kane Prize

This prize is awarded to the 3rd year student with the best performance in the Intermediate Clinical Examination.

Endowed @ £250 annually.

Senior Academic Half Day/ Clinical Pharmacology

This prize is awarded to the final year student with the best performance in the Senior Academic Half Day assessment. Letters of commendation will also be presented to the top 10 students.

Elective Prize

This prize is awarded to the 3rd year student with the best elective report as determined by the Phase II co-ordinator.

Clinical Methods Block

This prize is awarded to the 3rd year student with the best case study report as determined by the Co-Directors of the GP Education Group. Students with portfolio cases that are rated as “Highly Satisfactory” during the Clinical Methods Block of the Junior Rotation will be invited to submit a further case study for assessment.

Endowed @ £200 annually.

Phase I Prizes

Nominations for all Phase I prizes will be made by the Warwick Medical School to the LWMS Phase I Examination Board for consideration at the June meeting each year.

Module Summative Assessment Prizes

The following prizes are awarded to the best performing student in each individual module. Where the assessment comprises of more than one element or assessment form the total overall mark will be used to determine the outcome. The format of each summative assessment is listed beside each module.

Semester One

Health and Disease in Populations – written exam
Health in the Community – 2 essays
Human Lifespan - exam
Human Diversity – written essay
Molecules and the Human Body – written exam

Semester Two

Musculoskeletal – written exam and viva
Cardiovascular – written exam
Gastro Intestinal – written exam
Health Psychology – written exam
Mechanisms of Disease – written exam
Reproduction – written exam

Semester Three

Clinical Pharmacology - MCQ
Health Evaluation, Policy and Provision – written exam
Infection and Immunity - MCQ
Neurobiology – written exam
Respiration – written exam
Urinary – written exam

Integrated Medical Sciences Assessment (IMSA)

This prize is awarded to the 2nd year student who performs the best in the written IMSA at the end of Phase I.

Inter Phase Prizes

Nominations for all Inter-Phase prizes will be made by the Warwick Medical School to either the LWMS Phase I Examination Board for consideration at the June meeting each year **or** the LWMS Phase II Examination Board for consideration at the May meeting

The Faculty of Medicine Prize for An Outstanding Contribution to the Community

This prize may be awarded to any MB ChB 4 year student studying at the University of Warwick who in the opinion of the Dean (LWMS) and the Vice Dean (Warwick) has made an outstanding contribution to the community.

NOTE: Endowed Prizes are in perpetuity, being the interest from capital. It is envisaged that in the future the value of the Prize will rise in line with inflation.

Membership of the Board of the Faculty of Medicine Academic Year 2005/06.

Vice-Chancellor	Professor D. VandeLinde
Chair and Dean of Leicester Warwick Medical Schools	Professor I. Lauder
Dean of Warwick Medical School	Professor Y. Carter
Head of Medical Education for the Leicester Warwick Medical Schools	Professor S.A. Petersen
Associate Dean for Education	Professor E. Peile
Associate Dean for Research	Professor S. Thornton
The Head of the Division of Clinical Sciences	Professor D. Singer
The Head of the Division of Health in the Community	Professor J. Dale
Phase I Co-ordinator (Warwick)	Dr C. Rodgers
Phase II Co-ordinator (Warwick)	Dr C.F. Macdougall
Three members of academic staff elected by and from the Warwick Medical School	Dr P. O'Hare
	Professor S Kumar
	Dr A Withnall
The Chair and two members of academic staff elected by and from the Department of Biological Sciences	Professor R. Freedman
	Professor J. Davey
	Dr E. Oliver-Jones
The Chair and two members of academic staff elected by and from the School of Health and Social Studies	Professor G. Lewando-Hundt
	Ms C. Blackburn
	Dr W Markham
The Chair and one member of academic staff elected by and from the Department of Sociology	Dr R. Fine
	Dr H. Bradby
The Chair and one member of academic staff elected by and from the Department of	Professor J.B. Copas

