



The Department of Health Sciences

STUDENT-STAFF FORUM (UNDERGRADUATE PROGRAMMES)

Minutes of the meeting held at 12.10pm on Thursday 27 January 2022

Present:

Student Representatives

Ben Allen (UG Departmental Rep, chairing)
Claudia Collins (BSc Nursing Sept20)
Lizzie Cunningham (MNursing Sept18)
Andrew Delahunty (MNursing Sept21)
Kheira Haffiane (MNursing Sept18)
Lauren Jacques (BSc Nursing Sept19)
Kirsty Shaw-Williams (BA Midwifery Practice Mid21)

Departmental Representatives

Anita Savage Grainge (Chair, Board of Studies)
David Brown (DoHS Academic Liaison Librarian)
Sophie Godfrey (SASS Office Coordinator)
Beth Hardy (MNursing Programme Leader)
Emily Hemmings (Deputy Academic Lead for Practice Learning)
Matthew Jacobs (Head of Student & Academic Services)
Amanda Perry (Chair, Athena Swan Working Group)

In attendance: Veronica Gillies (Secretary)

SSF/Jan22/01

Apologies for Absence

Helen Recchia (BA Midwifery Practice Programme Leader), Russell Yates (Chair, UG Teaching Committee).

SSF/Jan22/02

Notes from the Previous Meeting

The minutes from the meeting of the Undergraduate Student-Staff Forum which took place on 5 October 2021 were **approved**.

SSF/Jan22/03

Matters Arising

None.

SSF/Jan22/04

Standing Item: Student & Academic Support Service Update

SG reported that:

- A Q&A session had taken place with Student Reps exploring how the Department could support them with their roles. Regular meetings had been scheduled to enable Reps to raise any issues with carrying out their roles. Work was also ongoing with YUSU on an induction pack for Reps.
- Interviews for the UG Departmental Community Coordinator were scheduled to take place week commencing 31 January.

— An in-person meet-up for Stage 2 midwifery students was being organised for later in the Spring.

SSF/Jan22/05

Athena Swan

The group was reminded that Athena Swan was a national award scheme for higher education and research institutions that recognised work towards gender equality, and diversity inclusivity. Accreditation was gained by reporting on and demonstrating progression across the Department on a range of issues, including but not limited to: recruitment, student engagement, and career progression for staff and students. The Department currently held a Bronze Award, and would be submitting an application for Silver Award in 2022.

AP explained that she would be attending meetings going forwards, in order to let Reps know about Athena Swan activities, and for feedback on how best to gather views from students. AP reported that the Athena Swan Working Group (ASWG) had run a survey during 2021, using short slots at the end of online taught sessions. Reps were therefore invited to suggest ways in which the ASWG could engage with students going forwards, including feeding back results from any data gathering.

BA noted that the third-year BSc Nursing group had seminars which may be a good opportunity to use for a survey. It was suggested that AP could liaise with seminar leads about this.

KSW highlighted that concerns had been raised within her cohort with regard to equality for students with children. KSW reported that students on placement were required to isolate for 10 days if they had been in close contact with someone testing positive for Covid-19, regardless of their own vaccination status. It was noted that this presented significant difficulties for students with children in school.

EH advised that the Department was governed by Trust policies on this issue. It was recognised that being required to isolate was frustrating and a source of anxiety in relation to practice hours. However, EH highlighted that there were learning activities that students could complete if they were isolating but without symptoms, which could allow them to continue to accrue practice hours during this time, with the agreement of their Practice Assessor.

KSW reported that a meeting was scheduled to discuss a range of issues affecting students with caring responsibilities. AP noted that childcare was a significant issue for staff as well; and suggested that she could attend this meeting to input from the Athena Swan perspective.

It was also noted that there was a dedicated contact within the Student Hub for students with children, who may be able to provide additional advice and guidance. The [Student Hub webpages](#) also provided information and links to further resources.

