

**UNIVERSITY OF HULL
UNIVERSITY OF YORK**

HULL YORK MEDICAL SCHOOL

JOINT SENATE COMMITTEE

Minutes of the meeting held on 27th January 2016

PART A: UNRESERVED BUSINESS

15-16/22 APOLOGIES AND ATTENDANCE

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

The Chair welcomed members to the Committee and received apologies for absence. Dr Andy Brown and Professor Ian Watt were in attendance to speak to item 7 of the agenda. The Chair noted the number of absences of academic members of the Committee and of the Hull student representatives and encouraged all members to prioritise attendance at the meetings in order to ensure appropriate consideration of the agenda. The Chair undertook to follow up any issues affecting individual members' attendance to facilitate their participation.

15-16/23 MINUTES 4th NOVEMBER 2015

The minutes of the meeting held on 4th November 2015 (enclosure 1) were reviewed and an amendment was proposed to M15-16/03 regarding M14-15/32 and M 14-15/45d: The School is now in the process of considering the introduction of a fitness to study policy and the minute will be amended to reflect this. The minutes were **approved** as a true and accurate record of the meeting.

Action: Secretary

15-16/24 MATTERS ARISING

The Committee **received** for information a summary of outstanding actions and matters arising from the previous meeting (enclosure 2). Items listed as separate agenda items and other completed actions were noted.

15-16/07.vii – re a meeting between the Quality Teams and HYMS. It was noted that this meeting has now been scheduled for 12th February 2016.

15-16/25 TO RECEIVE FOR INFORMATION A LIST OF CHAIR'S ACTIONS SINCE THE PREVIOUS MEETING

The Committee **received** a list of approvals by Chair's Actions since the last.

15-16/26 TO CONSIDER MATTERS RAISED BY STUDENT REPRESENTATIVES

The Graduate Students' Association (York) and York University Students' Union had no items to bring to the Committee's attention.

No points were brought to the Secretary's attention ahead of the meeting by the Hull University Union representatives for discussion or information in their absence.

15-16/27 TO RECEIVE A WRITTEN REPORT FROM THE DEAN

a) The Dean introduced his report (enclosure 4), highlighting:

- i) That the implementation of new professional support structures was complete and that the impact of these changes was being monitored;
- ii) New posts will be filled in the near future and that these will enhance the core strength of the faculty, including in the field of palliative care;
- iii) A grant had been received enabling the building of a new Palliative Care Research Centre to be based at Hull;
- iv) The School had experienced some delays at Hull in confirming research approvals through the University's legal office which the Dean was in discussions to address;
- v) The research report attached to the Dean's report showed that research income is at its highest in recent years;
- vi) Construction has begun on the new Health Hub building at Hull which is due to open in summer 2017;
- vii) The recruitment process for the 2016 cohort of MBBS students has just finished and there has been a 20% increase in home applications and a 30% increase in overseas applications which is very encouraging.

b) The Chair commended the School on: the encouraging admissions; the widening participation activities detailed in the report; the proactive preparations being made for the next REF.

c) The Chair informed the Committee of proposals being drafted at Hull and referred to in the Dean's report to restructure the University's faculties and schools. If progressed, it is anticipated that HYMS will join with related Schools at Hull to form a new faculty. Of direct relevance to the Committee, this could have implications for Hull student representation on it in the future.

The Dean added further explanation of the current asymmetry of HYMS' organisational identity at York and Hull and that the proposed changes would give a more similar status at both institutions. It was suggested that should the restructuring be implemented it might be productive for the Committee to request that the Joint Board reviews the governance structures in place to oversee the work of the School in order to ensure they remain fit for purpose.