Statistics

Professor J.L. Hutton

Up to three co-opted members, being permanent full-time members of staff of the University of Warwick	Dr A.G. Morris To be appointed To be appointed
Up to five co-opted members, external to the University and subject to the approval of the Senate	Mr I. Fraser Dr N. Nanek Dr C. Marguerie Ms S. Faulkener To be appointed
One member of academic staff elected by and from the Board of the Faculty of Arts	To be appointed
One member of academic staff elected by and from the Board of Science	To be appointed
One member of academic staff elected by and from the Board of Social Studies	To be appointed
One student member, who will be registered on the 4-year stream of the joint MBChB at the University of Warwick	To be appointed

Membership of the Graduate Studies Committee of the Board of the Faculty of Medicine for academic year 2005/06.

Chair	Professor E Peile
Director of Postgraduate Medical Education (Warwick Medical School)	Dr A.P. O'Hare
One representative from each of the Divisions in the Medical School.	
Health in the Community Clinical Sciences Medical Education	Dr A Withnall to be confirmed Dr V Patel
One representative from the Department of Biological Sciences	Professor R Freedman
One representative from the School of Health and Social Studies	Dr W Markham
The Director of Research Degrees Warwick Medical School	Professor M Thorogood
A representative of the West Midlands Postgraduate Deanery	Mr L Woods

Membership of the Undergraduate Studies Committee of the Board of the Faculty of Medicine for academic year 2005/06.

Chair	Professor E Peile
Director of UG Medical Education	Dr J Kidd
2 members to be nominated by the Faculty Board.	

This group will only meet if required to deal with undergraduate programmes in the Faculty.

WMS Information Group

Meeting: 11th March 2005

MINUTES

Present: -

Professor Donald Singer (Chair)

Mr Mark Austin

Mr David Baber

Mrs Jackie Brittain

Dr Steve Brydges

Dr Mike Glover

Mr Jason Godfrey

Professor Ed Pelle

Mrs Lara McCarthy

Ms Jayne Sanderson

Mrs Julie Sherriff

1. Apologies

Mr David Bennett

Mrs Ann Caine

Professor Yvonne Carter

Dr Humphrey Dunn

Professor Damian Griffin

Mr John Holden

Dr Adrian Stokes

Mr Gavin Maggs

Dr Colin McDougall

Professor Margaret Thorogood

Dr Carolyn Rodgers

Professor Steve Thornton

2. Minutes of the Previous Meeting

Matters arising from the Minutes

Wireless Hotspots

REPORTED:

- IT Services require a separate vlan network for wireless connection; this would be a very expensive option in the CSRI as it may require BT to move the link to Warwick.
- ICT Services have recently installed a wireless device into the first-floor CSRI communications room as a brief trial. This gives wireless access to the Internet, thereby allowing connection to web mail and network drives, but not Warwick delivered applications. The coverage includes the seminar room on the first floor and adjacent corridor.
- MSB wireless hotspots: surveys have been done and most are functional but the café area and resources area are still awaiting electrical work to be completed.

Trust Issues

- Mike Glover reported that staff will be expected to pay the £50 deposit for a mixed-use PC.

3. Communication

Web development

REPORTED:

- There is often little current news on the Medical School web pages
- Chris Parkin is updating the News section of the web site but has been given little material.

RESOLVED:

- Divisional staff should be prompted every two weeks to supply material for the News pages.
- Some feedback about progress of the development of the communication strategy is required.

Actions:

- **Julie Sherriff** to contact Gavin Maggs for feedback on the communication strategy.

