

**UNIVERSITY OF YORK****UNIVERSITY OF HULL****Hull-York Medical School Joint Senate Committee**

**Unreserved Minutes of the meeting held on 23 January 2025.**

**PART A: UNRESERVED BUSINESS – CATEGORY I**

**M24-25/25 Attendance, Apologies and Valedictions**

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

The Chair welcomed the Committee to the meeting.

A request for any declarations of conflicts of interest was made and none were received.

**M24-25/26 Minutes 06 November 2024**

The minutes (HJSC.24-5.20) were **reviewed** and **approved** as a true and accurate record of the meeting.

**M24-25/27 Matters Arising**

The Committee **received** a list of matters arising (HJSC.24-5.21). It was confirmed a number of actions had now been reported as completed, and that the following matters arising and actions from last meeting were still ongoing:

- Several actions related to the ongoing issues with data sharing between York and Hull.
- The paper regarding the Clinical Honorary (HYMS) staff as main supervisor for PGR students. The Chair of BoS confirmed that the paper was not ready for this meeting and that it should be coming to April's meeting.

An update was provided by the Chair of BoS regarding the ongoing data sharing issues. They confirmed that the School had been working hard on this and have found a method to extra data from University of Hull (UoH), but are still working on this for University of York (UoY) records. It was confirmed that a more streamlined approach was needed in discussion with the Planning and Insight teams at both Universities, to ensure that provision of data relating to HYMS could be undertaken at University level rather than internally within the School.

**ACTION: The Chair and the Dean of HYMS to have a discussion outside of the meeting to try to move the data share issue forward.**

**M24-25/28 Report of Chair's Actions undertaken since the last Meeting**

The Committee **received** a list of decisions approved via Chair's Action since the last meeting (HJSC.24-5.22). Comments were invited and none were received.

**M24-25/29 The Committee's membership and to note the Terms of Reference (ToR)**

The Committee **received** the amended Committee's membership and terms of reference for 2024/5 (HJSC.24-5.23).

The Chair confirmed that the amendments to the Committee's membership and ToR, which were agreed at November's meeting, had been made. Also that the issue of language consistency between members being listed as nominated or appointed would be picked up as part of general Committee housekeeping.

The Chair noted that since the papers were circulated for this meeting, they had been informed that Tom Shoulder, President for Academic Experience (UoH), and May Local, the Health Science Department Rep (UoY), have decided to step down from their roles. Following a recent committee merger at UoH, the UoH Education Student Experience Committee (ESEC) was amended to the University of Hull Education Committee (EC).

The Dean of HYMS also mentioned that the Director of MBBS should be listed as a member of the Committee rather than 'in attendance'.

**ACTION: Senate Secretary to update the Committee's membership and ToR**

The Committee agreed that the Committee's membership and ToR could be **approved** on the condition that the above amendments are made.

**M24-25/30 Report from the Student Representatives**

The Committee **received** the following report from Student Representatives:

- The Student Chair of SSC praised the way that the School had communicated with students to clarify that the purpose of the new absence policy was to help identify and offer support to struggling students, after concerns had been raised by students that it was being introduced for disciplinary reasons.
- The Co-Deputy Student Chairs of SSC mentioned that recent changes to the organisation of students' base site impacted students this year, but didn't have anything major to report.
- The HYMS PGT Co-Lead mentioned that there continued to be some minor problems with the Physician Associate programme, but these would be dealt with at departmental level. They were planning to raise the issue at the next staff/student committee meeting.

The Chair thanked the Student Reps for their reports to the Committee and wanted to extend a thank you to the Reps who were able to attend the Chair/Student Rep pre-Committee meeting on Monday. They stated that the student reps' opinions were valued by the Committee.

**M24-25/31 Report from the Dean of HYMS**

The Dean of HYMS gave a presentation to the Joint Senate, highlighting the following:

- Strategy update:
  - The School's leadership team had conducted a review of the implementation plan for strategy aims 1,2 and 3. The main outcomes were the prioritisation of these actions depending on resources and the wider School Priorities, a review of and enhanced

clarity of ownership of all actions, and the alignment to the Project Portfolio review and MBBS action plan.