SSF/Jan22/06

Car Sharing for Practice Placements

EH explained that the Department was exploring ways to mitigate the recognised challenges that students were experiencing with regard to travel to placements. It was proposed that a system could be set up whereby students who were travelling to placement areas could arrange to car share or buddy up for travelling on public transport. CC reported that this already occurred within the Sept20 cohort where possible: and that a key challenge was aligning shifts. CC suggested that a platform which allowed students to offer or request lifts would be useful, provided that access was restricted appropriately for safety reasons. It was noted that if the platform was open to all students on a programme, or across programmes, it would promote connectivity between year groups and programmes. KH added that it would be helpful if the Department could ensure that practice partners were aware that this was being promoted, as requesting a change of shift could be daunting for students. Clear guidance regarding issues such as asking for petrol money would also be useful.

EH thanked Reps for their input; and undertook to take forward the development of a platform for students to arrange transport sharing. EH also confirmed that she would inform practice partners that this was happening, although it was highlighted that this did not mean that shift changes could be guaranteed.

| ACTION | BY WHOM |
|---|----------------|
| To lead on development of platform to facilitate lift-sharing for travel to practice placements | Emily Hemmings |

SSF/Jan22/07

Library Engagement with Student Reps

DB explained that part of his role as Academic Liaison Librarian was to let students know about the various facilities and resources that the Library offered; and also to make sure that what was being offered was meeting the needs of students, by seeking feedback. Views were invited regarding whether the best way to do this was for DB to attend Student-Staff Forum meetings going forward, or to try to encourage Reps to attend meetings of the Departmental Library Committee.

BA noted that one of the points raised at the recent meeting held by SG had been the number of meetings to which Reps were invited. In particular, Reps had raised that they were unsure what purpose of the Library Committee was. DB reported that this had also been discussed by the Library Committee, and it had been suggested that a briefing for Reps could be provided. SG advised that a training pack for Reps was being developed, and it was agreed that including information about the Library Committee as part of this could be discussed further outside the meeting.

DB explained that the Library Committee was chaired by the Library representative within the Department, a member of academic staff, and that its purpose was as a forum dedicated to Library-related issues. A form was circulated before each meeting for Reps to submit any issues that they wanted to raise, as it was recognised that attending every meeting could be difficult.

Reps reported that they had been supporting their cohorts with using the Library. It was suggested that the information provided at induction could be recirculated as a refresher for students approaching their first essay assessment or starting the second year. It was acknowledged, however, that there was a balance to be drawn between providing information that was needed and overloading students with content. MJ noted that there was a dedicated Library notice board in the SASS resource area, which would be a good place to display information based on the existing online user guides. It was suggested that the information could be changed regularly based on what students may need for different points of their programme.

SSF/Jan22/08

Standing Item: Undergraduate Programme Issues

SSF/Jan22/08.01 PebblePad Support (Sept21)

AD reported that the Sept21 cohort were just starting their first placement, and that there had been a lot of anxiety around using PebblePad. The cohort had fed back that they would value a series of basic how-to guides on completing common tasks in PebblePad.

MJ advised that there were user guides for PebblePad already available on the [Practice Education Support website](#). MJ enquired therefore whether there was a feeling that the guides were not useful: or whether they had not been sufficiently publicised. AD suggested that it was an awareness issue, and confirmed that he had signposted a number of students to the website.

EH added that the Practice Learning Link team also provided guides and videos on preparing for practice, which included a separate video on PebblePad. The PLL team also offered weekly drop-in sessions for any practice-related concerns.

MJ advised that any students with queries relating specifically to PebblePad should contact dohs-pest@york.ac.uk.

SSF/Jan22/08.02 Wearing Uniform in CSU & Laundry Costs (Mid21)

KSW reported that the Mid21 cohort had raised concerns regarding the requirement to wear their uniforms for sessions in the Clinical Simulation Unit (CSU), because of the cost of laundering uniforms so that they were ready to use for practice placements immediately afterwards. This was especially a concern for students resident on campus, where laundry facilities were quite costly. It had therefore been queried whether the university could support students with the cost of laundering their uniforms.

