



## The Department of Health Sciences

### STUDENT-STAFF FORUM (PRE-REGISTRATION PROGRAMMES)

Minutes of the meeting held at 3.00pm on Monday 2 October 2023  
in A/EW/102 (DoHS Board Room) and online

**Present:**

Student Representatives

May Local (UG Departmental Rep)  
Becky Nisbet (MNursing, Sept22)  
Gabriella Sheard (MNursing, Sept20)

Departmental Representatives

Sue Faulds (Chair, Board of Studies, chairing)  
Helen Bedford (Director of Midwifery Education & Lead Midwife for Education)  
Sophie Godfrey (SASS Office Coordinator)  
Mike Parker (Chair, Pre-registration Teaching Committee)  
Danielle Simpson (Student Support & Engagement Manager)  
Emily Singleton (Director of Practice Education)  
Rachel Skipper (BSc Nursing Programme Leader)

**In attendance:** Veronica Gillies (Secretary)

**SSF/Oct23/01**

**Apologies for Absence**

Matthew Jacobs, Carole Lindsey (Midwifery Programme Leader), Amanda Perry (Athena SWAN Lead), Helen Recchia (Midwifery Deputy Programme Leader),

**SSF/Oct23/02**

**Notes from the Previous Meeting**

The minutes from the meeting of the Pre-Registration Student-Staff Forum which took place on 31 May 2023 were **approved**.

With regard to SSF/May23/05.02 and the requirement to submit the assessment for Professional Development in Nursing: Leading & Managing Change whilst on placement, RS highlighted that the programme team had considered the timing of this assessment and had placed it during the practice placement period because the assessment content was directly linked to students' practice experience. The workload from the assessment had been considered and accounted for in relation to the placement hours. It was noted that this was the only time in the programme when students were required to submit an assessment whilst on placement, and that students were made aware of it from early in the programme.

**SSF/Oct23/03**

**Matters Arising**

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

The group was reminded that there had been an action from the previous meeting for JM to coordinate the development of a Departmental careers resource VLE site. An update on this was deferred to the next meeting as JM had sent apologies.

RS reported that the following was incorporated for Nursing programmes:

- Discussion of York Strengths at the Welcome to the Programme event in Stage 1

- Discussion of available University careers support at Welcome to Stage 2 and Welcome to Stage 3 events
- CV-writing sessions as part of the conference event linked to Professional Development in Nursing: Evidence-Based Nursing for Practice
- Careers drop-ins during Stage 3

ES added that she had been working with JM on a repeat of the careers event which had taken place in the previous year. This would be open to students in all Stages on all programmes, offering the opportunity to meet with practice partners. The event was being scheduled for February 2024.

HB reported that for Midwifery programmes, careers was incorporated throughout the module thread on professional self, including visits from the University Careers Team. In Stage 1, students were introduced to the Careers Service and the York Strengths programme; in Stage 2 there was information on opportunities for funding for York Strengths and elective placements; and in Stage 3 information on preparing for registration, and jobs and careers.

DS noted that her team would be taking over some of the support for careers as part of the Student Services redesign (see SSF/Oct23/04.01).

GS raised that the value of the integrated Masters option for nursing could be communicated more effectively. GS reported that she had found both peers and practice colleagues to be unclear on what the benefit of studying for an extra year was, with comments such as ‘what’s the point?’. It was acknowledged that although the Stage 4 Lead did speak to students at various points in the programme, more could be done to highlight the benefits and value of the programme. It was suggested that sharing Stage 4 students’ stories or organising opportunities for other students to meet with Stage 4 students may be a positive way forward. HB noted that this would also be valuable for Midwifery students, as the new MMid had not completed a full run yet.

The group was also informed that there had been some confusion in practice around the needs and requirements of Masters students as compared to BSc students. ES reported that the Practice Learning Link (PLL) team was aware of this issue and had put together additional communications for practice partners, to go out at the start of the placement period. These aimed to clarify the differences between Masters students and BSc students in terms of practice placements. The issue would also be fed back via the Practice Education Support Partnership and Senior Stakeholders meetings.

GS also suggested that more could be done to publicise the research ongoing within the Department to students. GS noted that she felt that she was only recently finding out about the interesting and valuable work being done by staff, and that communicating this more widely would be a good way to sell the Department. RS and HB reported that there was integration of research content within the nursing and midwifery programmes: however it was acknowledged that there was more opportunity for individual lecturers to discuss their work in depth with the smaller MNursing group.

SF proposed that meeting was arranged between JM and Student Reps to discuss these issues, and what could be done to publicise information to students more effectively.

ACTION	BY WHOM
To organise meeting with Student Reps to discuss communication of information on the purpose and value of the integrated Masters, and research within the Department	Sue Faulds & Jane Milsom

#### **SSF/May23/05.01 Semesterisation (Sept21)**

SF confirmed that the actions relating to semesterisation had been completed. The group was reminded that while nursing programmes continued to run in terms, the BMid/MMid Midwifery had been aligned to semesters as far as possible.