4. IT issues at Warwick Medical School

REPORTED:

- The draft IT Services 5-year plan was circulated to the WMS Information group for feedback but there was little response.
- The Medical School sent feedback to IT Services and this will be discussed further by Donald Singer and Rosemary Gilmore.
- A meeting was held on 3rd March between the Director of IT Services at Warwick University (Rosemary Gilmore) and the Executive Director of ICT at UHCWT (Nick Elliot), Professor Donald Singer represented the Medical School. Other attendees were Mark Austin from UHCWT ICT Services and Mark Glover, Mike Drysdale and Julie Sherriff from Warwick IT Services.
- The meeting resolved that there would be a review of the mixed-use PC and NHSWarwick connectivity.
- Mark Austin (Head of Technology and Innovation at UHCWT) and Mark Glover (Head of Platforms and Technical Services at Warwick IT Services) are to meet later today to consider NHSWarwick connectivity.
- Mike Glover circulated the Capital plan for the medical school which includes bids for ICT facilities.

Action:

- David Bennett to circulate the ITS 5-year plan to researchers and request them to feedback comments to Julie Sherriff.

5. IT issues at CSB

REPORTED:

- Information on the Mixed-use information has been circulated.
- The connection to Warwick from the CSB Library PCs is now working.
- David Baber commented that mixed-use PCs are still not working.
- Mark Austin reported that there were two separate problems to be resolved; firstly a problem connecting to Warwick which may be resolved with collaborative work, and secondly a fault with the firewall preventing access to NHS systems (the latter was resolved during the meeting).
- Mark Austin reported that ICT Services might be able to loan an NHS PC for a very short period (assuming that the mixed-use PC problem is not resolved), but the normal process would be to request NHS PCs from the relevant NHS department
- Mark Austin reported that UHCWT are the first NHS Trust in the UK to go live with the new PAS System which is due to be launched at the end of May and therefore resources will be limited.
- Ed Peile asked if teaching staff working at CSB should use CSRI IT facilities or Library IT facilities.
- David Baber reported that a Trust employee working in the CSRI needs to use an NHS PC
- Mark Austin reported that staff in the CSRI can have a Warwick desktop PC, an NHS PC (purchased via an NHS department) or a mixed-use PC if they have a contract with the relevant organisation(s).
- Mark Austin reported that expansion of wireless to other areas in the CSRI will be dependant on the required location for the devices; there will be delays and costs if the device cannot be plugged into an existing socket or easily secured (as this would require application to and subsequent work by PFI partners).
- IT Services have ordered video-conferencing facilities for the CSRI seminar room.

RESOLVED:

- Staff who are not based at the CSRI should use the Library IT facilities

Actions:

- Julie Sherriff to inform staff that there is wireless on the middle floor as a trial and to request feedback.
- Mark Austin to liaise with Mark Glover about collaborative work to get the connection to Warwick from the mixed-use PC working.

6. Library issues

REPORTED:

- An additional 10 computers have been installed in the CSB Library, bringing the total to 36.
- There are now plug in ports on the second floor of the CSB library and a guide on how to use them is available from the CSB Library reception.
- Minutes of the Trust Library group were circulated

7. E-Learning

REPORTED:

- Donald Singer reported that the Teaching Quality Enhancement Fund (TQEF) group met yesterday.
- Some biological students would benefit from access to Chemistry e-learning resources, the group was asked to consider if Medical Students need access to Chemistry-specific e-learning facilities.
- There is some funding in TQEF re plagiarism (43K) and some for computer-aided assessment (30K).
- The next TQEF deadline is July and bids to TQEF will be discussed at the next E-Learning strategy group meeting.
- The E-Learning Strategy group met for the first time on 11/02/05. The group discussed evaluation of the two VLEs (Site builder and 'LE'). A survey of staff and students was analysed as part of the evaluation, both strongly preferred the Sitebuilder solution but criticised the time it takes to get material uploaded with both systems. The evaluation concluded that the VLE should move to just SiteBuilder from September 2005, Ed Peile is to report this to the next curriculum committee.
- The E-Learning strategy group is still working on the draft E-Learning strategy and still receiving input.

- The E-Learning strategy group discussed TQEF briefly; this was then considered further by Steve Brydges and Carol Davies outside the meeting. It was decided not to bid for the July deadline and not the March deadline.

