



The Department of Health Sciences

STUDENT-STAFF FORUM (UNDERGRADUATE PROGRAMMES)

Minutes of the meeting held at 10.00am on Tuesday 5 October 2021

Present:

Student Representatives

Kheira Haffiane (MNursing Sept18)

Departmental Representatives

Anita Savage Grainge (Chair, Board of Studies)

Beth Hardy (Programme Leader, MNursing)

Matthew Jacobs (Head of Student & Academic Services)

Helen Recchia (Programme Leader, BA Midwifery Practice)

Danielle Simpson (Student Support & Engagement Manager)

Russell Yates (Chair, Undergraduate Teaching Committee)

In attendance:

Veronica Gillies (Secretary)

SSF/Oct21/01

Apologies for Absence

Ben Allen (UG Departmental Rep), Rob Allison (Subject Group Lead, Nursing), Megan Chafer (MNursing Sept17), Chelsea Fawcett (BSc Nursing Sept18), Eve Hankin (Mid19), Sophie McDonnell (Mid19), Bethany McLaine (MNursing Sept17), Jess Powell (Programme Leader, BSc Nursing), Mollie Smith (Mid18),

SSF/Oct21/02

Minutes of the Previous Meeting

The minutes from the meeting of the Undergraduate Student-Staff Forum which took place on 2 June 2021 were **approved**.

SSF/Oct21/03

Matters Arising

SSF/Oct20/08.01 Student Rep Training & Induction

The group was reminded that there had been an action for ASG and DS to develop a resource for Student Reps on Departmental roles and responsibilities, and Departmental meetings. DS reported that this remained ongoing and that input would be sought from new Reps following elections for 2021/2.

SSF/Jun21/05.02 Exemplar Essays (Sept19 Psychosocial 2)

Members were reminded that there had been a query raised at the previous meeting about provision of exemplars for Psychological & Sociological Aspects of Ill-Health Across the Lifespan. It was confirmed that no exemplars were available for this module because it was the first time the module had run, and that students had been made aware of this. The module leader had advised that clear assessment guidelines had been provided, and that exemplars would be available for the next time the module ran.

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

It was confirmed that the action relating to simulated practice hours for Knowledge Applied to Nursing Practice 4 had been completed and the module had since finished.

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

It was confirmed that, while it was recommended that students completed the designated number of practice hours for the module, students who had completed 2300 practice hours would be able to register with the NMC whether they completed the full recommended module hours or not. This had been fed back to students.

SSF/Jun21/05.06 Travel Expenses Claims Delays

MJ reported that the issue regarding travel expenses had been followed up with the NHS Business Services Authority (NHS BSA), which had advised that the delays were caused by staffing issues relating to COVID-19 and self-isolation. MJ noted that he had fed back that communication with students about the delays could have been improved. Members were informed that going forward the NHS BSA webpages would include live information on processing times for all four elements of the Learner Support Fund, which included travel expenses.

DS added that the SASS team was currently receiving a very high number of claims, and that these were being processed as promptly as possible.

SSF/Oct21/04

Standing Item: Student & Academic Support Service Update

SSF/Oct21/04.01 Departmental Community Coordinators

DS reported that the deadline for applications for the role of Departmental Community Coordinators had been extended to 10 October 2021. All students had been notified.

SSF/Oct21/04.02 New SASS Team Member

The group was informed that a new member had joined the SASS team. Following an induction period, Morgan Clarke would be covering the Seebom Rowntree Building main reception desk on weekdays (Monday-Friday), acting as first point of contact for all visitors and enquiries. Students were therefore asked to go to the main reception desk in the first instance, rather than going directly to the SASS office.

SSF/Oct21/04.03 Student Rep Elections

DS advised that dates had not yet been confirmed by YUSU for Student Rep elections for 2021/2. Reps currently in post who wanted to continue were asked to inform DS: however if there were additional candidates then elections would be held for these roles.

