

University of Warwick
Board of the Faculty of Medicine

Minutes of the meeting of the Board of the Faculty of Medicine held on Monday 6th February at 2.00pm.

Present: Prof Y Carter (Chair), Ms C Blackburn, Dr H Bradby, Prof J Davey, Prof E Peile, Prof R Freedman, Prof G Hundt, Dr J Kidd, Prof S Kumar, Dr C Macdougall, Mr M Navidi (vice Mr K Scheeres), Prof E Oliver-Jones, Dr C Rodgers, Prof D Singer, Dr A Stokes, Prof M Thorogood
Apologies: Prof T Bugg, Dr A Dolan, Prof R Fine, Prof J Hutton, Dr P O'Hare, Prof I Lauder, Dr N Manek, Dr C Marguerie, Dr H Marland, Mr K Scheeres
In Attendance: Dr M Glover and Mrs L McCarthy

MINUTES

21/05-06 Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 31st October 2005 be approved.

22/05-06 Matters Arising on the Minutes

(a) Remit and membership of the Board of the Faculty of Medicine (minute 1/05-06 refers)

RECEIVED:

The revised membership of the Board of the Faculty Medicine as set out in paper BFM1{revised}/05-06

RESOLVED:

That subject to the following amendments that paper BFM1{revised}/05-06 be approved:

- (i) that the title of Director of the Health Services Sciences Research Institute be changed to "Director of the Health Sciences Research Institute"
- (ii) that for the academic year 06/07 each Institute within the Medical School have representation on the Board of the Faculty of Medicine.

(b) Medical Student Expansion (minute 3/05-06 a. refers)

RECEIVED:

An oral report from the Chair on the outcome of the Medical School bid to increase the number of undergraduate students by 25 at WMS and 21 places at LMS, it being noted that LWMS had been unsuccessful in its bid for increased numbers and that Peninsular Medical school had been awarded additional places as well as a new dental school.

RESOLVED:

That Warwick Medical School would need to review future strategy regarding additional student numbers in preparation for any further government plans to further expand undergraduate numbers.

- (c) Accommodation Matters (minute 3/05-06 b. iii. refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) regarding the negotiations between UHCW, Coventry University and WMS on the anatomy facility at the new UHCW site, it being noted that negotiations had been stalled by the Trust.

RESOLVED:

- (i) that the current arrangement for the academic year 20 05-06, with Leicester Medical School, be continued in order to provide dissection opportunities for MB ChB students.
- (ii) that a new service level agreement be drawn up between Leicester and Warwick Medical School in order to secure facilities for the academic year 2006/07.

- (d) Systems Biology (minute 3/05-06 d. refers)

RECEIVED:

An oral report from the Chair regarding the Electoral Board for the position of Chair of Systems Biology linked to WMS, it being noted that a candidate had been offered the post but declined.

RESOLVED:

That a new search committee would be required as soon as possible in order to fill this important position.

- (e) Chair's Business (minute 4/05-06 c. refers)

RECEIVED:

An oral report from the Chair regarding the full MRC discipline bridging bid between WMS and WMG that was submitted by the December deadline, it being noted that no further news regarding the submission had been received.

- (f) Teaching Evaluation Report (minute 7/05-06 refers)

REPORTED:

By the Associate dean (Teaching) that 6 new MB ChB Group Learning Facilitators (GLFs) would begin their rotation on the 8th February 2006, with the possibility of 2 further appointments being made Warwick Hospital.

RESOVLED:

That the Dean (WMS) and the Associate Dean (Teaching) be asked to report back to the next Board of the Faculty of Medicine meeting regarding progress made with the Deanery on the funding possibilities of 2 year teaching appointments for clinical staff.

(g) Medical School Restructuring

RECEIVED:

An oral report from the Chair regarding the new management structure for the Medical School including recent appointments and accommodation issues. It was noted that the following appointments had either recently been made or were still under consideration:

- (i) Professor Victor Zammit – Director of the Clinical Sciences Research Institute
- (ii) Professor Sarah Stewart-Brown – Director of the Health Sciences Research institute
- (iii) Dr Adrian Stokes – Director of Masters and Accredited Programmes Directorate within the Institute of Clinical Education.
- (iv) No appointment made – Director of Partnerships Directorate within the Institute of Clinical Education.
- (v) Job description to completed – Marketing post

(h) Gibbet Hill Learning Grid (minute 14/05-06 refers)

RECEIVED:

An oral report from the School Secretary on progress regarding the opening of the newly named and refurbished BioMedical Grid at the Gibbet Hill site, it being noted that the opening date would be the 20th February 2006 and opening hours would be 10am-10pm week days plus Sunday 12 noon – 9pm.

23/05-06

Chair's Business

REPORTED: By the Chair:

(a) General Medical Council (GMC) Visits

That preparations for the GMC visit on the 9th February were well under way, with 5 presentations and GP in-house teaching being observed on this day.

(b) NHS Institute

That a series of seminars has been run by the Business School on behalf of the Institute and that Professor M Cooke has a clinical systems improvement bid in at the present time.