ML noted that the course plans for the BSc/MNursing programme still showed University term dates, and requested that these were replaced with semester dates for accuracy. RS undertook to address this.

ACTION	BY WHOM
To lead on updating BSc/MNursing course plans to show semester dates instead of old term dates	Rachel Skipper

**SSF/Oct23/04**

**Standing Item: Student & Academic Support Service Update**

**SSF/Oct23/04.01 Student Services Redesign**

DS reported that the Department's professional support teams had undergone a redesign to form one larger Student Services team all based in A/TB/023, previously the SASS office. Further information on the structure and remit of the new team would be circulated shortly. A/TB/023 was now closed to students because confidentiality was required for the processing of assessments. Students in need of support should go to Seebohm Rowntree Building Reception in the first instance. Requests would then be triaged and the relevant member of staff contacted to speak to the student as necessary. Safe and confidential spaces were available around the Department for students to speak to staff members.

GS requested that the opening hours for Seebohm Rowntree Building Reception were published, noting that she had often found there was nobody there. DS advised that when the Reception was unattended there should be a sign directing students to alternative sources of assistance.

BN reported that students were disappointed that the office was now closed and no longer available as an open point of contact with Student Services staff. DS acknowledged that staff had enjoyed the contact with students while the office was open, and confirmed that all feedback on the changes would be passed on for consideration.

MP added that information on where specific tasks would sit within the new team would be welcomed by staff, to ensure they were directing queries to the correct person or team. DS confirmed that the group email addresses (e.g. [dohs-sass@york.ac.uk](mailto:dohs-sass@york.ac.uk), [dohs-assessments@york.ac.uk](mailto:dohs-assessments@york.ac.uk)) remained active, and that colleagues and students should continue to use these.

**SSF/Oct23/04.02 Student Rep Positions**

SG reported that a number of vacancies remained for Student Rep positions for pre-registration programmes. Posts had been advertised and it was hoped that the majority would be filled by the end of October.

**SSF/Oct23/05**

**Standing Item: Pre-Registration Programme Issues**

**SSF/Oct23/05.01 Student Name Badges (Sept22)**

BN raised that the student name badges provided by the Department did not conform to the health and safety requirements of different placement areas, because of the pin fastening. This had led to students not wearing their name badges in these areas, or in some cases purchasing their own with magnetic fastenings. SF confirmed that the matter had been raised with the PLL team and would be explored further when the Head of Student Services returned from sick leave. Reps were asked to forward any examples of areas where pin badges were not permitted for health and safety reasons to SF and Drew Atherton (PLL Team). DS also undertook to follow up with the Department's uniform supplier whether magnetic badges were available and what the cost difference would be compared to pin badges.

ML enquired whether the Department expected to be affected by the proposal to standardise uniforms for student nurses and midwives nationally. It was noted that there remained debate over whether this would be implemented, and whether it would be compulsory. DS advised that no changes were planned at the present time.

<b>ACTION</b>	<b>BY WHOM</b>
To forward instances of pin-fastening name badges not being permitted in placement areas to Sue Faulds and Drew Atherton	Becky Nisbet / Student Reps
To explore availability and cost of magnetic-fastening name badges	Danielle Simpson

#### **SSF/Oct23/05.02 Access to Rep VLE Sites**

BN queried when Reps would have access to Student Rep VLE sites and email lists. SG confirmed that she was working with the Student Services Educational Technology team to get this set up.

**SSF/Oct23/06**

#### **Athena SWAN**

No Athena SWAN representative present.

**SSF/Oct23/07**

#### **Standing Item: Board of Studies – Reporting Arrangements**

No issues were identified as requiring escalation to Board of Studies.

**SSF/Oct23/08**

#### **Standing Item: Chairperson Arrangements – next Student-Staff Forum**

It was agreed that the SF and ML would discuss who would chair the next meeting.

**SSF/Oct23/09**

#### **Any Other Urgent Business**

DS thanked ML for her support with the large number of induction events for new students which had taken place recently.

**SSF/Oct23/10**

#### **Date and Time of Next Meeting**

Wednesday 24 January 2024 at 14.30 in A/EW/102 and online

### **SUMMARY OF ACTION POINTS**

<b>AGENDA ITEM AND TITLE</b>	<b>ACTION</b>	<b>BY WHOM</b>
SSF/Jan22/08.05 Applying for Job Roles (Sept19)	To organise meeting with Student Reps to discuss communication of information on the purpose and value of the integrated Masters, and research within the Department	Sue Faulds & Jane Milsom
SSF/May23/05.01 Semesterisation (Sept21)	To lead on updating BSc/MNursing course plans to show semester dates instead of old term dates	Rachel Skipper
SSF/Oct23/05.01 Student Name Badges (Sept22)	To forward instances of pin-fastening name badges not being permitted in placement areas to Sue Faulds and Drew Atherton	Becky Nisbet / Student Reps
SSF/Oct23/05.01 Student Name Badges (Sept22)	To explore availability and cost of magnetic-fastening name badges	Danielle Simpson