- New PGT and CPD implementation actions were under development.
- Programme Updates:
  - The predominant activity for the Medicine programme was ongoing preparation for the Medical Licensing Assessment (MLA), with this year having the first cohort to complete this as part of their exams.
  - The PGT programme changes made under UoY's 'Changing the Work' (CTW) initiative for 2024/5 had been completed, with the pausing of some modules which had very low numbers, but the School had not had to make changes to the overall programmes.
  - There were new PGT programmes in development for 2026/7 (PG Cert in Advanced Generalist Medicine and MSc in Human Anatomy and Health Technology).
  - The existing PGT programmes and modules were undergoing viability analysis in relation to minimum student numbers stipulated under CTW.
  - The review of the MD programme was nearly complete and the report will be presented to the PGR board in February.
- NHS Long term workforce plan:
  - There were 8 additional medicine places awarded for 2025 and the School was seeking support via external funding to help resource development work for a larger bid.
  - GMC regulation of the Physician Associates came in December 2024 and a national review of PA roles was underway. Recruitment on this programme was ongoing and the School was awaiting the UCAS deadline to see the numbers at this stage.
- Business System Update:
  - Work was on track for delivery in regards to the highest risk areas. The Project Team and engagement from IT had been very helpful with getting this off the ground.
- UoH Organisational Change:
  - The School was continuing to work through the impact of this, especially regarding PGR students who had been affected by supervisors leaving. The School was working to ensure they were supported to complete their studies.
- The School's Athena Swan Gold application was being prepared for submission later in January.

**ACTION: The Dean of HYMS to share their presentation slides and the Senate Secretary to circulate these to the rest of the committee.**

#### **M24-25/32 The 2024/5 Undergraduate and Postgraduate reports and Action Plans**

The Committee **received** an update regarding the 2024/5 Undergraduate (UG) Action Plan (HJSC.24-5.24), Postgraduate Taught (PGT) Action Plan (HJSC.24-5.24.i) and Postgraduate Research (PGR) Action Plan (HJSC.24-5.24.ii):

##### a) UG report and action plan:

The report was from the last MBBS board before the end of 2024. At this meeting, they focused on straightforward planning for the programme, looking at the Action Plan for this academic year and preparing for Scholarship and Special Interest Programme (SSIP) Review.

It was highlighted that there were fewer action points on the Action Plan than in previous years. This was due to a decision to focus on what is essential for this academic year, such as the delivery of the MLA. The Board was also looking at other areas around the MBBS programme. These were areas such as the Gateway programme and ways to increase numbers on this route. The EDI Committee was looking at Engagement and Culture issues such as the further development of microaggression and bystander training for students, following student feedback.

Recent changes to students' base site had come into effect. It was noted that this will change how accommodation works, but the hope was that students will feel the benefits of the change, including an increased sense of community at their base site.

It was confirmed at the meeting that the item regarding the Health Education England (HEE) Funding 2023: Inter-professional event, which was listed as 'in progress - at risk' on the action plan, was now on track.

b) PGT report and action plan:

There had been a lot of work around the central induction at UoH with the aim of bringing as many students as possible onto UoH campus for them to get to know each other.

The Health Professions Education programme had been re-accredited by Advance HE and the MSc Clinical Anatomy and Education programme had now also obtained Advance HE Fellowship accreditation.

A decision had been made to ensure that the Action Plan this year should provide more information about the nature of the actions listed. A lot of the actions for this year were linked to the PGT review which happened in previous years, along with UoY Changing the Work considerations and CPD development within the School.

The PGT Board was evaluating how PGT student feedback was gathered within the School and how the results of this feedback is presented back to the students. The UoY Associate PVC TLS mentioned that there was an ongoing project at UoY regarding student feedback and offered to liaise with the Board if they would like to get involved.

It was confirmed that the unstarted actions on the Action Plan relating to the Pharmacology programme were due to uncertainty about who would be delivering on these actions. The Board was hoping to have an update about this at the next Board meeting in February.

c) PGR report and action plan:

The PGR Director confirmed that the MD programme review was now complete and they would be looking at it in February.

The Board was hoping to do some more regular, lighter touch students surveys with the aim of gathering more internal data outside of more substantive surveys.