ASG advised that if there was an issue with wearing uniform for a specific session in the CSU, students should contact the session facilitator. KSW reported that this had been done and the group had been informed that wearing uniform was a requirement. KSW clarified that students were happy to wear their uniforms for CSU sessions: but that they felt that the costs of laundering that this incurred should be supported by the University. MJ reported that the issue of laundry costs for nursing and midwifery students living on campus had been raised previously but unfortunately a resolution had not been achieved. MJ agreed to raise the matter again with the Registrar's team.

| ACTION | BY WHOM |
|---|----------------|
| To raise concerns about costs of on-campus laundry facilities with Registrar's team | Matthew Jacobs |

SSF/Jan22/08.03 CSU Equipment (Mid21)

KSW reported that the cohort had fed back concerns regarding the standard of equipment in the CSU. For example, they felt that the palpation models were old and becoming worn out. ASG undertook to feed this back to the CSU Manager to address.

| ACTION | BY WHOM |
|--|-------------------------|
| To feed back concerns regarding equipment in the CSU to David Graham (CSU Manager) | Anita Savage Grainge |

SSF/Jan22/08.04 Practice Hours Deficits (Sept19)

LJ reported that the cohort was having difficulties with regard to deficits in practice hours, as these appeared to fluctuate rather than remaining consistent for each student. The cohort was therefore concerned that the recorded deficits were not accurate and that they may discover later in the programme that they had more hours to make up than they had thought. ASG reported that a working group was being formed to look at managing deficit hours for this cohort, as it was recognised that this was an issue for many students as a result of the Covid-19 pandemic. ASG reassured Reps that the Department would do its best to support the cohort to achieve the required hours.

SSF/Jan22/08.05 Applying for Job Roles (Sept19)

LJ reported that the cohort would value some guidance on how to apply for roles. MJ advised that he and EH were working with practice partners regarding the application process for first posts. Trusts were also being encouraged to run events on campus earlier; and some Trusts were exploring conducting interviews on campus. MJ undertook to collate further information and feed back either by email or at the next meeting.

| ACTION | BY WHOM |
|--|----------------|
| To collate information on application processes for first posts for graduating students, and feed back | Matthew Jacobs |

SSF/Jan22/08.06 Support for Unvaccinated Students (Sept19)

BA raised a query regarding support for unvaccinated students and inconsistencies in fit testing between York and Scarborough. MJ advised that the process should be the same

for all areas within the same NHS Trust, meaning that students at Scarborough and York should have the same experience. MJ advised that if this were not the case then it should be raised with the Trust's Education Team.

SSF/Jan22/08.07 Numeracy Assessment (Sept19)

BA enquired regarding the recently-introduced summative numeracy assessment in Knowledge Applied to Nursing Practice 6: and specifically if it was known yet whether the test would take place online or on campus. It was confirmed that the assessment would be taking place online and that an announcement was expected to the cohort soon. It was explained that the assessment had been intended to run as a 24-hour online exam, but that there were restrictions within the safeMedicate software which meant it may not be possible to have the test available for the full 24-hour period. This was being explored further, and full details on how the assessment would run would be circulated to the cohort as soon as possible.

SSF/Jan22/09 Standing Item: Board of Studies – Reporting Arrangements
No issues were identified as requiring escalation to Board of Studies.

SSF/Jan22/10 Standing Item: Chairperson Arrangements – next Student-Staff Forum
It was agreed that BA would chair the next meeting.

SSF/Jan22/11 Any Other Urgent Business
None.

SSF/Jan22/12 Date and Time of Next Meeting
It was reported that the date of the next meeting would be confirmed once the Summer Term timetable was released.

SUMMARY OF ACTION POINTS

| AGENDA ITEM AND TITLE | ACTION | BY WHOM |
|--|--|----------------------|
| SSF/Jan22/06 Car Sharing for Practice Placement | To lead on development of platform to facilitate lift-sharing for travel to practice placements | Emily Hemmings |
| SSF/Jan22/08.02 Wearing Uniform in CSU & Laundry Costs (Mid21) | To raise concerns about costs of on-campus laundry facilities with Registrar's team | Matthew Jacobs |
| SSF/Jan22/08.03 CSU Equipment (Mid21) | To feed back concerns regarding equipment in the CSU to David Graham (CSU Manager) | Anita Savage Grainge |
| SSF/Jan22/08.05 Applying for Job Roles (Sept19) | To collate information on application processes for first posts for graduating students, and feed back | Matthew Jacobs |