

Staff Student Liaison Group (Years 1 and 2) meeting

16th March 2011

15.00

Room 128, SAFB

South Kensington Campus

Minutes

Present:, Mr D Smith (Chair), Dr P Clark, Dr M Emerson, Dr K Gould, Mr A Hemani, Mr A Hosin, Professor J Laycock, Dr P Kemp, Ms E McGovern, Dr K MacLeod, Professor K Meeran, Mr K H Moon, Prof M Morrell, Dr G Murtagh, Mr N Patel, Ms K Perris, Prof M Pickering, Ms A Puri, Mr S Rahim, Mr R Ravindran, Mr Y Reissis, Ms M Rodger, Dr D Rogers, Dr S Smith, Dr M Thavarajah, Dr T Tierney, Mr S Tran, Dr A Vallance, Mr C Zhang.

In attendance: Ms J Shiel, Ms A Uche (secretary).

Apologies: Ms S English, Dr S Gentleman, Dr C John, Dr M Lowrie, Dr E Muir, Mr P Ratcliffe, Dr P Strutton, Dr M Sullivan, Ms J Williams.

Meeting commenced at 15.10

1. **Welcome & Apologies of Absence**
Apologies for absence noted.
2. **Minutes from the Meeting on 8th December 2010.**
RECEIVED: [Paper SSLG1,21011-06]
AGREED: a) that the Minutes were approved as an accurate record.
3. **Matters arising**
 - 3.1 **Minute 4.1 Year 2 Reports on Autumn Term Teaching.**
REPORTED: a) that Theme Leaders had requested lecture slides be posted prior to the lectures.
b) that in the Clinical Communication course, the group simulated patient sessions were well received. Students wanted to discuss whether the format would be useful in Year 1.
AGREED: c) that students would bring feedback to the next meeting.
ACTION: Year 1 and 2 Student Representatives.
 - 3.2 **Minute 4.2 Year 1 Reports on Autumn Term Teaching.**
REPORTED: a) that students would liaise with the Head of Learning Resources regarding recording of lectures.
AGREED: b) that SOLE handouts would be placed in the handouts guide rather than the timetable guide for MCD from the next academic year.
c) that the Clinical Communication introduction would be reduced to two hours from the next academic year.
d) it was hoped that the seating in the Drewe Lecture theatre would be replaced once the budgets were finalised.
 - 3.3 **Minute 5.2 Distinction in Medical Science Award.**
REPORTED: a) that the proposed distinction in the Medical Science Award was considered at the Examinations and Assessment meeting and was agreed.

3.4

Minute 8 SOLE.
REPORTED: a) that it was not currently possible to upload photos of lecturers to the SOLE page.

4.

Spring Term Teaching.

4.1

Year 1 Courses.
RECEIVED: [Paper SSLG1,21011-07]
REPORTED: a) that in his absence, Dr Mark Sullivan had written a report based on responses to student teaching re: Human Life Cycle teaching.
b) that positive comments about the course were very much appreciated.

Endocrinology.
REPORTED: a) that students really enjoyed Endocrinology teaching. Students also enjoyed the small tutorials.
b) that some lectures did not have the same learning objectives as set out in the course guide.
AGREED: c) that lecturers needed to stick with what was in the course guide in order to avoid confusion.
ACTION: Course Leader to remind all lecturers.

Neuroscience and Mental Health.
REPORTED: a) that the clinical demonstrations provided a good way of learning and the course overall received positive feedback.

Musculoskeletal System.
REPORTED: a) that there were no issues for concern.

Cardiovascular System.
REPORTED: a) that students found this aspect of the course very difficult.
b) that students wanted diagrams to annotate in the course guide.
NOTED: c) that all lectures are put up 2-3 days before hand so students can annotate prior to the lecture.
ACTION: Course Leader to review.

Anatomy of the Thorax.
REPORTED: a) that students found the course very interesting and enjoyed the demonstrations.
b) that there was an issue with the variability of demonstrators.
AGREED: c) that dissatisfaction with demonstrators/lecturers should be reported via SOLE.
NOTED: d) that there was a suggestion for student demonstrators to be used as opposed to only qualified medics.
ACTION: Head of Quality Assurance and Enhancement.