**M24-25/33 The Undergraduate external examiner reports and responses to issues raised**  
The Committee **considered** and **approved** the Undergraduate external examiner reports and the School's responses to issues raised (HJSC.24-5.25).

Overall, the External Examiners were very complimentary about the programmes. One external examiner had raised concerns about the pass rate of the first year Advanced Life Support (ALS); however, the School was confident in its use of a robust Angoff method for the pass marks of this exam. Another external examiner highlighted the low application rate for the Gateway programme from students within the School's region. The Gateway programme received a high number of applicants from all around the country; however, the School did aim to recruit more students from the local area and would be exploring ways to do this.

**M24-25/34 Suspension of Clinical Anatomy (and Education) module: Clinical Anatomy of the Head and Neck (CAHN)**

The Committee **approved** the proposed suspension of the Clinical Anatomy of the Head and Neck (CAHN) module which was part of the Clinical Anatomy (and Education) programme for 2024/5 (HJSC.24-5.26).

This was due to staffing issues making it difficult to run the module. Although this module is considered core, it was one of three core modules which the students have the choice to take two of. This year, no students had chosen to do the CAHN module and therefore no students will be affected by this suspension.

**M24-25/35 CPD Course: Practical Primary Care Dermatology**

The Committee **approved** a new single 20-credit CPD Course: Practical Primary Care Dermatology to be introduced from 2025/6 (HJSC.24-5.27). The course aimed to equip non-dermatologist clinicians with the knowledge, skills and confidence in diagnosing common skin conditions, and the management of patients with skin conditions seen in primary care. As the course is aimed at professionals, it would be delivered on a part-time basis.

The introduction of this new course was part of the School's strategy to develop its CPD portfolio and the teaching on this course related to the new Skin Research Centre at the School. Currently, this was planned as a standalone credit-bearing CPD course, but the School would be looking at building into a credit accumulated programme in the future.

The School was planning to offer more credit-bearing CPD courses moving forward rather than non-credit bearing courses, which was related to the School's interest in developing credit accumulation for CPD courses.

**M24-25/36 Report on the MBBS Awarding Gap**

The Committee **received** and **discussed** the report on the MBBS Awarding Gap (HJSC.24-5.28). The report was a longitudinal piece of work, which would be further developed once the ongoing issues

the School faced around data sharing and access were resolved.

The report contained a snapshot of all the year groups studying on the MBBS programme in 2022/3, as well as looking at the year 4 2022/3 group in their 5th year in 2023/4 to monitor their progression. On the programme, the degrees are awarded as 'fail', 'pass' or 'excellent' and the report detailed the impact of the grading within those boundaries.

The paper presented an analysis of student performance in end-of-year exam results. A number of performance gaps were identified in the report and these were different for each cohort. Many (though not all) performance gaps had reduced by the time of the Year 5 exams.

The paper identified future actions, namely that the HYMS Awarding Gap Steering Committee was developing further processes to collect and analyse data regarding performance, progression and awarding gaps in the School, and was developing an action plan to address these gaps that would be incorporated into the MB BS action plan. However, it was acknowledged that resources in the School need to be used carefully and therefore, there was a need to ensure that the right areas were being targeted effectively.

The Chair thanked everyone who contributed to the report, especially with the added difficulties caused by the ongoing data sharing issues.

The Committee noted that it was a very interesting report. It was highlighted that the Gateway students were missing from the year 4 and 5 data, as the programme was introduced after these cohorts had started on their first year of MBBS programme. The School was looking at how to engage more widely with ongoing efforts at both Universities regarding awarding gap work, and was advised to contact colleagues leading the No Gaps project at the University of York.

It was mentioned that the previous report presented to the Committee at the June 2022 meeting included academic misconduct data in regards to the awarding gaps. The Director of MBBS confirmed that this is an area that they would consider including later, but they need to be careful about what is prioritised due to resourcing, and in the meantime would be monitored via routine reporting at both respective Universities.

**ACTION: Senate Secretary to contact UoY and UoH colleagues regarding routine reporting of academic misconduct data.**

The School planned to engage with students in the areas that had been identified as needing to be addressed. The School also aimed to confirm whether the awarding gaps identified in the final year was part of the national picture in regards to the standardised assessments.

