
UK Medical Schools Annual Return 2008/09: QABME

The QABME Annual Return Process

Every year, each medical school must provide a return to the GMC that:

- a. Identifies significant changes to curricula, assessments or staffing.
- b. Highlights risks or issues of concern, proposed solutions and corrective actions taken.
- c. Identifies examples of innovation and good practice.
- d. Responds to issues of interest and debate in medical education, including promoting equality and valuing diversity.
- e. Identifies progress on any requirements or recommendations arising from the QABME visit process.

The GMC writes to each medical school towards the end of the calendar year to request the specific information required that year. School returns allow the GMC Education Committee to identify:

- a. Issues to explore with all medical schools.
- b. Examples of good practice that can be shared.
- c. Issues to be investigated with individual medical schools.

If we need to explore an issue, for example the introduction of a new curriculum or significant changes to the curriculum or facilities, the school may be requested to submit detailed information for analysis or may be selected for the QABME visit process.

Basic Information

Please complete this table and update details if necessary

Name of Medical School:	CAMBRIDGE SCHOOL OF CLINICAL MEDICINE	
Name of Dean/Head of School <i>(please correct if necessary):</i>	PROFESSOR J G P (PATRICK) SISSONS (REGIUS PROFESSOR & HEAD OF THE SCHOOL OF CLINICAL MEDICINE) DR D F (DIANA) WOOD DIRECTOR OF MEDICAL EDUCATION AND CLINICAL DEAN	Contact tel: 01223 336738 Contact email: regius@medschl.cam.ac.uk Contact tel: 01223 336732 Contact email: dfw23@medschl.cam.ac.uk
Name of QABME contact <i>(please correct if necessary) :</i>	CAROLYN READ	Contact tel: 01223 336844 Contact email: Cad50@medschl.cam.ac.uk
Number of undergraduate medical students 2008/09 (all programmes)	School of Biology : 871 (including CGC Years 1 & 2) Clinical School: 472 (CGC Years 3 & 4) Total 2008 / 2009: 1343	
External QA review (e.g. by university)	Date: February 2008 – External QAA review of the School of Biological Sciences By: QAA Covering: MVST Parts 1A & 1b; Tripos Date of Next: TBC	
Internal QA review	Date: December 2008 – internal Learning and Teaching Review of Clinical School By: University of Cambridge Covering: Date of next: Currently ongoing	

QABME Annual Return Table Templates

Tables 1 to 5 below are part of the GMC's QABME Annual Return Process. They track:

- The steps the School is taking to address specific requirements and/or recommendations arising out of the previous QABME review.
- The changes in provision of undergraduate degrees, including risks and innovations resulting from the School's own quality management systems.

What you need to do: Complete Tables 1 to 5 with brief notes. Instructions on what you need to include in each column of the tables are given below.

Tomorrow's doctors area	Requirement/ Recommendation/ Change/ Innovation/ Risk or challenge	Action	Contact	Supporting documents list	Timeline
<p>Identify the most relevant area of Tomorrow's Doctors.</p> <p>This has been pre-populated for each table with general areas. Please amend, delete or duplicate the rows as appropriate.</p>	<p>Identify the areas under each category in the individual tables for:</p> <ul style="list-style-type: none"> ▪ Requirements ▪ Recommendations ▪ Changes ▪ Innovations ▪ Risks or challenges 	<p>List the key actions and steps the school plan to take in order to address each:</p> <ul style="list-style-type: none"> ▪ Requirement ▪ Recommendation ▪ Change ▪ Innovation ▪ Risk or challenge 	<p>State the working group/committee/ person that will be taking the lead on the action identified.</p> <p>Include details of the:</p> <ul style="list-style-type: none"> ▪ Contact name ▪ Email address ▪ Telephone number 	<p>List the document names of any committee decisions, management plans or other documents that evidence the actions.</p> <p>Please do not attach these documents.</p>	<p>State the timeline for each action stipulated.</p> <p>Include an estimate for the final deadline of when the school expects to be able to fully meet any requirements listed.</p>

A fictional example response is provided in Table 1.

Please note that your responses may be published on the GMC's education website pages.

Please send your completed responses on this template by **Friday 12 December 2008** by email to QABME@gmc-uk.org.

Table 1 – Requirements

Please list the requirements from the School's last QABME report that have been completed since your last annual return. Please also list those that have not been fully implemented. Please indicate how the requirements have been addressed since your last annual return in 2007/08 (http://www.gmc-uk.org/education/undergraduate/undergraduate_qa/medical_school_reports.asp)
Expand the table as necessary. If you do not have any requirements in your last report please check this box

Tomorrow's doctors area	Requirements	Action	Contact	Supporting documents list	Timeline
Example: Assessment procedures	To ensure that students receive clear guidance about what is expected of them in their Year 5 OSCE	<ul style="list-style-type: none"> Review of guidance on the Year 5 OSCE on the student intranet Review guidance on the Year 5 OSCE in the Year 5 Handbook Revise student briefing for Year 5 OSCE 	<ul style="list-style-type: none"> Assessment Working Group Dr Joe Bloggs Dir. of Clinical Studies joebloggs@medschool.ac.uk 01234 567 890 	<ul style="list-style-type: none"> Working group minutes Intranet Revised Year 5 Handbook Briefing notes 	<ul style="list-style-type: none"> Intranet revision completed New handbook due for publication Dec 08 Briefing notes; July 09
Curricular Outcomes					
Curricular content and structure					
Delivering the curriculum					
Assessing student performance and competence					
Student health and conduct					