15-16/28 TO CONSIDER AND APPROVE A NEW POSTGRADUATE PROGRAMME LEADING TO AN MSc IN PHYSICIAN ASSOCIATE STUDIES

- a) The Committee considered a proposal (enclosures 5a-g) to introduce a two year full-time professional/ practice masters programme: MSc in Physician Associate Studies from September 2016 which would provide the qualifying award for graduates to take the national entry examination to register and work as a Physician Associate (PA). The proposal was introduced by Dr Andy Brown, Chair PA Curriculum Development Group and Professor Ian Watt, Chair PA Steering Group. NHS commissioners have confirmed an initial cohort of 30 students and the programme will be marketed primarily to recent life sciences graduates wishing to enter a clinical profession.
- b) The Committee was informed that PA is a relatively new profession within the NHS and that numbers of practitioners is increasing to meet workforce demands. Students would complete the academic and clinical masters programme to meet both the competencies and standards of the national curriculum for Physicians Associates provided by the UK and Ireland Universities Board of Physicians Associate Education and the QAA masters degree characteristics for professional/ practice awards. Students would also be able to exit the programme early with a PG Certificate in Professional Health Studies which would not entitle the student to register and practice as a Physician Associate.
- c) Before considering the proposal in detail, the Committee considered and **approved** the School's request to table a change to the proposed programme. The proposal as discussed by the Committee was therefore one to deliver 140 of 180 credits within the School and to use two 20 credit modules provided and taught by the Faculty of Health and Social Care (FHSC) at Hull. This included the tabling of an outline of a new Independent Study Module. The amendment removed the earlier inclusion of modules provided by the Department of Health Sciences (DoHS) at York and would centre the programme entirely at the University of Hull and clinical placement locations. The Committee was content to **approve** the consideration of the requested amendment as it was explained that it had been made following feedback received from the external assessors and others about the extent to which the proposal met the masters degree characteristics for a suitable proportion of research methods and skills training and assessment. The proposers assured the Committee that the removal of the DoHS modules would not affect the ability to meet the specified requirements for taught content which was fully covered by the already proposed modules. Locating the programme at Hull would also provide practical efficiencies and aid cohort building. The workforce need in the east of the HYMS region added to the practical justification for a focus in Hull.
- d) It was noted that the academic and final approval of the programme would be contingent on planning approval by both Universities which the COO was arranging with the respective Planning bodies.
- e) The Committee recommended that the revised programme should be sent to the external reviewers to request their fresh consideration of the proposal;
- f) The Committee recommended that the entry requirements for the programme on the programme specification, to be mirrored in the marketing material as appropriate, should clearly state the admissions criteria for the intended student cohort including English language standards for the admission of any international students;
- g) In discussing the proposed 30 credit Independent Study Module (ISM) it was noted that:
 - i) This would run throughout year two and complement the Clinical Skills and Practice II and III modules in which research methods and skills would principally be taught;

- ii) The module would enhance the programme's focus on evidence-based health provision by engaging students in a Service Improvement Programme embedded in their year two clinical placements;
- iii) The undertaking of an ISM before the taught elements of a masters had been completed might be contrary to HYMS regulations for postgraduate study and that appropriate HYMS and University regulations should be checked to determine compliance or the need for this to be registered as an exception. The Secretary offered to advise the School as required;

Action: Chair BoS and HJSC Secretary

- iv) A full module descriptor should be produced for the ISM as part of the final approval of the programme.
- h) The Committee recommended that the programme and module documentation, particularly Clinical Skills and Practice II and III, be thoroughly reviewed to ensure it accurately represented the programme in its revised form, with particular attention to:
 - i) The programme learning outcomes to account for changes to the modules included in the programme and to appropriately reflect the research methods and skills incorporated;
 - ii) The assessment matrix to accurately record the variety and distribution of assessment methods throughout the programme;
 - iii) The reassessment task on the Introductory Medicine for Physician Associates module.
- i) The Committee was concerned about staffing levels and expertise to both meet the needs of the programme in its development and implementation and without compromising MBBS teaching. The School confirmed that in the short-term development work would draw on offers of support received by NHS and academic colleagues, including a local PA and that appropriate honorary appointments would be made to facilitate development. In the medium- to longer-term vacancies would be advertised to provide sufficient teaching staff for the programme and that could also add to MBBS teaching. The Committee was satisfied that resourcing issues were being dealt with but requested that a short written explanation of staffing measures in place and proposed be submitted with the final version of documentation to record this.
- j) The Committee **approved** the proposed start date of September 2016 after a thorough discussion of the respective risks of delaying introduction until 2017. The School explained that local competitors were introducing programmes in 2016 and that if HYMS did not there was a real risk that these competitors would take local clinical placement opportunities from HYMS for its PA students and reduce HYMS' capacity to manage placements of both PA and MBBS students to avoid compromising any students' clinical experiences. It was noted that demand for student places outstrips supply, aided by generous financial support packages for students, and that HYMS would benefit from entering the market at this point in time. The Committee recognised the potential value of delaying the programme to give greater space for development work, but agreed that the measures in place to progress the proposal and the risks of competition for placements outweighed these concerns.
- k) The Committee noted that the addition of the PA programme would require a review of HYMS policies, procedures and codes of practice to ensure that PA students are accounted for.

