
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:	Peninsula Medical School	
Name of Dean/Head of School <i>(please correct if necessary):</i>	Professor John Tooke	Contact tel: Contact email: John.tooke@pms.ac.uk
Name of QABME contact <i>(please correct if necessary) :</i>	Kate Ellis	Contact tel: 01752 437 376 Contact email: Kate.ellis@pms.ac.uk
Number of undergraduate medical students 2008/09 (all programmes)		
External QA review (e.g. by university)	Date: By: Covering: Date of Next:	
Internal QA review	Date: Covering: Date of next:	

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

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
Assessing student performance and competence	That the School continue to explore ways of ensuring greater consistency in the POISE assessments where all assessors should be trained in the procedure.	<ul style="list-style-type: none"> • POISE only carried out by trained clinicians. • Observations cross-site by Clinical Skills Co-ordinators. • Observations by external examiner 	Director of Clinical Skills Professor Paul Bradley Paul.bradley@pms.ac.uk	<ul style="list-style-type: none"> • External examiner's report • Clinical Skills Steering Group minutes (tbc) 	Ongoing QA monitoring

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 content and structure	Careers provision / specialist fairs	In liaison with Postgraduate Deanery, provide focussed career teaching and learning and a careers fair for Year 5 students.	Chair of Careers Working Group Dr Steve Watkins Steve.watkins@pms.ac.uk	<ul style="list-style-type: none"> Minutes of Careers Working Group meetings Quality monitoring data 	
	Strengthening QA processes through partnership working	<ul style="list-style-type: none"> Regular liaison with DVCs of the two Universities JARB approval process 	Vice Dean, Education Professor John Bligh John.bligh@pms.ac.uk	<ul style="list-style-type: none"> Minutes of JARB meetings 	
	Establishment of an International Strategy Group and global health initiative.	<ul style="list-style-type: none"> Establish Curriculum Development Group Develop admin structures to support staff and students Liaise with THET 	Dr Hilary Neve hilary.neve@pms.ac.uk Dr Adrian Copplestone Adrian.copplestone@pms.ac.uk	<ul style="list-style-type: none"> Paper SSC24c-0708 (13-02-08) SSC min 14/07-08 (e) (13-02-08) SCC min 23/07-08 (b) (30-04-08) 	Report in 2008/9 for introduction 2009/10 onwards
	Consolidation weeks in Years 1 and 2		Director of Undergraduate Medical Studies Dr David Bristow David.bristow@pms.ac.uk		Introduced 2006-7

Tomorrow's doctors area	Innovations/Good practice	Action	Contact	Supporting documents list	Timeline
Delivering the curriculum	LSRC Years 1 and 2 – revised delivery mode and use of more eLearning.	Evaluation	Chair of Medical Programmes Management Committee Dr David Bristow David.bristow@pms.ac.uk		Year 1 2007/2008 Year 2 2008/2009 Evaluation ongoing
	Allowing SSUs outside PCMD (cross ref: Table 3)	Liaison with external providers e.g. Glaxo	Dr Alison Curnow Alison.curnow@pms.ac.uk	Copy of external SSU proposal	Ongoing
Assessing student performance and competence	Ongoing development of an assessment database	<ul style="list-style-type: none"> Develop integrated database /ePortfolio / clinical log. Automated standard setting and award board reports. 	Chair of Assessment Database Project Board Professor Paul Bradley Paul.bradley@pms.ac.uk	<ul style="list-style-type: none"> Scoping document Minutes of Assessment Database Project Board 	<ul style="list-style-type: none"> Phase 1 February 2009 Phase 2 2009/10
	Project work on assessment feedback to students.	<ul style="list-style-type: none"> Call for proposals for projects from clinical and academic staff. Workshops from national experts. 	Vice Dean, Education Professor John Bligh John.bligh@pms.ac.uk		<ul style="list-style-type: none"> Projects early 2009 Workshops 2009
	F1 project, closing the loop with the Deanery		Dr Karen Mattick Karen.mattick@pms.ac.uk		
Student health and conduct	Extensive research into the assessment of students with dyslexia.		Director of Assessment, Dr Chris Ricketts chris.ricketts@pms.ac.uk	Specific learning disabilities, dyslexia and assessment methods at Peninsula College of Medicine and Dentistry: a review, July 2008	

Tomorrow's doctors area	Innovations/Good practice	Action	Contact	Supporting documents list	Timeline
Other	CLAHRC – integration of research and teaching / evidence-based practice	Review of EBP programme	Director of Undergraduate Medical Studies Dr David Bristow David.bristow@pms.ac.uk		
	Review of small group teaching		Dr Hilary Neve Hilary.neve@pms.ac.uk		
	Annual Curriculum Conference	150+ academics and clinicians attend the event.	Education Services Manager Ms Pat Bailey Pat.bailey@pms.ac.uk	<ul style="list-style-type: none"> • Programme of events • List of speakers • Details of breakout sessions 	Ongoing (last held 03-12-2008)