

**Action Plan for Barts and the London School of Medicine and Dentistry (SMD)**

**REQUIREMENTS**

Report Ref	Due Date	Description	Action taken by medical school/ deanery/ LEP to date	Further action planned by the medical school/ deanery	Timeline for action (month/ year)	Medical school/ deanery lead
1	Next scheduled report to the GMC	Robust, specific and transparent service level agreements (SLA) must be in place with provider trusts to ensure student placement experience is consistent across sites.	In progress: Preparation of SLAs for discussion and agreement with our partner Trusts. This will take account of the soon-to-be-introduced changes to the SIFT arrangement.	To complete and then implement the SLAs	2013-14	Dean of Education: Professor Anthony Warrens

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2	Next scheduled report to the GMC	The School must routinely collect and analyse equality and diversity (E&D) data and ensure that themes and trends are identified, policies are being implemented and any concerns are addressed and monitored.	<p>In progress: An action plan has been prepared by the Head of Assessment, the Associate Dean (Education Quality) and the Dean for Students to take this forward. A wide-ranging data set is being developed.</p> <p>Policies are being generated around a suite of issues including:</p> <ul style="list-style-type: none"> <li>• recruitment</li> <li>• performance in assessments and placements</li> <li>• post-MB BS achievements</li> </ul>	We expect to implement the action plan next academic year and review progress year-on-year	2013-14	<p>Head of MB BS Assessment: Dr P Revest</p> <p>Associate Dean (Education Quality): Prof Olwyn Westwood</p> <p>Dean for Students: Prof Mike Roberts</p>

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3	Next scheduled report to the GMC	Patient and public involvement (PPI) must be developed within the programme, including strategic involvement in the management and governance of the curriculum.	<p>Mapping of our current practice in PPI.</p> <p>Signposting our current good practice on patient feedback in 360° appraisal.</p> <p>Head of Clinical Skills, the Associate Dean (Education Quality), and Head of the Centre for Medical Education lead with Heads of Year for the MB BS programme</p> <p>We are currently liaising with Patient Champions and Expert Patient Groups about meaningful involvement opportunities in governance and curriculum at strategic level.</p>	<p>Researching the best practice in PPI of other medical schools and map and signpost our current provision.</p> <p>We expect to begin this in the next academic year and review progress year-on-year.</p> <p>To build on the current opportunities to augment the PPI in the curriculum</p>	2013-14	<p>Head of Clinical Communication and Learning Skills Unit: Prof Annie Cushing</p> <p>Head of the Centre for Medical Education: Dr Jon Fuller</p> <p>Associate Dean (Education Quality): Prof Olwyn Westwood</p>

## RECOMMENDATIONS

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1	Next scheduled report to the GMC	The School should use a wider range of data inputs (e.g. student progress rates, employer feedback, patient feedback and graduate achievement) and bring quality management of other processes (e.g. assessment, admissions, student support and student mentoring, educational facilities) within one overarching quality management structure.	The data set described above in the section on Equality and Diversity initiatives will be sufficiently detailed to deal with the issues identified in this recommendation.	<p>We expect to implement the action plan for these activities in tandem with the Equality and Diversity data in the next academic year and review progress year-on-year.</p> <p>Developing from the recent School restructuring, a Quality Improvement Framework can now be developed for the coordination of the quality management of the student journey, i.e. from admission to graduation, and including educational resourcing.</p>	<p>2013-14</p> <p>2014-15</p>	<p>Dean for Students: Prof Mike Roberts</p> <p>Associate Dean (Education Quality): Prof Olwyn Westwood,</p> <p>Head of MB BS Assessment: Dr P Revest</p>

