

ACTION PLAN for MANCHESTER MEDICAL SCHOOL 2014

Requirements

Report Ref	Due Date	Description	Action taken by medical school/ deanery to date	Further action planned by the medical school/ deanery	Timeline for action (month/ year)	Medical school/ deanery lead
MMS 1	Next scheduled report to the GMC.	PPI must be developed with involvement in the management and governance of the programme.	<p>The School has appointed a Lead for PPI. This is an ex Chair of an NHS Trust. She will lead a process of implementation of PPI within the programme.</p> <p>Funding is being obtained from charitable organisations to research the most cost effective way of implementing PPI across the programme.</p>		By December 2014 when we submit our MSAR we will have PPI representation on key School committees and a plan of action for full implementation with associated timescales.	Head of School.
MRI 3	Next scheduled report to the GMC.	Ensure that all staff with responsibility for educational and clinical supervision have agreed job plans, including allocated time for education.	The Central Manchester Foundation Trust is moving to an activity-based system of commissioning Undergraduate Medical Education within and across clinical Divisions, based on student weeks. This will be achieved via teaching Service Level Agreements (t-SLAs) for Undergraduate Education.	The t-SLAs will include the need for protected time in Consultant job plans for the delivery of Undergraduate Education.	Ongoing but will need to be completed by 2016.	Hospital Dean.

Recommendations

Report Ref	Due Date	Description	Action taken by medical school/ deanery to date	Further action planned by the medical school/ deanery	Timeline for action (month/ year)	Medical school/ deanery lead
MMS 1	Next scheduled report to the GMC.	The School should enhance its management of clinical education capacity and timetabling, which can lead to some patients being seen by multiple students.	<p>The School is engaging with partner LEPs to establish where unused clinical capacity can be brought into use. In particular, in those areas of the programme which changes in healthcare delivery will make more important to the profile of graduating students/ trainees.</p> <p>The School has commissioned an External Advisory Panel (EAP) chaired by Professor Tony Weetman to advise the School on what this means for our curriculum and programme delivery.</p> <p>The School is still extremely worried about the impact on clinical placements of the new private medical school at UCLAN that is being supported in its development by the GMC.</p>	The School will undertake a complete review of clinical delivery following receipt of the EAP's report.	Ongoing but first introductions by the beginning of the 2014/15 academic year.	Head of School.
MMS 2	Next scheduled report to the GMC.	The School should review whether the first progress test results for St Andrews students should be used for summative or formative purposes. St Andrews students have no prior experience of progress testing and may be	With our partners from St Andrews we will be introducing a formative Progress Test in Year 3 at St. Andrews so that all students in Year 3 at Manchester will be equally prepared for this summative assessment.	<p>We will continue to monitor the performance of all students in Year 3 by site of origin on entry into Year 3.</p> <p>NB In the first semester Progress Test of the 2013/14 academic year the students from St Andrews outperformed the students</p>	May 2014.	Assessment Lead.

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		disadvantaged, on the first occasion, by being norm-referenced against students who are familiar with the format and standard of the progress test.		from Manchester.		
MMS 3	Next scheduled report to the GMC.	The School should reduce the significant variability in the quality of academic support provided to students about maintaining a good e-portfolio.	We have introduced the Manchester Medical Student Communities. Although at first sight this appears to be a venture solely to directly improve the student experience, it brings together groups of approximately 20 Clinical Academic Advisors (CAAs) to share good practice. This initiative in each MMSC is led by a "Champion". All 18 champions will work together to generally improve the student experience. This will both complement and bring greater consistency to the ongoing training of CAAs currently provided by the School both in-house and through the School's Associate Hospital Dean's responsible for CAA training.	Progress will be monitored through the School's quality assurance processes.	Action introduced in February 2014. Training and monitoring will be ongoing.	Lead for Portfolio