Respiratory System.
REPORTED: a) that the lecturers were well received.

Clinical Communication.
REPORTED: a) that some students found it difficult to access the simulated

interview videos from home as the files were very big and were better accessed from College computers.

b) that students would like model answers and guidelines to the e-portfolio forms distributed.

First Clinical Attachment.
REPORTED: a) that some students found travelling to certain hospitals very difficult due to the distance involved.
b) that there were some problems with contacting their patients. Students were told to contact Dr Ros Herbert if there were difficulties.
c) that some students had trouble with visit times due to having their FCA's too close together.
d) that students would like staff at the hospitals to be aware of their presence and would like more guidance.

ACTION: FCA Course Leader and Administrator.

PBL.
REPORTED: a) that students wanted earlier feedback on the formative session before the summative exams.

ACTION: Doctor and Patient Course Leaders.

4.2

Year 2 Courses.

Anatomy of the Limbs.
REPORTED: a) that students felt that the final session was rushed. Students wanted one more session so that more material could be covered.
b) that students requested a video of limb dissection to be made available as in anatomy of Head, Neck and Spine. This was currently being worked on.
CONSIDERED: c) that students wanted to have extended access to half-skeletons. This was an option. However the department did not want full awareness of this as it would be difficult to manage.

ACTION: Course Leaders.

Human Life Cycle.
REPORTED: a) that students were pleased with the lectures.
b) that students wanted clinically orientated lectures and would like more notes included in the course guide.

ACTION: Course Leader to review.

Musculoskeletal.
REPORTED: a) that students enjoyed the Rheumatology sessions but found biomechanics abstract not clinically relevant.

ACTION: Course Leader to review.

Pharmacology and Therapeutics.
REPORTED: a) that students enjoyed the course.
b) that students felt the pharmacogenetics seminar could have been delivered as a smaller tutorial in smaller groups.
AGREED: c) that this would have to be reviewed in the context of the timetable.

ACTION: Course Leader.

- REPORTED: **Psychology.**
a)that the students enjoyed the course.
- REPORTED: **Endocrinology.**
a)that the course was well received amongst students.
- REPORTED: **Molecules, Cells and Disease.**
a)that students wanted a revised timetable with a morning of lectures and an afternoon of practical's. However, it was noted that this was not possible and that groups were deliberately alternated to allow for both lectures and practicals.
b) that students wanted the lectures to have more links clinically and would like further explanations.
ACTION: Course Leader to review.
- REPORTED: **Medical Ethics.**
a)that course was interesting and the small group tutorials were well received.
- REPORTED: **Clinical Communication.**
a) there were no problems reported.
b) that students wanted to be able to practice case presentations prior to the clinical placements, although timetabling constraints made this difficult.
- REPORTED: **PPD.**
a)that there were no issues to be addressed.
- REPORTED: **PBL.**
a)that there were no issues to be addressed.
- REPORTED: **Clinical Placement.**
a) that students enjoyed the course
b) that were issues surrounding students who didn't received their NHS cards. Some sites had issued out the cards whilst others did not.
c)that students wanted attachment feedback to be known earlier. Students also wanted clarification on accommodation e.g. far away hospital sites.
ACTION: Clinical Curriculum Manager/ Year 1 and Year 2 Curriculum Administrator.
- REPORTED: **Feedback.**
a)students wanted feedback from examinations to know which topics they did less well on and what to focus on in the future and this was being reviewed.
ACTION: Sub Board Chair (Year 1) Exams.
b)that Year 2 students wanted the introduction of a formative assessment similar to the peer marked self assessments used in Year 1.
ACTION: Head of Quality Assurance and Enhancement/Head of Years 1 and 2/Examinations Manager.
- REPORTED: **E-portfolio.**

- a)that students still found Pebblepad difficult to navigate.
- b)that it was difficult to make a major changed to the system, although they continued to liaise with Pebblepad on this.
- c)that the e-portfolio sessions would be timetabled slightly earlier next year.