SSF/Oct21/04.04 Social Events for Students

It was reported that in-person social events had been scheduled for new students as follows:

- BSc/MNursing Sept21 cohort: 6 & 13 October 2021, Piazza Tipi
- BA Midwifery Practice Mid21 cohort: 15 October 2021, Piazza Tipi

DS noted that it was hoped that similar events could also be organised for second-year students who had missed out because of the pandemic, but that it was anticipated that these would take place after Christmas.

SSF/Oct21/04.05 Student Wellbeing Officer Drop-In

Members were advised that the Student Wellbeing Officer would be in the Department (room A/TB/033a) on Monday and Wednesday for drop-in or scheduled appointments. Further details and an introductory video were available on the [SASS webpages](#).

SSF/Oct21/04.06 NMC Completions

DS reported that PIN letters had been sent out to all final-year students except those with extensions in place. Registrations would be processed as soon as possible following the Board of Examiners meeting on 7 October 2021.

SSF/Oct21/04.07 Face Coverings

MJ reported that an email from the Vice Chancellor had been circulated clarifying University policy on the use of face-coverings. This was following some conflicting information and confusion about what was expected. The group was advised that the University position was that the use of face-coverings whilst indoors was strongly recommended for all students and staff members who were able to do so. This included during teaching sessions. MJ noted that reusable masks were available from the SASS office.

SSF/Oct21/04.08 COVID-19 Student Hardship Fund

MJ reported that the COVID-19 hardship fund had been reopened for applications via the University website. Any students experiencing financial difficulties linked in any way to the pandemic were encouraged to apply.

SSF/Oct21/05

Knowledge Applied to Nursing Practice 6 Numeracy Assessment

BH reported that it had been necessary to introduce a summative numeracy assessment to the Knowledge Applied to Nursing Practice 6 module, for students on the BSc/ MNursing Sept19 cohort or later. This was a requirement of the Nursing & Midwifery Council, and students were required to achieve 100% to pass. It was confirmed that Reps for the affected cohorts had been informed, and assessment guidelines had been created giving details of the assessment.

It was clarified that the introduction of the new assessment did not affect the Nursing Associate programme. HR reported that the requirement had been built in to the new midwifery programme, and that medicines management content in the existing programme would also be strengthened.

SSF/Oct21/06

Standing Item: Undergraduate Programme Issues

SSF/Oct21/06.01 Equality, Diversity & Inclusion Issues (MNursing Sept18)

KH reported that the Sept17 MNursing cohort had raised some issues relating to diversity, which were being explored with the Departmental Equality, Diversity & Inclusion (EDI) Committee. The cohort had also requested more speakers from diverse backgrounds on the Inspirational Speakers Series. It was acknowledged that this was an important issue; and students and colleagues were invited to put forward suggestions for speakers. MJ added that an email had been sent to all students about a speaker event that was taking place as part of Black History Month.

KH also reported that there had been some controversy around the University's 'Proud to be' initiative: this had been fed back. MJ noted that student feedback on this had been referred to the University EDI Committee, and it was expected that further communications would be forthcoming to address the issues raised.

SSF/Oct21/06.02 Graduation Ceremony (BSc Nursing Sept18)

KH reported that the Sept18 BSc Nursing cohort had been asking whether the January Graduation ceremonies would be going ahead in person. It was confirmed that the University was aiming to run a number of small-scale in-person events as a minimum; however what could be organised was dependent on case numbers and any restrictions which were in place at the time.

SSF/Oct21/07

Standing Item: Board of Studies – Reporting Arrangements

No issues requiring escalation.

SSF/Oct21/08

Standing Item: Chairperson Arrangements – next Student-Staff Forum

It was agreed that the UG Departmental Rep would be offered the opportunity to chair the next meeting.

SSF/Oct21/09 Any Other Urgent Business

SSF/Oct21/09.01 Student Nursing Times Awards

It was reported that the Department had been shortlisted in the Student Nursing Times Awards 2021 'Best Student Experience' category. Members were informed that the UG Departmental Rep would be invited to attend the awards ceremony with the Departmental delegation.

SSF/Oct21/10 Date and Time of Next Meeting

Tbc

DRAFT