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MRI 2	Next scheduled report to the GMC.	MRI should deliver the same level of teaching across the undergraduate Year 4 programme.	<p>A new quality assurance process is in place to look at feedback from each element of the Year 4 programme.</p> <p>Meetings have been held with linked DGHs and the Mental Health Trust. All student teaching will go onto MedLea (student timetabling system).</p> <p>Workload of the Year 4 Teaching Coordinator was reviewed with a view to improving accuracy and efficiency.</p> <p>Medical student objectives have now been agreed with a Consultant Obstetrician and Senior Midwives.</p> <p>Two consultant mentors have now been teamed with each PBL group (one from Obstetrics, the other from Gynaecology) who will give feedback to students at the end of each placement.</p> <p>The responsibility of the mentors is to follow the progress of students in their group and to be the contact(s) for these students to resolve any difficulties they may have in gaining learning opportunities during their</p>	<p>Discussions have taken place with the Clinical Head of Division and Divisional Director at St Marys. They have identified a further 1 PA for O&G teaching which, with the 1 PA for the Associate Hospital Dean role, will allow 2 PAs for UG teaching. The Division believes a team approach for organisation of UG teaching will be the most productive and propose the following team;</p> <p>Associate Dean for UG Teaching (1PA), Chair UG Lead for Obstetrics (0.5PA), UG Lead for Gynaecology (0.5PA). In addition there will be Academic/ Scientific advisors to the programme including a new Prof of Gynae-oncology who has a big interest in UG teaching (and was very involved in his previous hospital).</p> <p>A new Undergraduate Lead (AHD) will be appointed in due course.</p> <p>The Division feels that this structure will bring a new energy to UG teaching and capitalise on the enthusiasm of consultants from all directorates to be involved</p>	Commencement of new academic year September 2014.	Hospital Dean - MRI.

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			placement. An increase in the provision of focused clinical teaching is now being delivered to the Year 4 medical students during their attachment at St Mary's.	with teaching. We are looking into the possibility of appointing a Lead for Neurology to coordinate student teaching in Neurology whilst on CMFT sites.		

Good practice

Report Ref	Due Date	Description	Details of dissemination (across LEPs within the deanery or outside the deanery)	Any further developments planned to enhance the area of good practice	Timeline for action (month/ year)	Medical school/ deanery lead
MMS 1	Next scheduled report to the GMC.	Strong value in student evaluation with examples of improvements being made in response.	MMS, working with HENW, is producing documentation around all areas of good practice that will be disseminated around our LEPs and other medical schools within the North West of England. It is not clear to either organisation whether UCLAN is required to work with HENW to implement good practice identified by the GMC.	We will continue to work with our students to ensure the continuing improvement of the student experience.	Ongoing.	The members of the new Education Board.
MMS 2	Next scheduled report to the GMC.	Widening participation through its Manchester Access Programme (MAP) including a	As above.	We are extending our WP programme to the city of Preston where we have a clinical centre (LTHTr).	Academic Year 2014/15.	Head of School / Hospital Dean for LTHTr.

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		reduction in the A-level grades required of students in the MAP.		We are deeply concerned, however, that UCLAN will be introducing a programme only for students who can afford to pay fees and how this might disturb the perception of the balance of the backgrounds of the students entering medical programmes in the North West of England.		
MMS 3	Next scheduled report to the GMC.	Excellent communication and early clinical skills training, supported by the Consultation Skills Learning Centre (CSLC).	As above.	We will continue to enhance the opportunities for both communication skills across all years and ECE in Years 1 & 2. This will be monitored through our quality assurance processes and student evaluation/ Staff Student Assurance Committee.	Ongoing.	Comms Team and Phase 1 Lead.
MMS 4	Next scheduled report to the GMC.	Strong academic and pastoral support for students.	As above.	We will continue to develop our student support systems driven by the continually changing aspirations, expectations and requirements coming from our students, our regulators and the general public.	Ongoing.	Lead for Student Welfare and Professionalism (SWAP).

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MMS 5	Next scheduled report to the GMC.	The innovative use, and excellent application, of e-learning and tablet computers to enhance and support medical education.	As above.	Although we are leaders in this field, we recognise that we are only "scratching the surface" of what can be achieved through e-technology. We have increased the number of academic staff involved in the development of new e-learning material and involve our students. We have established a research group that will allow wider dissemination of our initiatives as well as best practice to be developed in generating new uses for e-learning in medicine and monitoring external developments in this field and how they might impact on our students.	Ongoing.	Lead for e-Learning.
MRI 1	Next scheduled report to the GMC.	MRI has a commitment to developing students' clinical skills.	The videos have been uploaded to our YouTube channel (www.youtube.com/cmftugme) They have also been uploaded on to Manchester Medical School's iTunesU curriculum page for download to iPads for viewing off line.	More videos are planned in the five minute medicine series.	Summer 2014.	Hospital Dean.
RPH 2	Next scheduled report to the GMC.	Undergraduate students from Manchester Medical School are clearly identifiable because	Dissemination within the Trust through the Education, Training and Research Committee which is a Board level meeting chaired by the Trust Chairman. GMC	Positive reinforcement of the student's responsibility to be easily identified in the interests of patient safety.	Communication to the medical students based at RPH on publication of the	Hospital Dean.

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		they wear grey scrubs, this ensures healthcare professionals on the wards are aware of their level of competence and the clinical supervision they require.	visit findings extensively discussed at the monthly Hospital Dean's meetings allowing other LEPs to consider whether areas of Good Practice are applicable to their own clinical settings.		definitive report.	