The Student Reps enquired about whether the data captured any gaps relating to student placements. The School confirmed that it's quite a complicated area to look at, as some students have a number of rotations, but it might be possible to obtain data relating to year-long placements.. The School will investigate this further.

*Amber Lidster, Claire Hughes, Debbie Maxwell and Omar Amin left the meeting. Professor Makani Purva joined the meeting.*

#### **M24-25/37 HYMS' Simulation Strategy, 2025-30**

The Committee **received** and **discussed** HYMS' proposed Simulation Strategy for 2025-30 (HJSC.24-5.29). Professor Makani Purva presented the paper.

The Simulation Strategy working group had looked at the current state of medical education and the current standards for simulation within it. They also looked at the challenges involved and conducted a needs analysis before developing the strategy.

The proposed strategy was broken down into four areas which reflect the aspirations of the group, but also address the current challenges. These were to:

1. Standardise the simulation experience across locations
2. Deliver simulation in accordance with an agreed set of standards
3. Identify and integrate simulation where it can be delivered with the greatest strategic impact
4. Increase the impact of interprofessional simulation

The group also held in mind the need for resourcing impacts to be as low as possible. The working group now aimed to implement the strategy and action plan.

The Committee highlighted the work put into producing such a comprehensive paper. The UoH Director of Apprenticeships mentioned that they had been looking at interdisciplinary collaborating and simulation, and that representation from nursing and paramedical areas on the Steering Group would be welcomed.

The UoY Associate PVC TLS mentioned the existence of the Educational Technology Steering Group at UoY and that UoY could consider incorporating better support for such simulation strategies into their IT provision. It was confirmed that, as the next generation of learners are looking at virtual and augmented reality as part of their learning, it would be good to find ways to incorporate these technologies to keep the School aligned with the technology offerings at other Universities. It was reemphasised that this is a very important to the School's wider strategic aims.

The Chair thanked Professor Makani Purva for their time and for presenting the report to the Committee.

*Professor Makani Purva left the meeting.*

#### **M24-25/38 Annual report of the HYMS Ethics Committee**

The Committee **received** the annual report of the HYMS Ethics Committee (HJSC.24-5.30). The report was provided for information, and logged any issues with the Ethic Committee and the number of approvals carried out over the year. There were no issues with the Ethic Committee to report this year.

An access issue with the UoH Sharepoint site was mentioned in the report. The Committee requested clarification about whether the issue was being caused by UoH IT blocking access, or staff not using the correct credentials when accessing the system. It was agreed that the Dean of HYMS and the Chair of BoS would follow up about this outside of the meeting.

#### **M24-25/39 Changes to PGT Regulations to incorporate credit accumulation**

The Committee **discussed** and **approved** the proposed changes to PGT Regulations to incorporate credit accumulation (HJSC.24-5.31). These amendments allowed for opportunities to achieve awards via credit accumulation of Continuous Professional Development (CPD) courses.

The School confirmed that at this stage, the proposal was being put forward with a view to permit credit accumulation towards existing awards within the School, rather than facilitating pick-and-mix credit accumulation of standalone modules. The amended regulations made reference to the fact that awarded credits would still be subject to their valid lifetime in line with the existing PGT regulation 19, i.e. not normally more than after five years following the student's successful completion of the module. The introduction of these changes was critical for the School's business plan strategy and would allow professional students on these programmes to have the flexibility needed to complete them. The change would also reduce the workload for support staff, who currently have to process a large volume of LOA applications for students who need to take a break from their studies. The approach to credit accumulation towards existing awards was already established at the University of York within the Computer Science department as part of the MSc Safety Critical Systems Engineering programme. Within HYMS, the MSc in Palliative Care would be the first programme to be used as a test case, as it contained existing modules that could be taken as CPD courses, though the amended regulations could apply to any other PGT programmes within the School in future.

The Committee welcomed this proposal and agreed it was important to the School's strategy. The Committee noted that HYMS colleagues would be advised to discuss the amended regulations with Academic Quality / Policy colleagues at both Universities, to check that the proposed regulation changes would be sufficiently comprehensive to permit credit accumulation of CPD courses. The paper had referenced the proposal's alignment with the existing UoY Credit Accumulation Policy, yet credit accumulation for CPD courses was, at the time of the meeting, out of scope of the UoY policy. The Committee confirmed the importance of the School working with both Universities to find the best way to adopt this proposal into all necessary policy and regulations.

