
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:	NEWCASTLE FACULTY OF MEDICAL SCIENCES	
Name of Dean/Head of School <i>(please correct if necessary):</i>	PROFESSOR CHRIS DAY (PRO VICE CHANCELLOR AND DEAN OF MEDICINE)	Contact tel: 0191 222 7003 Contact email:
Name of QABME contact <i>(please correct if necessary) :</i>	KATRIONA WATSON	Contact tel: 0191 222 8731 Contact email: Katriona.watson@newcastle.ac.uk
Number of undergraduate medical students 2008/09 (all programmes)	1506 Newcastle University 204 Durham University, Queens Campus	
External QA review (e.g. by university)	Date: 2005 By: GMC Covering: A106, A101 Date of Next: Not yet known	
Internal QA review	Date: 2005 Covering: A101, A106 Date of next: October/November 2010	

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	Provision of careers guidance in preparation for FP	Careers Working Group now embedded into the governance structure and collaborates successfully with the Northern Deanery Foundation School	Dr Richard Price Degree Programme Director, Accelerated Programme, T.R.H.Price@ncl.ac.uk 0191 2224535	Careers Working Group minutes BoMS Minutes	Completed
Curricular content and structure	Changes to the teaching schedule for DUQC and discuss with Durham University	A review of curriculum content has now been completed by staff at DUQC. Some savings of time have been made but the course remains 3 weeks shorter than that delivered in Newcastle. N.B. Current Durham University regulations do not currently permit an extension of academic term dates	Professor JC McLachlan Associate Dean for Undergraduate Medicine Durham University, Queens Campus J.C.McLachlan@durham.ac.uk 0191 3340323	MBBS Management Committee	Completed
Delivering the curriculum	Ensure consistency of opportunity across all placements in general practice	Students undertake their end of placement assessment with a different Practice from that which they studied with. This has identified some areas which have been addressed by the Senior Medical Tutors.	Professor JA Spencer Sub-Dean for Primary and Community Care J.A.Spencer@ncl.ac.uk 0191 2225437	Primary Care Annual Quality Monitoring Meetings	Completed

Tomorrow's doctors area	Recommendations	Action taken – If none taken, please provide your reason for this	Contact	Supporting documents list	Timeline
		Good supporting documentation is supplied to all the GPs involved in delivering the curriculum and regular meetings are held each year with the Senior Medical Tutors.			
	Review the process by which its SSC supervisors provide guidance in a timely manner	All guidance is reviewed on an annual basis. Feedback from students in respect of their SSC placements are viewed by the SSC Convenor. Students are now only required to select two of their three SSC periods in September (prior to placements in January and February) and select the third in January (placement in April)	Mrs C Emmerson Convenor, Student Selected Components	SSC Study Guide	Completed

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
Curricular Outcomes	Managing Change	Has been included in the curriculum	Dr Phil Bradley Director of Medical Studies P.M.Bradley@ncl.ac.uk		Completed
	Research day	Improving student appreciation of the importance and place of research, and potential of research careers	Prof Alastair Burt Dean of Clinical Medicine A.D.Burt@ncl.ac.uk	Research day programme	Completed
Curricular content and structure	Phase Teaching and Learning Committees	Improves vertical and horizontal integration.	Dr Steve Ball Deputy Degree Programme Director S.G.Ball@ncl.ac.uk	Phase Teaching & Learning committee minutes	Ongoing
Delivering the curriculum	Redefining strategic direction	Regular protected Strategy Away-Days, with working groups addressing key identified issues	Professor Roger Barton Chair, Board of Medical Studies J.R.Barton@ncl.ac.uk	Minutes of Away-Days and Working groups reports to BoMS	Ongoing
	JISC funded project	Development of a curriculum map	Dr Steve Ball As above		Ongoing
	ReCap	Teachers encouraged to use lecture capture system	Dr Phil Bradley As above	Phase T&L committee minutes	Ongoing
	Clinical Teaching Forum	Medical education event for regional clinical teachers	Professor Chris Gray Clinical Sub-Dean Wear Base Unit Chris.Gray@chs.northy.nhs.uk		June 2009

Tomorrow's doctors area	Innovations/Good practice	Action	Contact	Supporting documents list	Timeline
	Bespoke Learning Support Environment	Student involvement in developing the LSE	Ms Katriona Watson Assistant Registrar, Undergraduate Medical Education Katriona.Watson@ncl.ac.uk	Working Group minutes	Ongoing
Assessing student performance and competence	Examiner training MOSLER – see above	Staff development workshops for examiners.	Dr Phil Bradley As above	Formal evaluations from candidates, examiners, administrators, patients, and role players. External examiner reports.	Ongoing
Student health and conduct	Staff Development for key individuals in respect of disabled students	Workshops in conjunction with University Disability Support Unit	Dr Rosie Stacy As above		Ongoing