RESOLVED:

- Medical School would be interested in access to any other E-Learning facilities or resources on campus

Actions:

- **Steve Brydges** to investigate the Biological Sciences basic Chemistry bid to consider Medical School involvement.
- **Steve Brydges** to raise issue of TQEF bids to include plagiarism or computer-aided assessment with Ed Peile before the next meeting.

8. Research issues

REPORTED:

- The Medical School has a choice of using either the RSS or WMS profile (created Margaret Thorogood) for the Expertise system.
- Within Expertise the right-hand column of the profile is now free for personal use.
- The Research group need to know whether or not personal information should be included in the profile.
- The committee was asked about the process for signing off the profiles, specifically whether or not the profile could be used if staff do not respond within a set period of time.

RESOLVED:

- The WMS profile will be used.
- Feedback is needed from researchers about whether or not a profile should include personal information.
- Profiles should be emailed to the relevant person and copied to their PA and divisional administrator.
- Research staff will be expected to respond within 2 weeks and if there is no response the profile will be used. The divisional administrator or PA will be expected to respond informing RSS that the member of staff is absent and in those cases the profile would not be used without further consultation.
- When data is collected each member of staff should be informed that this will be used to update the information held within the expertise system and the Medical School website.

Action:

- **David Bennett** to email researchers and seek feedback about use of personal data in the profile.

9. Trust Issues

a) NHS\HE connectivity project

REPORTED:

- The NHS-HE forum has announced an NHS-HE connectivity project (<http://www.nhs-he.org.uk>) which has the objective of achieving good operability between NHS and HE networks whilst maintaining the security and integrity of both networks.
- Mark Austin will attend the next forum meeting on 12th May.
- NHSIA has been subsumed into NPfIT (National Programme for IT)

b) University Hospital Coventry & Warwickshire NHS Trust

REPORTED:

- The requirement for wireless in the Acute Hospital has been raised with the PFI, but the process is lengthy and is expected that it may be three months before the Trust has a final agreement.
- Warwick desktop PCs can be installed into the CRM (Centre for Reproductive medicine) but this will require some changes to the network configuration by UHCWT ICT Services, the timescale for which is currently unknown.
- As part of NPfIT PCs requiring access to the PAS system will require a special keyboard smartcard reader. ICT Services will convert existing PCs which already have access to PAS.
- New Plasma screens have been installed in the CSB

c) South Warwickshire General Hospitals NHS Trust

REPORTED:

- John Holden has informed us that memory sticks can be used at Warwick hospital.
- Steve Brydges reported that the 'Doctors.net' bid including PDAs\wireless access was unsuccessful in attracting funding from the HEFCE/UKEU, but some elements would be supported directly at Warwick Hospital, under the direction of Tim Ringrose.

d) George Elliott Hospital NHS Trust

Nothing to report

10. Any other business

Nothing to report

11. Date of future meetings (all 9am):

Friday 20th May, Friday 15th July.

The University of Warwick

Board of the Faculty of Medicine

Graduate Studies Committee

Minutes the meeting of the Graduate Studies Committee of the Board of the Faculty of Medicine held on Tuesday 10th May 2005.

Present: Dr P O'Hare (Chair), Professor M Thorogood, Dr W Markham, Dr V Patel, Dr A Quinn.

Apologies: Professor R Freedman, Professor E Peile,

In Attendance: Dr M Glover, Dr A Stokes, Mr A Taylor.

MINUTES

23/04-05 Minutes

RESOLVED:

That the minutes of the meeting of the Graduate Studies Committee of the Board of the Faculty of Medicine held on the 25th January 2005 be approved.

24/04-05 Matters Arising on the Minutes.

a. Developing a DMed and DHSci at Warwick.

REPORTED:

- i. That the Chair of the Board of Graduate Studies had recommended that a WMS taught masters should be developed alongside professional masters programmes in the departments of Education and of Law.
- ii. That the issue of APL for specialist training would need to be considered further.
- iii. That the characteristics of the professional masters and its specific market would need to be carefully defined, particularly in relation to existing PhD and MD programmes.

