
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:	MANCHESTER MEDICAL SCHOOL	
Name of Dean/Head of School <i>(please correct if necessary):</i>	PROFESSOR PAUL O'NEILL (HEAD OF MEDICAL SCHOOL, DEPUTY DEAN FOR EDUCATION)	Contact tel: 0161 275 7792 Contact email: Paul.A.O'Neill@manchester.ac.uk
Name of QABME contact <i>(please correct if necessary) :</i>	ALISON HOWORTH	Contact tel: 0161 275 5461/0161 306 0204 Contact email: Alison.howorth@manchester.ac.uk
Number of undergraduate medical students 2008/09 (all programmes)	2106 (including 22 students on the 'pre-medical' foundation programme (6-year programme))	
External QA review (e.g. by university)	Date: 2006 By: QABME and 5 Year QAA Review Covering: all aspects of the Programme Date of Next: QABME within 5 years, 5 Year QAA Review in 2011	
Internal QA review	Date: 2008 Covering: Annual review by University and Faculty QA covering all aspects of the Programme Date of next: 2009	

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 content and structure	Work with St. Andrew's to review the clinical component of the curriculum at St. Andrew's and investigate ways in which it could be increased, in order to better prepare students to transfer to Year 3 of the Manchester programme	<p>This was addressed in the QABME return of 12/07</p> <p>Transition evaluation results show students generally feel prepared for their transition to studying in the clinical environment. There is a trend in the data that indicates transferring to Manchester for clinical studies is a likely cause of a less easy transition but no evidence that the feeder Schools prepare the students less well. There is perhaps evidence that the feeder Schools prepare their students well for the application of their theoretical knowledge.</p>			

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 content and structure	Review how the teaching of medico-legal issues could be strengthened throughout the curriculum.	Following the review of Ethics and medicolegal issues we are now working with the 'Centre for Ethics and Policy' introducing a comprehensive programme in addition to the PBL cases, lectures and symposia and e-learning	Professor Caroline Boggis Programme Director Caroline.Boggis@Manchester.ac.uk	Ethics and Law review	Lectures and symposia introduced 2008
	Continue to strengthen teaching in public health and raise its profile across all years of the curriculum, by ensuring adequate resources are available.	Evidence based medicine is now introduced into years 1 and 2 through e-learning.	Dr Ioan Davies Phase 1 Director of Studies ioan.davies@manchester.ac.uk	Medlea (our VLE) worksite for elearning package	Presently active
		We have now secured in the budget funds to make Public Health appointments at senior academic level with formal commitment to undergraduate education. Negotiations are	Professor Paul O'Neill Head of School Paul.A.O'Neill@manchester.ac.uk	Faculty (FMHS) School of Medicine Management Team minutes MMS SMT minutes	As soon as practically possible

Tomorrow's doctors area	Recommendations	Action taken – If none taken, please provide your reason for this	Contact	Supporting documents list	Timeline
	<p>Undertake a review of Problem Based Learning (PBL) skills of St. Andrew's students in order for any targeted training to take place to ease the transition to the Manchester course.</p>	<p>presently ongoing with the Translational Medical Research School regarding the post description of the first appointment.</p> <p>This was addressed in the QABME return of 12/07</p>			
Delivering the curriculum	<p>Hold a joint review of their programme of interactions with St. Andrew's in relation to changes to clinical experience in the new curriculum and the continuing links between St. Andrew's and Manchester.</p>	<p>This was addressed in the QABME return of 12/07</p>			

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>Introduce mandatory training of all teachers and examiners and strengthen the monitoring of training uptake.</p> <p>Consider two alternative courses of action in relation to locating either students or examiners at a base unit other than their own, in connection with the OSCE/OSLER.</p>	<p>This was addressed in the QABME return of 12/07.</p> <p>Staff development remains pivotal to programme delivery. This is undertaken immediately prior to each OSCE exam at each of the Teaching Hospital Sectors.</p> <p>This was addressed in the QABME return of 12/07</p>			
Student health and conduct	Investigate how access to central support could be improved for students in Years 3-5, particularly in relation to the role of the Medical Students' Representative Council.	<p>Work continues with the MSRC facilitating their links with the Students Union. This is to ensure it is a representative student organisation.</p> <p>For our revised Year 5 we are planning centrally delivered revision and an 'Ethics</p>	<p>Dr Jon Shaffer Lead for Student Support and Guidance Jonathan.I.Shaffer@Manchester.ac.uk</p> <p>Professor Mike Horan Lead for Phase 3 (Year 5) Michael.Horan@Manchester.ac.uk</p>	<p>MSRC/MMS minutes</p> <p>Phase 3 Committee Minutes Curriculum</p>	<p>Ongoing</p> <p>Implementation during academic year 2008-9</p>

Tomorrow's doctors area	Recommendations	Action taken – If none taken, please provide your reason for this	Contact	Supporting documents list	Timeline
		<p>and Law' symposium.</p> <p>We are developing a communications plan that would also address this matter.</p>	<p>Professor Caroline Boggis Programme Director Caroline.boggis@Manchester.ac.uk</p>	<p>Committee Minutes</p> <p>Programme Committee minutes</p>	<p>Development and introduction Academic Year 2008-9</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

Tomorrow's doctors area	Innovations/Good practice	Action	Contact	Supporting documents list	Timeline
Delivering the curriculum	We have introduced new Year 5 block into a specialist tertiary Cancer hospital ('The Christie'), with an innovative approach based on 'sign ups'	Evaluation of student experience to be undertaken. Consideration of extension of student learning opportunities at 'The Christie'.	Dr Richard Cowan Director of Education Christie Hospital Richard.Cowan@Christie.nhs.uk	Curriculum Committee Minutes Introduction to 'Christie' – student information booklet	ongoing
Assessing student performance and competence	F1 type assessments	Students are required to complete 8 U-PSAs (procedural skills assessments), 4 U-CEX (mini-clinical examinations) and 2 U-CMDs (case management discussions). The majority must be completed after the January exempting examination.	Dr Ray McMahon Chair, Assessment Committee Ray.mcmahon@manchester.ac.uk Dr Chris Harrison Deputy Chair, Assessment Committee Chris.j.harrison@manchester.ac.uk Professor Brian Pollard Chair, Year 5 Exams Group Brian.pollard@manchester.ac.uk		
Student health and conduct	Multiprofessional Faculty run Fitness to Practice process	This Faculty system enables the School to seek advice about difficult situations of an experienced team. This has also enabled us to begin to streamline our processes and deal with irregularities.	Professor Tim David Faculty Lead for Fitness to Practice Tim.David@manchester.ac.uk Dr Jon Shaffer Lead for Student Support Jonathan.I.Shaffer@Manchester.ac.uk	Faculty FTP Documentation	