

UNIVERSITY OF YORK
UNIVERSITY OF HULL
HULL YORK MEDICAL SCHOOL
JOINT SENATE COMMITTEE

Minutes of the meeting held on 28 April 2022

PART A: UNRESERVED BUSINESS – CATEGORY I

M21-22/36 Attendance and Apologies

For a list of attendees and apologies, please see Annex A.

The Chair welcomed the Committee. A request for any declarations of conflicts of interest was made and none were received.

M21-22/37 Minutes 27 January 2022

The minutes (HJSC.21-22.27) were reviewed and **approved** as a true and accurate record of the meeting.

M21-22/38 Matters Arising

The Committee received a list of matters arising (HJSC.21-22.28) and noted that all actions from the last were closed:

- a. The action related to the PGT Review and opportunities for parent universities had been completed. A meeting took place on 31 March, the Deputy Dean and Chief Operating Officer will explore options and report back at a future meeting.
- b. Equality, Diversity and Inclusion (EDI) - The MBBS Culture, Experience and Safe Working Group are developing an action plan on the student experience of workplace culture. A paper is planned for a future meeting in summer or autumn term.
- c. New Postgraduate Researcher Development Programme - the School will report back on evaluation of the new scheme in due course. The Chair of the Postgraduate Programmes Board agreed to feed back to the PGT team the suggestion to include MD students in the activities, this will form part of the wider PGR review.
- d. Policy on Mitigating and Exceptional Circumstances Affecting Assessment and Examination - All updates had been completed, and signed off by the Chair.

M21-22/39 To Receive a Report of Chair's Actions undertaken since the last Meeting

The Committee received a list of Chair's Action approvals (HJSC.21-22.29) since the last meeting:

28/03/22 Modification to the Gateway Programme - Health and Society Module, for implementation 2022/23. To change the weighting of the assessments, from presentation/essay, 50:50 to 40:60 weighting.

M21-22/40 To Receive an Oral Report from the Student Representatives

- a) The Academic Officer, YUSU reported that this was his last HJSC meeting as his term was due to finish this academic year and he was unable to attend the June meeting. YUSU were currently preparing for the awards season, which would be in-person, and noted that the awards events hadn't taken place in person since 2019 due to the pandemic. The Chair thanked the Academic Officer for all his contributions to the Committee throughout his term and wished him well for the future.
- b) The Chair of the Student Staff Committee (SSC), HYMS reported that the GSA elections were currently taking place, nominations were still open as the closing date had been extended, and student representatives were being encouraged to nominate themselves. The new set of sabbatical officers for next year would be announced at the end of May. The SSC have piloted two new forums for online learning and PhD students, which have worked very well. The SSC have recently updated the HYMS Joint Policy on Student Representation, which was awaiting approval. It was anticipated that this could be approved by HYMS BoS and HJSC Chair's actions.
- c) The President of Education, HUSU was unable to attend and sent their apologies. There was nothing to report.
- d) The VP Academic, GSA reported that the GSA were working closely with the President of Education, HUSU to align their policies and student representative roles, which would benefit Hull and York based HYMS students.

M21-22/41 To Receive a Verbal Report from the Dean of HYMS

The Deputy Dean drew the Committee's attention to the following updates:

- i. Covid-19 impacts. The School has continued to deal with the ongoing impact of the pandemic. Teaching delivery has settled down and placements have been less affected this term. Clinical Assessments will be running as normal and Electives will be going ahead this summer. A Careers Conference is planned for Phase III in September 2022, in response to student feedback.
- ii. Year 4 Expansion and changes to Primary Care Placements. The School is progressing from the Problem Based Learning model to Case Based Learning (CBL), as students move from Phase I to II, and will develop a cohort of University employed CBL tutors to deliver this. A revised Primary Care model has also been agreed for Year 4, for the expanded cohort.
- iii. Tariff changes. HEE have recently announced changes to the clinical learning tariff for MBBS September 2022 and the School is working with partner organisations to understand the impacts and to develop mitigation plans.
- iv. Plan for Admissions October 2022. There has been a strong message from the central government that Medical Schools do not over recruit, as funding will not be available. Contingency plans have

been put in place. All the MBBS Gateway students are expected to progress to Phase I and the School aim to recruit 30 students in 2022. All the PGT programme recruitment is on target.

- v. Update on Strategy. KPIs have been developed in all areas of the strategic actions. The metric for improving outcomes and reducing the awarding gap will be agreed once the Degree Outcomes Report is produced and an action plan is agreed.
- vi. Staff wellbeing. Significant work has taken place in the School to ensure that staff feel supported and regular communications continue. Team building activities have been devised to support staff returning to campus.
- vii. Equality and Diversity Committee update. The EDI committee and Management Board have approved the School becoming signatories to the LGBTQ+ anti-conversion therapy charter. As part of this, the School has agreed that staff and students should under no circumstances participate in the provision of conversion therapy. Staff have been notified, and the School is not aware of anyone participating in provision, so far the responses have been positive and no concerns have been raised. The Committee welcomed this stance taken by the School.
- viii. Systems update. A new Project Office Manager has been appointed to manage projects and business systems across the School.
- ix. Staffing update. A huge number of academic and crucial Professional Services Staff posts have been appointed to or in the recruitment process, including a small number of leavers.
- x. Main priorities for February to September were discussed.