Action: Chair BoS

- l) The Committee noted that the use of two FHSC modules required consideration of which regulation PA students on the modules would fall under to ensure equity of treatment and clarity of such as consideration of mitigating circumstances and of how marks from the modules would

be incorporated into the HYMS programme. The Chair Board of Studies confirmed he had begun discussions to address this.

Action: Chair BoS

- m) The Committee **approved** the proposal to introduce the MSc in Physician Associate Studies in September 2016 subject to:
- i) Planning approval being obtained from both Universities;
 - ii) Revision of the programme and module documentation, including entry requirements, programme structure, learning outcomes and assessments as detailed above;
 - iii) Confirmation that the proposed Independent Study Module would comply with the relevant regulations or that an exception from the regulations could be justified;
 - iv) The views of the external assessors regarding the revised programme being sought and responded to as appropriate;
 - v) The receipt of a written explanation of measures to ensure sufficient staffing of the programme;
 - vi) Assurances that the marketing of the programme would make explicit what applicant background was expected to complement the listed entry requirements on the programme specification;
 - vii) The satisfactory outcome of discussions regarding the academic governance of students on the FHSC modules.

Action: Chair BoS

- n) The Chair confirmed that the programme could be advertised after planning approvals had been obtained.
- o) The Committee agreed that it was appropriate for the Chair Board of Studies to approve the revisions by Chair's Action and that final academic sign-off of the programme could be by HJSC Chair's Action, with the Committee being consulted further should issues of significant substance arise.

Action: Chair BoS

15-16/29 TO DISCUSS A PAPER DETAILING AND REFLECTING UPON INCREMENTAL MODIFICATION TO THE MSc IN HUMAN ANATOMY AND EVOLUTION AND ANY POTENTIAL IMPLICATIONS FOR PROGRAMME APPROVAL PROCESSES AT THE UNIVERSITIES

The Committee **discussed** a paper submitted by the programme director for the MSc in Human Anatomy and Evolution (enclosure 6) following a request by the Chair who had observed that a number of modifications had been proposed and approved since the programmes introduction. The Chair explained his concern that the extent of modifications should not substantially affect the character of the programme and its intended learning outcomes so as to fall short of the QAA's expectation for monitoring and revalidating programmes subject to substantial cumulative revision.

The Committee was largely satisfied that the detail of modifications and their justification as clearly explained by the programme director did not give cause for concern, but the Committee **approved**

the recommendation that the programme director undertakes a mapping exercise of the original and current learning outcomes to highlight any areas of divergence in order that a final assessment could be made of any need for additional scrutiny or revalidation. The mapping could be reviewed by Chair's Action.

Action: Chair BoS

15-16/30 TO CONSIDER AND APPROVE A REVISED CODE OF PRACTICE ON ACADEMIC INTEGRITY AND CONDUCT

The Committee considered a revised Code of Practice on Academic Integrity and Conduct (enclosure 7) introduced by the Chair BoS. It was noted that the revised Code was proposed to account for recent changes in the governance structures within the School and the opportunity this additionally created to improve the Code's alignment with related areas such as fitness to practise.

The Committee recommended that the Board of Studies confirms that the intended revisions it proposed to sections 4.1 and 7.2.3 at its December meetings had been appropriately incorporated into the proposed paper.