ACTION: Lead for E-portfolio.

REPORTED: **Absence Form.**

- a)that students wanted the online absence form to be shortened and this would be reviewed.

ACTION: Student Services Manager/ Year 1 and Year 2 Curriculum Administrator.

REPORTED: **Sites and Services.**

- a)that the students wanted to gain access to a microwave in the Reynolds Building.

ACTION: ICSMSU President.

REPORTED:

SOLE.

- a)that students wished to have access to SOLE to add comments during the term so they could add comments and save the information without submitting it. Students wanted to save the information anonymously without submitting it.

ACTION: Head of Quality Assurance and Enhancement.

**5.
5.1**

RECIEVED: **Assessment.**
REPORTED: **Award Distinction Amendment in Year 1 and 2**

[Paper SSLG1,21011-08]

- a) that the Award distinction was to be amended. This would mean that students would have to achieve at least one distinction and one merit in Years 1 and 2.

AGREED:

- b) that this amendment would allow the award to be given to more students.

6.

REPORTED: **Student Attendance and Assessment.**

- a) that it was disappointing to continually hear examples of bad, unprofessional behaviour and poor attendance. This was unacceptable.
- b) that in terms of sanctions, evidence of poor behaviour and attendance would go on student files.
- c) that students should be a aware of the penalties they face for poor attendance.

7.

RECIEVED: **Student Agreement**
REPORTED: [Paper SSLG1,21011-09]

- a) that this was the first year that the student agreement was implemented.
- b) that some students signed the agreement without actually reading or understanding it properly.
- c) that students felt the behaviour of the Year group may have improved as a result of signing the student agreement.
- d) that students should have discussed the student agreement with their personal tutors in their scheduled personal tutor sessions at the beginning of last term.

e) that that staff believed that the student agreement was a good way of holding students accountable for their actions.

8.

REPORTED:

SOLE

a) that students should be encouraged to use SOLE. This tool was an effective way for any changes to courses to be made.

ACTION: ICSMSU President/Student Representatives.

9.

REPORTED:

Welfare.

a) that the timetabled personal tutor sessions went well.

NOTED:

b) that there were students who had requested special exam arrangements.

c) that students in Year 2 wanted to keep the same personal tutor in Year 3 instead of being reallocated to a clinical tutor.

d) that the recruitment of personal tutors was very difficult this year so it would be difficult if all Year 2 students wanted to keep their current tutors.

AGREED:

e) that if students had a strong relationship with their current tutors, then there was nothing wrong in keeping that tutor in Year 3, however, students were encouraged to have a clinical tutor.

10.

REPORTED:

Library.

a) that the central library would be closed during Easter. Dates will be available on the library website.

b) that the central library would have revised opening hours during the bank holidays in April/May.

11.

Any Other Business

No reports.

Meeting closed at 16:50pm

20/3/11
AU

To: Staff Student Liaison Group (Years 1 and 2)
Date: 1st June 2011

Presented by: ICSM SU President, David Smith
Written by: Jo Williams

Matters arising from SSLG1,2 held on 16th March 2011

1. Introduction

Matters arising from previous Minutes and subsequent action points where relevant.

2. Recommendations

The committee is invited to note the following:

3. Matters Arising from previous Minutes

- a) Minute 3.1 Clinical Communication in Year 1 using similar format to Year 2.
Year 1 and 2 Reps to report
- b) Minute 4.1 Use of student demonstrators in Anatomy
Head of QAE to report
- c) Minute 4.1 PBL format after formative to be quicker
Dr and Patient Course Leads to report
- d) Minute 4.2 Details of Year 2 clinical placements to be issued earlier
The Clinical Curriculum Manager had responded that due to student numbers changing as a consequence of summer resits, the information needed to be confirmed prior to being sent out to avoid having to move students around at a later date. He would endeavour to provide information as speedily as possible within these constraints.
- e) Minute 4.2 Increased feedback for formatives and Year 2 formative opportunities
Sub Board Chairs of Exams (Yr 1 and 2) to report
- f) Minute 4.2 Amendment of electronic absence forms
Reviewed and agreed should stay as they are with minor amendments as need to be applicable for all Years and courses
- g) Minute 4.2 Microwave provided for Charing Cross Reynolds Building
ISSM SU to report
- h) Minute 4.2 SOLE changes
Head of Quality to report