During the discussion, the following points were made:

- The Chair queried whether the School would be implementing any significant changes that were made during the Pandemic. The School clarified that Case Based Learning was one the key initiatives that was being implemented as well as improvements to Student Support services.
- Members noted that CBL involved students following an individual patient journey, joining up Primary and Secondary care. The School would be reviewing what has worked well so far, and will be recruiting new tutors to deliver a set of cases to work through, providing a uniform approach. The Faculty Dean of Health Sciences, Hull, queried whether the School envisaged any difficulties with tutor recruitment, due to the pressure on Primary Care, and the School noted that potential tutors would most likely be salaried GP's who may have more capacity to take on the role, rather than GP Partners.
- The HYMS Student Support Services would continue to provide online support for students located on placement, in person support would still be provided, but Student Support staff would not be routinely going out to visit students at the wider peripheral hospitals, as it was identified that the provision of support could be increased, when carried out remotely, enabling a higher number of students to engage with support services.
- Student recruitment would move back to in-person interviews for all home students next academic year, however interviews for overseas students would continue to be carried out online to reduce the requirement for student travel.
- The Associate Dean (T, L & S) Sciences, York, queried whether the current Modularisation and Semesterisation plans at York will impact on the School's priorities over the next few months.

Members noted that most of the PGT programmes already fitted well with the new common modular framework or were close to it, and the UG programmes were out of scope.

The Chair thanked the Deputy Dean for the presentation.

M21-22/42 To receive an update on GMC Quality Assurance and Accreditation of MB BS and MSc in Physician Associates

The Deputy Dean presented the report (HJSC.21-22.30), which confirmed that the Medical School had met all the General Medical Council QA compliance requirements in the first year of the cycle. Members noted that the GMC had been extremely positive about the activities observed in the first cycle, which included the Student Staff Committee and Health Equity & Inclusion Teaching Group. The School would be meeting with the GMC through a number of observational activities they have planned to review the second Self-Assessment Questionnaire. The GMC were keen to hear more about Widening Participation and Widening Access initiatives, and no gaps have been identified so far.

The MSc Physician Associate (PA) Studies programme took part in the pilot QA process last year, and they received assurance that they have met their standards in all areas, and the GMC were impressed with the PA QA processes. The School has now aligned the QA process and timing of the PA and MBBS programme.

The Chair thanked the Deputy Dean for presenting the report.

M21-22/43 Amendments of the MSc in Pharmacology and Drug Development

The Chair of Board of Studies (CBoS) presented the proposal (HJSC.21-22.31), for implementation in 2023/24, which included the introduction of two new modules (Analytical Skills in Pharmacology and Drug Regulation and Safety), an assessment modification within an additional module and a revised structure to the programme:

- The programme structure would change from five x 20cr modules and an 80cr ISM, to six x 20cr modules and a 60cr ISM. The ISM would have the same mode of assessment and learning outcomes, but a reduced scale and scope. The ISM could be run in different ways and the enhanced research proposal was mirrored on UKRI-type research proposals.
- Due to the development of the two new modules, the existing module Therapeutics would become optional, so students can choose between Therapeutics and the new module (Analytical Skills in Pharmacology). This would then allow the team to tailor the therapeutics module more towards the Physician Associate Studies programme, due to specific clinical interest in the module.
- The revision to the Practical Research Skills in Pharmacology module included the removal of the poster presentation assessment, to reduce the assessment burden, as this will be assessed in one of the new modules (Analytical Skills in Pharmacology). The introduction of the new modules would increase employability opportunities for graduates in the pharmaceutical industry. The revised structure would bring the programme in line with the rest of the PGT offerings.

During the discussion the following points were made:

1. The Associate Dean (T, L & S) Sciences, York, queried whether the ISM was reflected correctly on the part-time structure, and also noted that the proposal suggested two part-time routes, and therefore suggested the diagram be revised to articulate this more clearly.
2. The Faculty Dean of Health Sciences, Hull, suggested that the ISM module descriptor (section 11) needed to be more explicit to state that students will be supported in being appointed a supervisor and to state that there will be an internal supervisor too.
3. The proposal stated there weren't any formative opportunities within the Analytical Skills modules, as students will have completed a formative lab report in the previous terms. Members noted that there will also be a formative assessment opportunity for a poster presentation within other areas of the programme.