25/04-05 Research Degrees.

CONSIDERED:

A recommendation from Professor Thorogood that the current range of research degree titles offered by the School be rationalised (paper GCFM 37/04-05).

RESOLVED:

- a. That the following research degree titles should be offered by the School:

Medicine
Medical Sciences
Health Sciences
Medical Education

- b. That all research students registering in the Medical School should initially be registered for an MPhil, no student should register directly for a PhD.

26/04-05 Restructuring of the Framework for Taught Postgraduate Degrees in Warwick Medical School.

- a. Outline rationale for restructuring taught postgraduate degrees.

CONSIDERED:

An outline rationale and summary of the proposals for restructuring taught postgraduate degrees in the Medical School (paper GCFM 38/04-05).

REPORTED:

That this proposal was intended to provide a rational framework governing all of the postgraduate programmes in Warwick Medical School and to introduce an alternative to the standard dissertation model for all WMS masters programmes.

RESOLVED:

- i. That references to specific numbers of CATS points relating to exemptions in respect of Royal College membership should be removed.
 - ii. That the framework for taught postgraduate degrees in the Medical School be approved as set out in paper GCFM 38/04-05.
- b. New Postgraduate Award “Understanding Research and Critical Appraisal in Health Care”.

CONSIDERED:

A proposal for a new module and postgraduate award entitled “Understanding Research and Critical Appraisal in Health Care” (paper GCFM 39/04-05).

RECOMMENDED:

That the proposal for a new module and postgraduate award entitled “Understanding Research and Critical Appraisal in Health Care” be approved as set out in paper GCFM 39/04-05.

c. New Module “Professional Project Module”.

CONSIDERED:

A proposal for a new module entitled “Professional Project Module” (paper GCFM 40/04-05).

RESOLVED:

- i. That the first module aim should be amended to remove reference the project being related only to a student’s own area of professional practice since it would be quite possible in principle for a student to complete a piece of work on an area in which they had no direct clinical experience.
- ii. Section 12 should be amended to read “Support usually takes the form of”
- iii. Subject to the amendments in points i and ii above the new module entitled “Professional Project Module” be approved as set out in paper GCFM 40/04-05.

d. MSc Health Sciences (with variants).

CONSIDERED:

A proposal for a new taught masters course entitled “MSc Health Sciences” (paper GCFM 41/04-05).

RESOLVED:

- i. That in section 6 of the CA1 form a statement should be added to make it clear that students cannot take both the professional project and the dissertation options.
- ii. That subject to the amendment in point i above it was RECOMMENDED that the proposal for a new taught masters course entitled “MSc Health Sciences” be approved as set out in paper GCFM 41/04-05.

27/04-05 New Modules and Postgraduate Awards.

a. Clinical Research Governance

CONSIDERED:

A proposal from the Division of Medical Education for a new module and postgraduate award entitled “Clinical Research Governance”

(paper GCFM 42/04-05).

RESOLVED:

- i. That the module should be available as an option module across the Medical School's taught masters programmes, section 5 of the form should be amended to reflect this.
- ii. That the Learning and teaching methods section of the MA1 should be amended to remove the learning outcomes listed and replace them with the relevant teaching methods.
- iii. That section 12 of the MA1 form should be reviewed to consider whether the number of hours of self-directed study should be increased to at least 20 hours.
- iv. That the course specification should be amended to show a course duration of 12 months.
- v. That section 8 of the PGA form be amended to read "existing arrangements apply."
- vi. That the part 2 form should be amended to remove reference to resources already available within the Medical School.
- vii. That subject to the amendments in sections i-vi above the proposal for a new module and postgraduate award entitled "Clinical Research Governance" be approved as set out in paper GCFM 42/04-05.

b. International Health Policy.

CONSIDERED:

A Proposal from the Division of Health in the Community for a new module and postgraduate award entitled "International Health Policy" (paper GCFM 43/04-05).

