



The Department of Health Sciences

STUDENT-STAFF FORUM (UNDERGRADUATE PROGRAMMES)

Minutes of the meeting held at 12.00 on Wednesday 2 June 2021

Present:

Student Representatives

Ben Allen (BSc Nursing Sept19) (*from SSF/Jun21/05*)
Claudia Collins (BSc Nursing Sept20)
Chelsea Fawcett (BSc Nursing Sept18)

Departmental Representatives

Anita Savage Grainge (Chair, Board of Studies)
Matthew Jacobs (Head of Student & Academic Services)
Helen Recchia (Programme Leader, BA Midwifery Practice)
Russell Yates (Chair, Undergraduate Teaching Committee)

In attendance:

Veronica Gillies (Secretary)

SSF/Jun21/01

Apologies for Absence

Rose Havelock (Deputy Chair, Board of Studies), Danielle Simpson (Student Support & Engagement Manager), Poppy Bonsall (UG Departmental Rep), Sinead Campbell (BSc Nursing Sept19), Megan Chafer (MNursing Sept17), Sophia Collins-Ricketts (MNursing Sept19), Natalie Massheder (Nursing Associate Cohort 2)

SSF/Jun21/02

Notes from the Previous Meeting

The notes from the meeting of the UG Student-Staff Forum which took place on 3 February 2021 were **approved**.

SSF/Jun21/03

Matters Arising

SSF/Oct20/08.01 Student Rep Training & Induction

Members were reminded that there had been an action for ASG and DS to organise a Department-specific induction session for new Student Reps, including information on Departmental roles and responsibilities, and Departmental meetings. It was reported that this had not yet been done: the action was therefore carried forward to the next meeting.

ACTION	BY WHOM
To develop resource for Student Reps on Departmental roles and responsibilities, and Departmental meetings	Danielle Simpson & Anita Savage Grainge

SSF/Feb21/05 Athena SWAN

Members were reminded that there had been an action for Katie Pybus (Deputy Chair, Athena SWAN Working Group) to follow up the suggestions made in the meeting for the distribution of the Athena SWAN student survey. It was confirmed that the survey had been disseminated via the student newsletter.

SSF/Feb21/06.02 Timing of Release of Results (Sept18)

It was noted that a request had been made at the last meeting for students to be notified in advance of the time at which results would be released. The Chair reported that the Student Assessment Office had confirmed that this was unfortunately not possible, as the logistics involved meant that a release time could not be guaranteed. It was highlighted that students would be informed as early as possible on the very few occasions when it was not possible to adhere to the date on the assessment schedule for the release of results.

MJ reported that release of assessment results was an ongoing discussion within the Department, and that work was underway to achieve consistency across the Faculty. It was hoped that any changes to current arrangements would be implemented in the next academic year.

SSF/Jun21/04

Standing Item: Student & Academic Support Service Update

SSF/Jun21/04.01 Summer Accommodation

MJ reported that the Department was expecting to be able to make an announcement shortly regarding summer accommodation for nursing and midwifery students. The group was advised that accommodation had been secured, but further information was required regarding student numbers and length of stays. It had not yet been confirmed where on campus the accommodation would be; or whether there would be a cost to students. MJ explained that a form would be circulated to establish demand, and that the turnaround on this would be short. Reps were therefore asked to encourage their cohorts to submit responses as quickly as possible on receiving the form.

CF noted that Sept18 students were becoming increasingly anxious to have their accommodation confirmed, as they were nearing the end of their existing contracts. MJ emphasised that accommodation was available and that no students would be left homeless. It was noted that priority for the available on-campus accommodation would be given to final year and penultimate year students, but that the form would be circulated to students in all years.

