



The Department of Health Sciences

STUDENT-STAFF FORUM (PRE-REGISTRATION PROGRAMMES)

Minutes of the meeting held at 2.30pm on Wednesday 31 May 2023

Present:

Student Representatives

Claudia Collins (UG Departmental Rep, chairing)

Diana Ionita (BSc Nursing, Sept21)

Departmental Representatives

Sue Faulds (Chair, Board of Studies)

Mike Kitching (Deputy Chair, Pre-registration Teaching Committee)

Carole Lindsey (Midwifery Programme Leader)

Danielle Simpson (Student Support & Engagement Manager)

In attendance:

Veronica Gillies (Secretary)

SSF/May23/01

Apologies for Absence

Helen Bedford (LME/Subject Group Lead: Midwifery), Sophie Godfrey (SASS Office Coordinator), Matthew Jacobs (Head of Student & Academic Services), Mike Parker (Chair, Pre-reg Teaching Committee), Amanda Perry (Athena SWAN Lead), Lindsey Potts (BSc Nursing, Sept20), Helen Recchia (Deputy Programme Leader, Midwifery), Rachel Skipper (Programme Leader, BSc Nursing), Jerome Wright (Programme Leader, MNursing)

SSF/May23/02

Notes from the Previous Meeting

The minutes from the meeting of the Undergraduate Student-Staff Forum which took place on 8 February 2023 were **approved**.

SSF/May23/03

Matters Arising

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

The Chair welcomed Jane Milsom (Careers and Employability Coordinator) to the meeting. The group was reminded that there had been a proposal at the previous meeting for a careers resource on the VLE for pre-registration programmes. JM reported that material relating to careers was already available, and therefore creating the resource would require collating this and making it accessible in one place. It was queried whether there should be one central resource or one per Stage: it was agreed that having one space would remove the need for any duplication. It was also agreed that the resource should include information on all career opportunities, rather than just those local to York.

SF noted that students on postgraduate taught programmes had asked about careers information, and suggested that the resource could include opportunities relevant to them as well. It was highlighted that some, such as internships in the public health field, may also be of interest to students completing pre-registration programmes.

DS reported that previously the form sent to students preparing for NMC registration had included questions on careers, and suggested that this could be revisited to inform the development of the careers resource. It was agreed that this would be helpful. The Chair proposed that it would be useful if the resource could include information on the range of different career paths open to graduates, outside of the standard hospital setting. It was acknowledged that historically the majority had gone into employment with the NHS, but that this had been changing with more graduates choosing independent organisations such as prisons. It was suggested that this could be supported by contacting alumni for their stories. SF advised that there was a University-wide [alumni profiles and mentors](#) project, which aimed to connect students with alumni in their field of interest. The [York Global Alumni Association](#) also provided a range of resources to which students could be signposted.

ACTION	BY WHOM
To coordinate development of Departmental careers resource VLE site	Jane Milsom

SSF/May23/04

Standing Item: Student & Academic Support Service Update

SSF/May23/04.01 Departmental Rep paid position

DS reported that from 2023/4 Departmental Reps would be paid a stipend of £700 each, spread across two semesters. A job description and other resources would be provided by YUSU. It was noted that nominations had opened and students had been contacted with further information.

SSF/May23/04.02 YUSU Excellence Awards

The group was informed that the following staff members had been nominated for the YUSU Excellence Awards 2023:

- GTA of the year: Mike Parker
- Most Inspiring: Grace Greenwood
- Teacher of the Year: Mike Parker and Jess Powell

It was confirmed that nominations for the awards came from students. Students were thanked for engaging with the awards and taking the time to nominate staff. It was noted that staff really valued being nominated.

SSF/May23/04.03 Travel & Dual Accommodation Expenses process

DS reported that the Department's process for Travel and Dual Accommodation Expenses (TDAE) had been identified nationally as the 'gold standard'. The Department had been asked to pilot an online process which would remove the need for students to download and print forms. Once the staff side of the process had been piloted, there would be an opportunity for students to be involved with testing the student side. There was discussion of the best way to recruit volunteers for this. It was agreed that a google form could be circulated which included a space for students to say why they wanted to take part. This information could then be used to help shortlist in the event that too many expressions of interest were received.

SSF/May23/05

Standing Item: Undergraduate Programme Issues

SSF/May23/05.01 Semesterisation (Sept21)

DI reported that students were concerned about possible changes to programme structure resulting from the University's move to semesters instead of terms. DI noted that the University had been promoting the change via social media, but students were not aware of how their programmes would be affected.

SF apologised for the lack of communication on this issue. It was clarified that pre-registration professional programmes were exempt from the move to semesters, and therefore there would be no significant changes to programme structure. SF added that

where possible the positive aspects of modularisation and semesterisation had been incorporated into programmes, for example on the BMid and MMid: however students could be reassured that they would continue to follow published course plans. It was highlighted that it would be helpful if this message could be disseminated more widely. After discussion it was agreed that an overview could be included in the next issue of Megaphone, and a new page created on the student intranet with more detailed information about how different programmes were affected. SF also undertook to email staff to ensure that personal supervisors were able to advise their students appropriately.

ACTION	BY WHOM
To create new student intranet site for semesterisation	Jane Milsom & Programme Leaders
To email all staff with information for personal supervisors to advise students on semesterisation	Sue Faulds

SSF/May23/05.02 Knowledge Applied to Nursing Practice 6 (Sept20)

CC reported that there had been some concerns from Sept20 regarding the overlap of the final taught module with practice placement. Some placement areas were not aware that students were in taught sessions and were therefore querying why they had not started placement. CC confirmed however that this had been raised elsewhere and addressed. There had also been some students who had nearly missed the first formative assessment because no reminder had been sent out. This had been addressed with a reminder being sent out for subsequent formative opportunities.

SSF/May23/06

Registered Nurse Degree Apprenticeship – Opportunity for Involvement

SF reported that the Department was developing a new Registered Nurse Degree Apprenticeship programme. The group was advised that there would be opportunities for students to be involved, both in the development of the programme and at the approval event. Any students who were interested were encouraged to contact the programme leader, Linda Currie, in the first instance. The Chair mentioned that LC had already sent out some information about this to students.

SSF/May23/07

Standing Item: Athena SWAN

No Athena SWAN representative present.

SSF/May23/08

Standing Item: Board of Studies – Reporting Arrangements

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

SSF/May23/09

Standing Item: Chairperson Arrangements – next Student-Staff Forum

It was agreed that the incoming Departmental Rep would be invited to chair.

SSF/May23/10

Any Other Urgent Business

It was noted that it would be CC's last meeting as Departmental Rep. Formal thanks were expressed to CC for her support and work on behalf of the Department during her time in post; including her help at open days and selection days.

SSF/May23/11

Date and Time of Next Meeting

Tbc

SUMMARY OF ACTION POINTS

AGENDA ITEM AND TITLE	ACTION	BY WHOM
SSF/Jan22/08.05 Applying for Job Roles (Sept19)	To coordinate development of Departmental careers resource VLE site	Jane Milsom
SSF/May23/05.01 Semesterisation (Sept21)	To create new student intranet site for semesterisation	Jane Milsom & Programme Leaders
SSF/May23/05.01 Semesterisation (Sept21)	To email all staff with information for personal supervisors to advise students on semesterisation	Sue Faulds

DRAFT