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2	Next scheduled report to the GMC	Communication between the School and students should be reviewed to ensure any changes to the programme are clearly communicated and policies and protocols are universally understood.	<p>We are continually working on the issue of communicating with our students.</p> <p>The specific point about fitness-to-practise is being addressed by the appointment of a Head of Governance, which we have recently advertised. Likewise, the School's Quality Administration has recently been strengthened.</p>	Recruiting to the post of Head of Governance in 2012-13	2013-14	<p>Dep. Dean of Education: Prof Bruce Kidd</p> <p>Associate Dean (Education Quality): Prof Olwyn Westwood</p> <p>Head of Governance: To be appointed</p>

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3	Next scheduled report to the GMC	The School should review IPE within the curriculum to ensure that all students have equal opportunity to work with and learn from other health and social care professionals and students.	To set up a task-and-finish group that includes IPE Team at SMD, Prof Bruce Kidd who chairs the Medical Curriculum Committee with key academics with management roles within the MB BS curriculum.	<p>The task-and-finish group will scrutinize ways to signpost better IPE within our MB BS course (e.g. simulation, practice-based learning) and develop further the integration of IPE across the curriculum.</p> <p>The outcomes will be linked to our electronic curriculum map</p>	<p>Full report and process in 2013-14,</p> <p>Actioned in 2014-15</p>	<p>Deputy Dean of Education: Prof Bruce Kidd</p> <p>Head of IPE: Dr Danë Goodsman</p> <p>Senior Lecturer in IPE: Dr Celia Woolf</p> <p>Head of Clinical Communication and Learning Skills Unit: Prof Annie Cushing</p>

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4	Next scheduled report to the GMC	The School should review the assessment blueprints to ensure consistency and clear links with the outcomes in <i>Tomorrow's Doctors (2009) (TD09)</i> .	With the appointment of a dedicated administrator to take forward the e-curriculum map, we see this as current work-in-progress	This is already happening: revised blueprints are being implemented for 2012-13  Augmentation of the electronic curriculum map is a collaboration between all the relevant committees for MB BS organisation and management	Full implementation of revised blueprints for assessment of all MB BS years in 2012-13	Dep. Dean of Education: Prof Bruce Kidd  Associate Dean (Education Quality): Prof Olwyn Westwood,  Head of MB BS Assessment: Dr P Revest

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Royal London report 1.	Next scheduled report to the GMC	The LEP should review the space and facilities available for educational delivery across the site to ensure they are fit for purpose and adequate to support the learning needs of students and trainees.	There is an on-going accommodation review with plans to move medical and dental education centre into the basement of the new build of <i>Alex Wing</i> at Royal London Hospital from May 2014	None	May 2014 re-locate to new Education Centre in <i>Alex Wing</i>	Associate Director (Education Development): Lesley Elias  Associate Dean for the Royal London campus: Mr Shafi Ahmed  Director of Medical Education: Dr Raj Thuraisingham



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Royal London report 2.	Next scheduled report to the GMC	The LEP should work with the School to ensure students, clinical teachers and foundation doctors understand the purpose and organisation of student assistantships and are informed of updates relevant to them, e.g. the London Deanery 'Doctors in Difficulty' policy.	Grand round talks by the Head of MB BS5 to explain the concepts of student assistantships.	Additional road-shows and focus groups to signpost the current provision and expectations for student assistantships in MB BS5 to all stakeholders	2013-14	Head of MB BS5: Dr Adam Feather  Associate Dean for Royal London campus: Mr Shafi Ahmed

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Royal London report 3.	Next scheduled report to the GMC	The LEP should ensure that the links between quality management processes operating through the School and quality control processes within the LEP are clear and effective.	<p>Encouraging the Trust to use the School's quality management profile to gain meaningful feedback from students and trainees.</p> <p>Focus groups on quality issues have been completed with medical students and trainees.</p>	<p>Action the evidence gained from the focus groups.</p> <p>Undertake regular trainee evaluation surveys, in addition to the National survey, in order to gather further information on how we might improve their education and training experience.</p>	2013-14	<p>Associate Director (Education Development): Lesley Elias</p> <p>Associate Dean (Education Quality): Prof. Olwyn Westwood</p> <p>Associate Dean for Royal London campus: Mr Shafi Ahmed</p>
Royal London report 4.	Next scheduled report to the GMC	The LEP should review student access to clinical teaching and in-course assessment to ensure the quantity and quality they receive is consistent.	Regular clinical skills sessions are on-going in the LEPs for medical students.	LEP Associate Deans and Clinical Skills Directors to work closely with the SMD Lead for Clinical Skills to augment and harmonise clinical skills sessions across the different sites.	2013-14	<p>LEP Associate Deans</p> <p>Associate Director (Simulation and Clinical Skills): Rachel Gill</p> <p>Clinical Skills Lead for SMD: Dr Adam Feather</p>