(c) Recruitment

That the following appointments had been made recently:

- (i) Prof Peter Spurgeon – 1st April 2006 – Professor of Health Services Management.
- (ii) Dr Ann-Marie Slowther – 1st February 2006 – Senior Clinical Lecturer - Clinical Ethics and Values Based Practice
- (iii) Dr Ann Jackson – Senior Lecturer Inter Professional Learning
- (iv) Interview had been held for Reader in Inter-Professional Learning – Decision to appoint pending at the time of the meeting.
- (v) Professor Singer led a bid for a new Chair in Pharmacogenetics, which has now been submitted.

(d) Singapore

That further discussions had been held with the Registrar's Office regarding the possibilities of both teaching and researching in Singapore, it being noted that Mr D Bennett and Prof D Spanswick may make a further visit to Singapore the week commencing 20th March 2006.

(e) International Strategy Group

That the University International Strategy Group is to be re-structured with all Faculties being asked to add to the membership.

(f) School Management Team

That the School Management Team would be having a half away day to discuss the future teaching and research strategy of the Medical School in order to produce a statement of intent for the incoming Vice Chancellor.

(g) Faculty Advisory Board

That the Chair and Assistant Registrar (WMS) had attended a meeting convened by the University Secretary to discuss with other Faculty Advisory Board Secretaries on the successes or otherwise of the meetings. Roles and membership were discussed and it was communicated to Faculties that Ms Yvonne Salter-Wright would be moving to become the new Senior Assistant Registrar (Governance) in the University Secretaries office. As part of this role she will help Faculty Secretariats to deal with matters arising from Faculty Advisory Boards and governance issues.

(h) SIFT Advisory Group

That the SIFT budget for Warwick Medical School would be formally disaggregated from LNR in April 2006.

24/05-06

Graduate Studies Committee

CONSIDERED:

The minutes of the Graduate Studies Committee meeting held on the 24th January 2006 as set out in paper BFM21/05-06.

RESOLVED:

- (i) That the School Secretary, Dr M Glover, be asked to take forward the discussions with the central university regarding the full implementation of SITS for postgraduate courses as noted in minute BGS 14/b/05-06.
- (ii) That Dr Adrian Stokes be formally appointed to the membership of the Board of the Faculty of Medicine Graduate Studies Committee.

25/05-06 Curriculum Committee

CONSIDERED:

The minutes of Curriculum Committee meetings held on the 11th November 2005 and the 14th December 2005, as set out in papers BFM22/05-06 and BFM23/05-06.

RESOLVED:

- (i) That the Consultation Competencies and Grade Descriptors as outlined in CC M58 be implemented for the following examinations: ICC 2006 entrants, ICE academic year 2007/08, FPE 2008 academic year 2008/08.
- (ii) That the Associate Dean (Teaching) be asked to ensure that all clinical assessors receive appropriate training in the new consultation competencies and grade descriptors.
- (iii) That the School Secretary be asked to contact the GMC regarding the admission of qualified dentists to Phase II.

26/05-06 Quality Assurance and Enhancement Group

CONSIDERED:

The minutes of the Quality Assurance and Enhancement Group meeting held on the 6th December 2005 as set out in paper BFM24/05-06.

RESOVLED:

That the minutes of the Quality Assurance and Enhancement Group meeting held on the 6th December 2005 as set out in paper BFM24/05-06 be approved.

27/05-06 Admission Steering Group

CONSIDERED:

The minutes of the Admissions Steering Group meeting due to be held on 2nd February 2006 as set out in paper BFM25/05-06, it being noted that selection centre assessor training would be taking place on the 8th February 2006 and that the fall in undergraduate Biological Science applicants may have an effect on applicant numbers for the MB ChB.

RESOLVED:

That Professor G Hundt be asked to send details of the dyslexia software to the School Secretary for possible inclusion in the Bio-Medical Learning Grid.

28/05-06

Information Group

CONSIDERED:

- (i) Minutes of the meeting of the Information Group held on 16th September 2005 and 2nd December 2005, as set out in papers BFM26/05-06 and BFM27/05-06.
- (ii) New terms of reference and membership of the WMS Information Group as set out in paper BFM28/05-06.

RESOLVED:

- (a) That the minutes of the meeting of the Information Group held on 16th September 2005 and 2nd December 2005, as set out in papers BFM26/05-06 and BFM27/05-06 be approved.
- (b) That the new terms of reference and membership of the WMS Information Group as set out in paper BFM28/05-06 be approved subject to the following amendments:
 - (A) that the membership will require amendment after re-structuring of the Medical School has been completed.
 - (B) that several of the titles require changing: Masters programmes should be "Masters and Accredited Programmes" and "Enterprise Programmes" should be "Partnerships and Short Courses Programmes".

29/05-06

Staff Student Liaison Committee

CONSIDERED:

The minutes of the MB ChB SSLC meeting held on 25th January 2006 as set out in paper BFM29/05-06 it being noted that a useful discussion had been held at the meeting regarding the number of hours students are currently working outside of study time.

RESOLVED:

That the SSLC resolution, minute (c) (i)- (iv), be approved and that the Assistant Registrar feed back to the SSLC as appropriate.

30/05-06

Date of Next Meeting

REPORTED:

- (i) That the next meeting of the Board of the Faculty of Medicine would be held on the 22nd May 2006 at 2.00pm
- (ii) That the next Faculty lunch would be held on the 18th March 2006 at 12 noon.