The representative from the Graduate Students' Association also drew the Committee's attention to an apparent related inconsistency in the appeals information that became evident on reading the proposed Code (section 9.1). The Committee recommended that the timeframe for completing the appeals process in the Guidance Notes for Academic and Fitness to Practise Appeals (page 5) is amended in line with the timeline in the Code of Practice for Academic and Fitness to Practise Appeals. Further, the GSA representative requested that references to the students' union in the proposed Code be expanded to explicitly include the GSA as a source of support to postgraduate students.

It was also suggested that an annual report on the number of academic misconduct cases and the demographic characteristics of students involved be received by the Committee mirroring the similar reports received by the Universities on misconduct in departments/ schools. The Chair Board of Studies was asked to confirm if such a reporting mechanism exists currently and if not to discuss with the Chair HJSC an appropriate course of action.

The Code of Practice was **approved** subject to the amendments detailed. The amended Code would be signed off by Chair's Action after which it could be implemented immediately.

Action: Chair BoS

15-15/31 TO CONSIDER AND APPROVE THE ANNUAL PROGRAMME REVIEW REPORT, EXTERNAL EXAMINERS REPORT LOGS FOR MBBS AND POSTGRADUATE TAUGHT PROGRAMMES AND SCHOOL RESPONSES, AND THE ACTION PLANS FOR MBBS AND POSTGRADUATE PROGRAMMES

The Committee considered and **approved** the Annual Programme Review report, external examiners report logs for MBBS and postgraduate taught programmes and school responses, and the

action plans for MBBS and postgraduate programmes (enclosures 8a-e). The Committee noted the extensive consultation and detailed drafting of the APR and also the difficulty closely integrating the postgraduate taught provision and actions into the various reports due to the timing of the availability of information, particularly the external examiner reports.

15-16/32 TO RECEIVE FOR INFORMATION THE ANNUAL REPORT OF THE HYMS ETHICS COMMITTEE

The Committee **received** for information the annual report of the HYMS Ethics Committee which has also been submitted to the Ethics Committees of the two Universities (enclosure 9). The Committee noted the brevity of elements of the respective forms to York and Hull and recommends to the Chair of the Ethics Committee that greater explanation should be given in future reports on good practice and strengths identified in submissions to the Committee. Also, that where nothing of note needs reporting in particular sections of the forms an appropriate comment is registered rather than leaving space blank. The Secretary offered to pass on this recommendation to the Chair of the Ethics Committee.

Action: Secretary

15-16/33 DATES OF MEETINGS 2015-16

- Wednesday 20 April, 10.00am-12.00pm: 1st floor Loxley, Hull / 1st floor meeting room HYMS, York
- Wednesday 20 July, 2.00-4.00pm: 1st floor Loxley, Hull/ 1st floor meeting room HYMS, York

ANNEX A: Attendance

Members

Professor Alan Speight (Chair, PVC Hull)
Professor Gillian Greenway (Hull Senate representative)
Professor Trevor Sheldon (Dean of HYMS)
Dr Steven Oliver (Chair Board of Studies, HYMS)
Professor Jonathan Bennett (for the Chair of Postgraduate Programmes Board, HYMS)
Professor Martin Chalkley (York Senate representative)
Dr Penny Spikins (York Senate representative)
Ms Rasha Ibrahim (Graduate Students' Association)*
Mr Thomas Ron (York University Students' Union)*
Dr Richard Waites (York University Teaching Committee representative)

In attendance:

Dr Adrian Lee (Secretary, York)
Mr John Busby (Chief Operating Officer, HYMS)
Dr Andy Brown – up to and including item 7
Professor Ian Watt – up to and including item 7

Apologies

Professor John Robinson (Deputy Chair, PVC York)

Professor Julie Jomeen (Hull Senate representative)

Dr Elizabeth Cleaver (Hull Learning, Teaching and Assessment Committee representative)

Dr Graham Scott (Hull Learning, Teaching and Assessment Committee representative)

Dr Jan Hardman (York University Teaching Committee representative)

Mr Chuby Okide (Hull University Union)*

Mr Matt Evans (Hull University Union)*

Mr Ian Smallwood (Quality Manager, Hull)

Mrs Alison Pettigrew (Head of Quality and Standards, HYMS)

Mr Nigel Dandy (Head of Academic Support Office, York)

Professor Brian Fulton (Dean of Faculty – Sciences, York)

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