RESOLVED:

- i. That Dr A Withnall should be identified as co-module leader and added to section 4 of the MA1 form.
- ii. That the reference to a specific number of hours of self-directed study should be removed from section 12 of the MA 1 form.
- iii. That subject to the amendments proposed in points i and ii above the proposal for a new module and postgraduate award entitled "International Health Policy" be approved as set out in paper GCFM 43/04-05.

28/04-05 Amendments to Existing Courses and Modules.

a. Postgraduate award in Cardiovascular Risk.

CONSIDERED:

A proposal to amend the CATS weighting of the Cardiovascular Risk module and postgraduate award (paper GCFM 44/04-05)

RESOLVED:

That the CATS weighting for the module and Postgraduate award in Cardiovascular Risk be reduced to 20 CATS as proposed in paper GCFM 4/04-05.

b. Revisions to taught course regulations.

CONSIDERED:

A revised set of course regulations for the taught postgraduate programmes delivered by the Medical School (paper GCFM 45/04-05).

RESOLVED:

That, subject to some minor amendments that were being collated by Dr Stokes, the revised course regulations for the taught postgraduate programmes delivered by the Medical School be approved as set out in paper GCFM 45/04-05.

c. Diploma in Occupational Health.

CONSIDERED:

A proposal from the Division of Health in the Community to offer the Diploma in Occupational Health as a postgraduate rather than undergraduate level qualification (paper GCFM 46/04-05).

RESOLVED:

That a revised proposal for a new masters level programme in Occupational Health should be submitted to the autumn meeting of the Graduate Studies Committee of the Board of the Faculty of Medicine.

29/04-05 Proposal for the Harmonisation of Assessment Regulations.

CONSIDERED:

A proposal for the Harmonisation of Assessment Regulations for taught postgraduate courses in the Medical School (paper GCFM 47/04-05).

RESOLVED:

- a. That uniform descriptors in accordance with those already used by programmes in the Division of Health in the Community be adopted

across all programmes in the Medical School.

- b. That the possibility of charging a fee for the resubmission of late work should be investigated.
- c. That the proposal for the Harmonisation of Assessment Regulations for taught postgraduate courses in the Medical School be adopted as set out in paper GCFM 47/04-05.

30/04-05 Date of Next Meeting

REPORTED:

That the meetings of the Graduate Studies Committee for academic year 2004/05 would be circulated later in the summer term.

LEICESTER WARWICK MEDICAL SCHOOLS

MB ChB

CURRICULUM COMMITTEE

Minutes of the meeting of the Curriculum Committee held on 21 January 2005 at the University of Leicester

Present: Professor S A Petersen (Chair)
Professor E Peile
Professor P Stanfield
Dr D Heney
Dr J Hales
Dr R McKinley
Dr C Rodgers
Dr A Gulamhusein
Dr M Dixon-Woods
Dr M Glover

Apologies for absence were received from Professor I Lauder, Professor Y Carter, Dr C MacDougall, Dr J Botha, Dr C Blackburn, Ms L McCarthy

2005/M1 MINUTES OF THE MEETING OF 18 OCTOBER 2004: These were accepted as a correct record.

2005/M2 MATTERS ARISING FROM THE MINUTES:

Min 2004/M39 refers: There remains concern that student members of the Curriculum and other Committees find it difficult to attend regularly. It was agreed that more active engagement of students should be sought through student bodies, who will be asked to nominate additional members by a procedure chosen by the students. It may be that, on occasion, a reserved agenda will be necessary. The matter will be raised at Staff Student Committees at Leicester and Warwick. It was also agreed to investigate the involvement of students in standard setting for major summative assessments.

2005/M3 PREPARATION FOR GMC VISIT: Professor Peile presented a paper describing ongoing preparations for the GMC visitation expected in 2005/6. A number of working groups have been established to investigate the harmonisation of procedures between Leicester and Warwick. Reports will be expected at a future meeting. A programme of discussion meetings has begun, with the Phase Management Groups at Leicester and Warwick and other parties.