SSF/Jun21/04.02 Learning Support Fund Applications

MJ reported that students should be receiving reminders from the NHS Business Services Authority (NHSBSA) about applying for the Learning Support Fund. Students were encouraged to check their emails and spam folders regularly, and to submit their application when they received the reminder email. It was noted that NHSBSA were working with Student Finance England (SFE) and other equivalent bodies to share information, so it was anticipated that ongoing students would not be required to resubmit proof of student status from SFE: however students were advised to follow the instructions in the reminder email.

CF enquired whether MNursing students in their fourth year were still eligible for the Learning Support Fund. MJ confirmed that they were, although students whose programme would exceed four years in length (for example, because they had taken a leave of absence) should seek advice from SASS as this situation was managed on a case-by-case basis.

SSF/Jun21/05

Standing Item: Undergraduate Programme Issues

SSF/Jun21/05.01 Embargo on Assessment-Related Questions (Sept20)

CC reported that Sept20 had received conflicting information regarding an embargo on assessment-related questions in the week before the submission date. One seminar group had been told that the seminar lead would not answer any questions relating to the assessment or module content in the seven days preceding the submission date, and that this was as per the rule stated in the student handbook. CC reported that she had not been able to find any mention of this in the student handbook, and had since heard

that the rule had been withdrawn during the COVID-19 pandemic. CC requested clarity regarding the embargo rule, and queried whether such a rule was justified. RY explained that a rule had historically been in place which prevented students from asking questions relating to an assessment in the seven days preceding the submission date. This was because it was difficult for staff to give meaningful feedback when there was very limited time for it to be acted upon. However, the embargo had been withdrawn in order to support students during the COVID-19 pandemic. The matter had been discussed by the UG Teaching Committee at the end of the initial period, and it had been agreed that the embargo should not be reintroduced. RY apologised that this may not have been noted by all colleagues, and confirmed that a communication had been sent out reiterating that the embargo was no longer in place. RY highlighted, however, that students should not need to ask a lot of questions very close to the assessment, and if students found this was happening regularly for them then further discussion around independent learning strategies may be appropriate. MJ noted that there was a useful infographic on VLE sites which detailed the academic support available to students at the different stages of the module (see appendix 1).

SSF/Jun21/05.02 Exemplar Essays (Sept19)

BA enquired whether exemplar essays would be provided for the module Psychological & Sociological Aspects of Ill-Health Across the Lifespan, given that this would be the first essay Sept19 had completed on the programme. BA reported that students had fed back that they had been informed that exemplars would be provided, but that this had not yet occurred. The Chair undertook to follow this up with the module leader.

ACTION	BY WHOM
To follow up query about provision of exemplar essays for Psychological & Sociological Aspects of Ill-Health Across the Lifespan	Anita Savage Grainge

SSF/Jun21/05.03 Knowledge Applied to Nursing Practice 4 Simulation Hours (Sept19)

BA reported that students were unclear about the simulated hours for Knowledge Applied to Nursing Practice 4. BA explained that the module included a maximum of 65 hours of simulated practice hours, but that students were unsure how these were accrued as the available sessions did not appear to add up to 65 hours. Students were aware that the hours could include work done around the sessions: but would find it helpful to have a clear account of what hours were available and how these could be achieved. The Chair undertook to follow this up with the module leader.

ACTION	BY WHOM
To follow up query about simulated practice hours for Knowledge Applied to Nursing Practice 4	Anita Savage Grainge

SSF/Jun21/05.04 Nursing Practice Experience 6 Required Hours (Sept18)

CF reported that Sept18 students had raised concerns in relation to the practice hours required for Nursing Practice Experience 6. Students had received conflicting information over whether it was necessary to achieve the stated 390 practice hours for the module, or whether they only had to do sufficient hours to reach the NMC requirement for registration of 2300 hours in total. CF highlighted that it was unfair for students to be aiming to achieve more hours than necessary, especially given the number who were experiencing mental health difficulties and, in some cases, burnout. Equally it would be difficult for students who had been told that they only needed to make up a smaller number of hours to be able to register to find out late in the module that they needed to achieve the full 390 hours.

