
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:	WARWICK MEDICAL SCHOOL	
Name of Dean/Head of School <i>(please correct if necessary):</i>	PROFESSOR YVONNE CARTER	Contact tel: 024 7657 4007/ 024 7657 Contact email: Yvonne.carter@warwick.ac.uk
Name of QABME contact <i>(please correct if necessary) :</i>	MICHAEL HAWKER (EA TO YVONNE CARTER)	Contact tel: 024 7615 0590 Contact email: m.c.hawker@warwick.ac.uk
Number of undergraduate medical students 2008/09 (all programmes)	692	
External QA review (e.g. by university)	Date: None undertaken since last QABME visit – University does undertake 5-yearly review of work of Medical School (last one June 2007) but did not review the MBChB course on basis that it had been reviewed 2006-7 by the GMC By: Covering: Date of Next:	
Internal QA review	Date: Autumn 2008 Covering: Annual self-assessment of all aspects of MBChB Date of next: Autumn 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 Outcomes	No requirements				
Curricular content and structure	Increase provision of student selected components	<p>Phase 1 SSM Co-ordinator appointed and existing programme reviewed. A more uniform workload and assessment scheme was piloted and results presented to the Undergraduate studies committee in May 2007 who recommended it for implementation.</p> <p>Phase 2 Professional SSMS (designed to help with the development of aspects of professionalism) have been</p>	I have identified two members of faculty who are familiar with the content of this annual return and who will be able to direct queries on any of the information presented in this annual return to the relevant person if necessary.	<p>Phase 1 Management Group Minutes</p> <p>Minutes of Undergraduate Studies Committee</p> <p>Phase 2 Management Group Minutes</p>	<p>Enhanced SSM programme and assessment implemented for 2007 entry cohort</p> <p>Professional SSMS are offered to students. Aim to be a</p>

Tomorrow's doctors area	Requirements	Action	Contact	Supporting documents list	Timeline
		<p>established in the senior rotation.</p> <p>Approval granted from Undergraduate Studies Committee in Summer 2008</p> <p>New co-ordinator to be appointed</p>	<p>Dr Jane Kidd Director MBChB j.m.kidd@warwick.ac.uk 02476 574785</p> <p>Miss Lara McCarthy Assistant Registrar Lara.McCarthy@warwick.ac.uk 02476 573111</p>		<p>compulsory component of the programme for the cohort of senior students in 2010</p>
<p>Delivering the curriculum</p>	<p>Formal arrangements for anatomy training</p>	<p>Professor of Clinical Anatomy appointed.</p> <p>The service level agreement with Leicester was discontinued due to the success of a grant application by the Dean of the Medical School which enabled the purchase of plastinated specimens and the development of a new dedicated facility at the Clinical Sciences Building of our partner trust University Hospital Coventry and Warwickshire</p> <p>Purchase of plastinated specimens completed</p> <p>Identification of additional</p>		<p>Phase 1 Management Group Minutes</p> <p>Minutes of School Management Team</p>	<p>April 2007</p> <p>Specimens bought and in secure housing at partner trust.</p> <p>Teaching on the module begins in January 2009.</p>

Tomorrow's doctors area	Requirements	Action	Contact	Supporting documents list	Timeline
		faculty completed.			
Assessing student performance and competence	Revised assessment Framework	<p>University regulations. Phase 1 and 2 Codes of Practice and External Examiners all approved and completed by Summer 2006</p> <p>Warwick Assessment Group, Clinical subgroup and Written subgroup were convened and commenced work</p> <p>Initial Operations Manual for assessment. This document is one that is updated regularly to reflect changes in the assessment process.</p> <p>End of Semester 1 written and practical assessments administered.</p> <p>End of Semester assessments (written and practical) have also now been administered for Semesters 2 and 3.</p>		<p>Minutes of Warwick Assessment Group</p> <p>Phase 1 Management Group Minutes</p> <p>Codes or Practice on the web for the students</p>	<p>Completed Summer 2006</p> <p>Completed Summer 2006</p> <p>Completed summer 2006 Convened July 2006</p> <p>Completed December 2006</p> <p>Completed January 2007</p> <p>Semester 2 (June 2007 and 2008) Semester 3 (December 2007 and 2008)</p>
Student health and conduct	No requirements				

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	Expansion of community based activities	Clinical Methods Course to become General Practice rotation This has been successfully implemented and all students now undertake a GP block (of 8 weeks) while in the junior rotation of the programme.		Phase 2 Management Group Minutes	Completed
Assessing student performance and competence	Review use of Portfolios and assessment	Working group convened and new system piloted. Portfolios no longer contribute to the ranking given by the medical school for foundation posts. Portfolio assessment to be based on a presentation of the portfolio rather than the written portfolio itself.		Phase 2 Management Group Minutes	Piloted, evaluated and approved. Now being rolled out to senior students with intention to implement for whole of Phase 2 from June 2009.
Assessing student performance and competence	Development of Appropriate Grade Descriptors for all exams	Code of Practice change for 2004 cohort		Warwick Assessment Group Minutes	Completed and implemented for Intermediate clinical examination for 2007 and the Final professional examination in

Tomorrow's doctors area	Recommendations	Action taken – If none taken, please provide your reason for this	Contact	Supporting documents list	Timeline
		<p>Revised wording for Grade descriptors for 2005 Cohort</p> <p>Introduce a structured format for the Problem Solving and management Planning sections for the Clinical Examinations</p> <p>Update examiner training DVD to reflect modifications</p>			<p>2008 Completed January 2007</p> <p>Completed February 2007</p> <p>Distributed in March 2007</p>
Student health and conduct	<p>Further signposting of Fitness to Practise procedures</p> <p>Full implementation of personal tutor and clinical educational supervisor support systems</p>	<p>Support text on the Student support zone</p> <p>Warwick Fitness to Practise Committee convened</p> <p>Student (ISC) welfare support group set up with planned learning events to include FtP</p> <p>Personal tutor system revised to ensure all tutors familiar with current practice</p> <p>Clinical Education Supervisory System implemented for all students in Phase 2.</p>			<p>Completed 2006</p> <p>Convened and meetings held throughout the year Ongoing</p> <p>Fully implemented since January 2007</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	Use of plastinated specimens for the teaching of anatomy	Learning begins in January 2009		Phase 1 Management Group Minutes	Evaluate and review before next delivery of this module (By Jan 2010)