2005/M4 ASSESSMENT: It was noted that there is an ongoing review of assessment strategy in Phase 1 with the remit of optimising the assessment load and stimulating deep learning by students focussed on clinical problem solving. In a general discussion, some key principles were restated:

- The assessment process should be a strong stimulus to students to revisit topics and move away from the module by module 'learn and forget' pattern many have brought from their prior educational experiences

- Assessment in year 1 should be robust and able to reliably identify students whose interests are not best served by progressing further
- There should be an overall, summative examination at the end of Phase 1 which examines all material
- The Academic Progress Committee should be asked to consider allowing students who fail qualifying examinations an automatic repeat year, but no further repeats should then be allowed

2005/M5 PHASE 2 COURSE DOCUMENTS: The Committee received and approved the Phase 2 Course Document for students entering Phase 2 at Leicester in 2005. It was noted that logistic changes have been introduced to cope with increasing student numbers. In particular, there will be six streams of students in each rotation rather than the previous five. This allows more even use of clinical teachers throughout the year. Minor changes in the orders of blocks were also approved. It was further noted that revised learning outcomes had been included for Child Health. It was agreed to revisit the presentation of learning outcomes related to social and behavioural medicine over the course of the next year.

2005/M6 USE OF ELECTRONIC RESOURCES AT WARWICK: It was noted that a review of the provision of electronic resources at Warwick was in progress, and likely to recommend the adoption of a local system from 2005/6 or 2006/7.

2005/M7 INFECTION AND IMMUNITY TEACHING AT WARWICK: The Committee received the report of the Module Review Group for the Infection & Immunity module at Warwick. It was noted with pleasure that improvements had been made, and look forward to the further enhancements suggested.

2005/M8 PHASE 1 MANAGEMENT GROUP (LEICESTER): The Committee received and approved the minutes of the meeting of the Phase 1 Management Group (Leicester) held on 25 November 2004. It was noted that the BMA had provided very positive feedback about the Leicester pre-course agreement.

2005/M9 PHASE 1 MANAGEMENT GROUP (WARWICK): The Committee received and approved the minutes of the meeting of the Phase 1 Management Group (Warwick) held on 2 November 2004. The Committee considered the role of the personal tutor when students are to be considered by the Academic Progress Committee. It was agreed that normally, personal tutors should not be involved in the presentation of the student's performance and progress to the Committee, but may at the student's request present a case in mitigation, or also at the student's request accompany them to the Academic Progress Committee hearing. It was also noted that a review would be undertaken of the use of the video link between Leicester and Warwick. The Committee approved the re titling of the module Medical Ethics and Clinical Decision Making to "Values in Medicine".

2005/M10 PHASE 2 MANAGEMENT GROUP (WARWICK): The Committee received and approved the minutes of the meeting of the Phase 2 Management Group (Warwick) held on 4 October 2004.

2005/M11 PHASE 2 MANAGEMENT GROUP (LIECESTER): The Committee received and approved the minutes of the meeting of the Phase 2 Management Group (Leicester) held on 8 December 2004.

2005/M12 FUTURE CURRICULUM OPTIONS AT WARWICK: The Committee noted that discussions are underway at Warwick Medical School to consider possible curriculum revisions to be introduced once independent degree awarding status is achieved. Initial consultation suggests a wide diversity of opinion and further discussions will take place.

2005/M13 EXTERNAL EXAMINER'S REPORTS: The Committee considered External Examiners reports from Professors Wilcox and Dacre concerning the resit Final Professional Examination. It was pleasing to note the strongly positive tone of the reports, summarised by Professor Dacre "Overall an excellent diet (of examinations), well run and fair".

2005/M14 NEW EXTERNAL EXAMINER: The Committee approved the appointment of Professor A W McCaskie, University of Newcastle and Dr Pamela Buck, University of Manchester as External Examiners for Phase 2.