The Chair explained that her understanding was that the figure of 390 hours was a recommendation, and that students who did not achieve this but still achieved 2300 hours overall would not be required to make up any additional hours and would be able to register. CF reported that the Programme Leader had advised recently that the 390 hours was required because of the changes made to the programme and the credit for the modules which had been absorbed into the final placement. The Chair undertook to follow this up with the Programme Leader and the Subject Group Lead for Nursing, with the aim of sending out a VLE announcement clarifying the hours requirements as soon as possible.

ACTION	BY WHOM
To follow up query about practice hours requirements for Nursing Practice Experience 6	Anita Savage Grainge

SSF/Jun21/05.05 Service Improvement Project Delivery (Sept18)

CF reported that some students had fed back that they were finding the Service Improvement Project (SIP) very challenging because of a lack of face-to-face teaching. CF noted that the support provided for the SIP appeared to be equivalent to that provided in previous years, except that it was online rather than in person; and that she had advised those students who had raised concerns to speak to their SIP supervisors about this.

RY explained that the SIP was not intended to be a taught module, but rather a dissertation module where students were supported and guided by their SIP supervisor. It was acknowledged that some people found this type of learning more difficult than others. RY confirmed that students who were having difficulties should contact their SIP supervisor; or alternatively the VLE discussion board was available for questions and was monitored by the module team.

SSF/Jun21/05.06 Travel Expenses Claims Delays

HR reported that an issue had been raised by midwifery Student Reps regarding the timescale for payment of travel expense claims. Students reported that there were currently delays of 9-10 weeks where the turnaround would normally be 3-4 weeks.

MJ advised that the NHSBSA was currently quoting a 12-week turnaround time for travel expenses claims, as a result of COVID-19 both in terms of staff shortages and having to move the process entirely online. MJ confirmed that the SASS team was processing forms in a timely manner and that there was no backlog, meaning that the delay was taking place with NHSBSA. MJ noted, however, that he had been advised by the NHSBSA that students had been informed about the longer turnaround time. It was agreed that MJ would email all students to ensure they were aware of the delays.

ACTION	BY WHOM
To email all students regarding delays to reimbursement of travel expenses claims	Matthew Jacobs

SSF/Jun21/06

Standing Item: Board of Studies – Reporting Arrangements

It was agreed that none of the items raised required escalation to Board of Studies.

SSF/Jun21/07

Standing Item: Chairperson Arrangements – next Student-Staff Forum

The Chair noted that normally the Departmental Rep would chair meetings; however going forward if the Departmental Rep was unable to attend then another nominated Rep could chair in their place.

SSF/Jun21/08 Any Other Urgent Business

The Chair noted that it would be CF's last meeting in post as Student Rep, and formally thanked her for her professionalism in meetings and hard work in representing the Sept18 cohort.

SSF/Jun21/09 Date and Time of Next Meeting

tbc

SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE	ACTION	BY WHOM
SSF/Oct20/08.01 Student Rep Training & Induction	To develop resource for Student Reps on Departmental roles and responsibilities, and Departmental meetings	Danielle Simpson & Anita Savage Grainge
SSF/Jun21/05.02 Exemplar Essays (Sept19)	To follow up query about provision of exemplar essays for Psychological & Sociological Aspects of Ill-Health Across the Lifespan	Anita Savage Grainge
SSF/Jun21/05.03 Knowledge Applied to Nursing Practice 4 Simulation Hours (Sept19)	To follow up query about simulated practice hours for Knowledge Applied to Nursing Practice 4	Anita Savage Grainge
SSF/Jun21/05.04 Nursing Practice Experience 6 Required Hours (Sept18)	To follow up query about practice hours requirements for Nursing Practice Experience 6	Anita Savage Grainge
SSF/Jun21/05.06 Travel Expenses Claims Delays	To email all students regarding delays to reimbursement of travel expenses claims	Matthew Jacobs



Model of student academic support through modules