Table 2 – Recommendations

Please list the recommendations from the School’s last QABME report that have been addressed since your last annual return in 2007/08 (expand the table as necessary). If you do not have any recommendations in your last report, please check this box

Tomorrow’s doctors area	Recommendations	Action taken – If none taken, please provide your reason for this	Contact	Supporting documents list	Timeline
Curricular Outcomes					
Curricular content and structure	<p>Requirements a. Ensure integration of clinical context with science teaching throughout the preclinical years</p> <p>Recommendations: a. expand provision of early clinical contact in the preclinical years</p>	<p>New curriculum theme “The Social Context of Health and Illness” commenced in Year 1. Includes clinically orientated seminars. Patient’s Voice lecture series extended backwards into Year 1.</p> <p>New theme “Preparing for Clinical Practice” in preparation to enhance Preparing for Patients Programme and link with “The Social Context of Health and Illness”.</p>	<p>Dr Simon Cohn Sc556@medschl.cam.ac.uk</p> <p>Dr Jonathan Silverman Js355@medschl.cam.ac.uk</p> <p>Dr Jonathan Silverman Js355@medschl.cam.ac.uk</p> <p>Dr John Benson Jab62@medschl.cam.ac.uk</p> <p>Dr Wood</p> <p>Dr Simon Cohn Sc556@medschl.cam.ac.uk</p>	<p>MVST Committee minutes</p> <p>MVST Committee minutes</p>	<p>2008 – 9 ongoing</p> <p>2009 ongoing</p>
Delivering the curriculum					

Tomorrow's doctors area	Recommendations	Action taken – If none taken, please provide your reason for this	Contact	Supporting documents list	Timeline
Assessing student performance and competence	<p>Requirements</p> <p>a. Ensure that it uses appropriate tools for its assessment scheme</p> <p>b. Move to a formalised method of standard setting to secure robust judgements over all assessments, departments and years.</p> <p>c. Quality control the assessment of student selected components</p>	<p>Medical Education Committee (MEC) established review of assessment practice – ongoing.</p> <p>MVST Committee met with Cambridge Assessment (UCLES) and devised method for standard setting 2nd MB examinations using the Hofstee method.</p>	Dr Wood	Minutes MEC Committee	2009
		<p>Year 3 Tripos SSC: quality control mechanisms explained in response to QABME report Dec 2007.</p> <p>Clinical SSC's: external assessor (Dr Deborah Gill) appointed to assist in standard setting</p>	Dr Don Macdonald d.macdonald@gen.cam.ac.uk	Minutes MVST Committee plus MEC minutes	2008 ongoing
			Dr Wood / Dr Macdonald		2007 / 2008
	<p>Recommendations:</p> <p>a. Make all assessments particularly in the preclinical years much more relevant to clinical context.</p>	<p>Medical Education Committee (MEC) established review of assessment practice – ongoing.</p>	Dr David Perry David.perry@addenbrookes.nhs.uk	Minutes Clinical Education Quality Committee and Assessment Committees	2008 ongoing
		Dr Wood / Dr Macdonald	Minutes MEC Committee Minutes MVST Committee	2009 ongoing	

Tomorrow's doctors area	Recommendations	Action taken – If none taken, please provide your reason for this	Contact	Supporting documents list	Timeline
	b. Review the delivery of the examiner and student briefings to ensure both students and examiners are clear on assessment process.	Under review – new online package for examiner training under development to enhance training for the role. Briefings all now on laminated sheets and identical for all groups of student and staff in the OSCE.	Mrs Nicola Riley Nr265@medschl.cam.ac.uk	Assessment Committee minutes	2008 / 2009
Student health and conduct	<p>Requirements</p> <p>a. ensure the Fitness to Practise Committee structures and procedures are robust</p> <p>Recommendations: Develop methods to enhance student perspectives on whistle-blowing</p>	<p>A review of the Fitness for Practice Committee has taken place and new regulations have been drawn up. Currently with the University draughtsman. For submission to the University General Board when complete.</p> <p>Written policy highlighted to students and web-page. Included in Personal and Professional Development theme teaching. Intranet A-Z being rewritten for ERWeb.</p>	<p>Dr Wood</p> <p>Dr Wood Mrs Brenda Purkiss bap11@medschl.cam.ac.uk</p>	<p>Fitness for Practice Committee minutes. MEC minutes.</p> <p>Medical student Intranet</p>	<p>2009</p> <p>2009 / 2010</p>

Table 4 – Innovations & potential good practice

Please identify any innovations the school is piloting or potential good practice that it would like to report.

If you do not have any innovations currently being piloted or planned, please check this box

Please note: recent QABME review identified 14 areas of good practice in the main review (2007) and 2 further in the supplementary review (2008). These are ongoing as discussed with review team. Two further innovations reported below.

Tomorrow's doctors area	Innovations/Good practice	Action	Contact	Supporting documents list	Timeline
Curricular Outcomes					
Curricular content and structure					
Delivering the curriculum	Podcasts for Pathology	Podcasts being developed with the help of students to replace much of the lecture material allowing small group learning to occur.	Dr David Perry David.perry@addenbrookes.nhs.uk Dr Mark Arends Mja40@cam.ac.uk		
Assessing student performance and competence	On line therapeutics assessment	2 nd year – noted as good practice by QABME. Looking to share through national organisations	Dr Wood	ERWeb (the Clinical School VLE)	2009 ongoing
Student health and conduct					