A minor wording change was suggested to Item 17.1 of the amended PGT regulations, to read: "No award will be made on the basis *solely* that a student achieves a total number of credits typically associated with an award."

The Committee approved the changes to the PGT regulations, with an action to discuss further with both Universities' Quality/Policy teams to ensure that these changes could be operationalised.

**ACTION: HYMS Chair of Board of Studies to contact Academic Quality/Policy colleagues at both Universities, to check if any further policy or regulation amendments are required to permit credit accumulation of CPD courses.**

#### **M24-25/40     Dates of remaining meetings in 2024/2025**

- Thursday 24 April 2025 10:00-12:00
- Wednesday 02 July 2025 10:00-12:00

It was confirmed that all of these meetings will take place online via Zoom.

The Dean of HYMS mentioned that the Faculty Meeting at UoH has been scheduled for the same date and time as the next Committee meeting in April.

**ACTION: Senate Secretary to look at rescheduling the April meeting to ensure that the meeting will be quorate.**

#### **M24-25/41 Any Other Business**

The Chair confirmed that this was their last HYMS Joint Senate Committee meeting. From the first of March, the new pro Vice Chancellor for Education, Professor John Craig, would be taking up their position at UoH and would be the new Chair for the rest of the year.

The Chair thanked the Committee members and the Senate Secretaries for all their work and help with ensuring these meetings ran smoothly.

The Committee thanked the Chair for their support as interim PVC at UoH and in their position as Chair for the committee.

#### **ANNEX A: Attendees of the Unreserved Agenda**

##### **Members**

Andrew King (Chair, Interim PVC, Education, Hull)

Amber Lidster (Student Co-Chair, Student Staff Committee (SSC), HYMS)\*

Chris Wilcox (Associate Dean Student Experience, Faculty of Health Sciences; University of Hull Education Student Experience Committee representative)

Debbie Maxwell (University of York Senate representative)

Kehinde Akin-Akinyosoye (Deputy Chair for the BoS)

Lauren Clunie (Chair, Postgraduate Taught Board, HYMS)

Lucy Ambrose (Director of MBBS)

Mark Wade (Chair Postgraduate Research Board, HYMS)

Matthew Morgan (Dean of HYMS)

Nadine Smith (Chief Operating Officer, HYMS)

Omar Amin (Co-Deputy Student Chairs, SSC (Hull and York leads))\*

Paul Pryor (Chair of the Board of Studies, HYMS)

Peter Bazira (Associate Dean for Teaching and Learning, Chair in Clinical Anatomy and Medical Education, HYMS)

Rebecca Sawford (HYMS PGT Lead Student Representative)\*

Steve King (Associate PVC; University of York Teaching Committee representative)

Zach North (Director of Apprenticeships / Senior Lecturer in Advanced Clinical Practice, Hull)

##### **In Attendance**

Claire Hughes (Associate Dean (Teaching, Learning and Students), Faculty of Sciences, University of York)

Lisa Tees (Academic Quality Manager, University of Hull)

Amy Muckersie (Academic Quality Manager, University of York / Secretary)

Becky Lloyd Jones (Quality Support Officer University of York / Assistant Secretary)

Claire Pinder (Academic Quality Administration Coordinator, University of York)

For Item M24-25/37 only: Professor Makani Purva (Honorary Professor of Simulation, HYMS)

**Apologies**

Tracy Lightfoot (Deputy Chair, PVC, Teaching, Learning and Students, York)

Caroline Chaffer (School for Business and Society Joint Associate Dean for Teaching and Learning-Student Experience; University of York Senate representative)

Bruno Valsechi (HYMS Hull Course Rep Lead)

Eka Narayan (Co-Deputy Student Chairs, SSC (Hull and York leads))\*

Fenella Johnson (Academic Officer, York SU)\*

Kamila Bobrovska (HYMS York Course Rep Lead)\*

Laura Treadgold (Dean of the Faculty of Health Sciences, University of Hull)

Sarah Mahmood (Student Co-Chair, Student Staff Committee (SSC), HYMS)\*

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