The Committee **agreed** to **Approve** the amendments of the MSc in Pharmacology and Drug Development, subject to the minor revisions noted above (points 1 and 2)

M21-22/44 Postgraduate Taught External Examiners' Reports and School's responses to the Summary of Issues

The Chair of Board of Studies (CBoS) introduced the paper (HJSC.20-21.32) and reported that the External Examiner Summary Report was usually an appendix of the Annual Programme Review (APR), but as the APR was postponed due to the pandemic, it would be incorporated, once the APR is resumed. The Deputy Chair of the Postgraduate Exam Board had worked with the Programme Directors to reflect and respond to external examiners' comments. He had reported that there was some very valuable feedback from the externals, especially regarding the development of their Postgraduate Training Scheme, also notable that the summary document included many comments which have already been considered and acted upon in developing their programmes and provide valuable insights going forward.

The Summary Report had also gained significant scrutiny and approval by the BoS, and there were no issues to highlight to the Committee. The CBoS agreed to check that the School responses had been sent back to the external examiners to close the loop.

21-22/45 To discuss the Annual Report on Undergraduate Admissions 2021

The Director of Admissions presented the report (HJSC.21-22.33) which covered the selection process during 2020/21 for entry into 2021/22 for the MBBS and MBBS with a Gateway Year programme.

During the discussion the Committee **noted** the following:

- The 2021 MBBS entry targets for student numbers were met. The Medicine with a Gateway programmes included home students only, entering through widening access routes.
- The full admissions cycle was delivered virtually, including student interviews. Some selection policy changes were incorporated.
- The recruitment process was significantly affected by factors related to the Pandemic and Brexit, which provided uncertainty during the summer examination period, and saw the largest number of medical school applications and re-applications.

- The Government agreed to fund a number of extra student places above the cap, across UK Medical Schools, however there was still a significant risk of over-shooting nationally and the National School Brokerage Scheme was set up to offer places to students from the over-shooting medical schools to those under-shooting. HYMS did not over-shoot and ended on target.
- The School were pleased to see further increases in the Widening Participation (WP) Flag, including an increase in students being recruited from recognised wider WP programmes and the POLAR 1 and 2 data remained stable. The School is looking to improve local recruitment from within the region, with more outreach work being established with local education providers, to ensure that more students stay in the region once graduated.
- The recruitment data will be reviewed for future years to include more ethnicity data to ensure that the EDI agenda is being addressed.
- The gender balance cohort continued to show more female students than males, reflecting challenges in application rates rather than the selection process. The Director of Admissions suggested that one factor was due to fewer males studying Biology, which disadvantaged them in the application process, as Biology is an entry requirement for most Medicine courses. The School is doing a large piece of research to look at factors to enable them to address this on a local level, however more national level work was needed to target interventions and the GMC may be considering this.
- The Medicine with a Gateway programme had over recruited by 50%, however as there wasn't a cap on WP recruitment, this improved the WP flag by enabling recruitment of more local students. To deal with the increased numbers, more PBL tutors were recruited to maintain the small group capacity and the student experience. The School will be changing their contextual data requirements to tighten up the application process to this programme, to ensure that the most eligible are selected.

The Chair thanked the Director of Admissions for presenting the report.

M21-22/46 Dates of meetings in 2021/22

- Thursday 30th June 2022, 10:00-12:00 (Via Zoom)

M21-22/47 Dates of meetings in 2022/23

(The Secretary would confirm the format of the meetings in due course)

- Thursday 3 November 2022, 10:00-12:00
- Thursday 26 January 2023 10:00-12:00
- Wednesday 19 April 2023 10:00-12:00
- Thursday 29 June 2023 10:00-12:00

ANNEX A: Attendees of the Unreserved Agenda

Members

Rebecca Huxley-Binns (Deputy Chair, PVC Hull)
Lesley Morrell (Senate, Hull) - [M21-22/36-42]
Caroline Chaffer (Senate, York)
Claire Hughes (Teaching Committee, York)
Barry Lee (Teaching Committee, York)
Helen Fenwick (Education Committee, Hull)
Chris Wilcox (University Student Experience, Employability and Engagement Committee, Hull)
Peter Bazira (Chair of Board of Studies, HYMS)
Matt Morgan (Deputy Dean, HYMS)
Lina Gega (Chair of the Postgraduate Programmes Board, HYMS)
Ekansh Kapoor (Vice President Academic, Graduate Students' Association)*
Elisha De-Alker (Chair Student Staff Committee, HYMS)*
Matt Johnstone (Academic Officer, YUSU)*

In attendance

Elizabeth Allen (Secretary, York)
Lisa Tees (Academic Quality Manager, Hull)
Marika Kullberg (Academic Lead for Programme Quality Assurance, HYMS)
Paul Hagan, (Faculty Dean of Health Sciences, Hull)
Steve King, (Associate Dean (TLS), Faculty of the Sciences, York)

Apologies

Tracy Lightfoot (Chair, PVC York)
Una Macleod (Dean, HYMS)
Claire Vallance (Chief Operating Officer, HYMS)
Peace Igi-Ehon (President Education, HUSU)*
Justin Morris (Senate, Hull)
Stephen Smith (Senate, York)

*Members marked with a * do not attend for reserved business.