To: Staff Student Liaison Group (Years 1 & 2)
Date: Wednesday 1st June 2011

Presented by: Year 1 & 2 Representatives
Written by: Year 1 & 2 Representatives

Summer Term Student Feedback

1. Introduction

Below is feedback gathered by the Year 1 & 2 Reps from liaising with their peers during the Summer term

2. Recommendations

The committee is invited to consider, and respond where appropriate, to the student comments below.

3. Year 1 Feedback

Alimentary

- Students would appreciate it if the course guide was arranged so that the lecture notes follow the order of the lectures given
- The liver function lecture was seen to be good in that it brought a lot of the material previously covered together. In future could it be placed towards the end of the course as a 'revision' lecture?

Anatomy of the Abdomen and Pelvis

- On the whole anatomy is enjoyed by the students and we feel that the lectures relate well to the dissections.
- Mr Alasdair Scott's lectures on the retroperitoneum and the liver and spleen were enjoyed
- It would be appreciated if more lecturers could provide the lecture notes underneath the powerpoint slides
- Students have again commented on the variability of the dissection room demonstrators, and ask whether something can be done to standardise their quality
- Students wonder whether anatomy could be arranged so that there are fewer students per table, as often it can be difficult to see what the demonstrator is pointing out in the cadaver and there are not enough opportunities for students to dissect.
- Living anatomy – case scenarios and short questions were well received
- Lack of demonstrators in human anatomy – but better participation than in anatomy of the thorax

Urinary System

- Tutorials instead of self directed study? Concepts are relatively difficult

Skin

- Squeezed into too short a time – morning is intense. Move to 2nd term or 1st term?

FCA

- Students have found it challenging to arrange patient visits and do their poster in addition to keeping up with the demands of other courses
- Variability of tutors
- Could FCA sessions the day before MCD exam be avoided in future?
- Group B had 5 days between tutorials – this was felt to be insufficient time to see patients and do ePortfolios before seeing tutor again

Others

- The variability of personal tutors

4. Year 2 Feedback

Science and the Patient:

- The majority of students still feel confused about the whole course and would like a more informative introductory session to outline what topics are being covered, how the practical works and how we are getting examined (number/type of exam questions) at the start of the course.
- Students would greatly appreciate if course leader could encourage lecturers to upload their slides prior to the lecture. If that is not possible then upload them as soon as possible after the lecture.
- There seems to be some repetition between different lecturers in the same course e.g electrolytes - would it be possible for them to go over each other's materials beforehand or having more specific learning objectives for each lecture?
- Could directions regarding getting into the Wolfson Building in the Hammersmith be linked to the Science & Patient page, or be in the course guide?

Re: the practical:

- It was felt that students had] little guidance, and that they would appreciate a more directive method sheet or have a lecture on exactly what needs to be done beforehand.
- Some students felt it may be useful to have some trained phlebotomists on hand to aid students or take blood from individuals that are experiencing difficulties.
- Although it may ultimately have been the students' own doing, students felt concerned about the number of contaminated surfaces/equipment and overflowing sharps bins.

Exams

- Students appreciated the weekend break up between the exams as opposed to last year's format.
- Students feel that some exam questions were not covered in our teaching this year.
- It felt like there was a lot of emphasis on small parts of the MCD course (e.g. diagnostics) and larger aspects (e.g. cancer) were underrepresented. Students felt that this balance of questions didn't truly represent the content of MCD.
- Students would like to know if a breakdown of the exams via topics would be provided this year.
- Students wondered how each of their exam results are weighted when considering merits/distinctions.

Blackboard

- Is there any way of receiving an alert when there are new replies to your messages on the discussion boards?

SOLE

- Students would like to suggest having SOLE opened after exams - as after revision and the exams, students definitely remember a lot better which lecturers were good and feedback can be more accurate.

Other

- Broken seats in the SAF lecture theatre