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Whipps Cross report 1.	Next scheduled report to the GMC	The LEP should work with the School and the Deanery to ensure students, clinical teachers and foundation doctors understand the purpose and organisation of student assistantships and that they are informed of policy updates relevant to them, e.g. the London Deanery 'Doctors in Difficulty' policy.	<p>We have amended the nomenclature in all oral and email conversations about the 'final year student placements' to final year student 'assistantships'.</p> <p>The SMD Head of MB BS5 (Dr Adam Feather) gave a presentation on student assistantships at the hospital's Grand Round.</p> <p>The DME has shared information regarding support for doctors in training at induction.</p>	<p>Annual visit process by university and LETB.</p> <p>At subsequent trainee inductions, the DME will also share the Deanery document '<i>Doctors in Difficulty</i>'.</p>	May 2013	<p>Director of Medical Education (DME): Dr Liz Carty</p> <p>Associate Director (Education Development): Lesley Elias</p> <p>Associate Dean at Whipps Cross campus: Dr Elspeth Alstead</p> <p>Head of MB BS5: Dr Adam Feather</p> <p>Dean for Students: Prof Mike Roberts</p>

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Whipps Cross report 2.	Next scheduled report to the GMC	The LEP should ensure student feedback; in-course assessment and end of block assessment is consistent and of good quality.	To be addressed by the Dean for Education at SMD in conjunction with the undergraduate teaching faculty at Whipps Cross, and RLH	To report to the Barts Health Trust Education Committee and the Associate Deans' Committee of SMD	On-going and for the new intake in 2013-14	Associate Dean at Whipps Cross campus: Dr Elspeth Alstead  Head of MB BS Assessment: Dr P Revest  Dean for Education: Prof. Anthony Warrens  Associate Director (Education Development): Lesley Elias

**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
1	Next scheduled report to the GMC	Strong student support mechanisms.	The School has welcomed the positive response of the GMC to our activities in Student Support. These will be disseminated via personal communication between colleagues of other medical schools and presentations at medical education meetings	A Quality Improvement Framework to enhance further the quality of the student journey.	2014-15	Dean for Students: Prof Mike Roberts  Associate Dean (Education Quality): Prof Olwyn Westwood,  Head of MB BS Assessment: Dr P Revest
2	Next scheduled report to the GMC	An on-going commitment to continuous improvement and quality enhancement, responsive to feedback and stakeholder input.	The School has welcomed the positive recognition by the GMC of our proactive approaches to quality enhancement. These will be disseminated via personal communication between colleagues of other medical schools and presentations at medical education meetings.	Quality Improvement Framework to enhance further the quality of the student journey.	On-going commitment	Dean for Students: Prof Mike Roberts  Associate Dean (Education Quality): Prof Olwyn Westwood,  Head of MB BS Assessment: Dr P Revest

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Royal London report 1.	Next scheduled report to the GMC	High quality simulation facilities offer excellent training opportunities to students and trainees.	The School and the Barts Health NHS Trust have welcomed the GMC's recognition of excellence in high quality simulation facilities	The School plans to work with the partner LEPs to expand on the good practice for enhancing the skills competence training and IPE provision in the MB BS curriculum.	On-going commitment	Deputy Dean for Education: Prof Bruce Kidd  Head of IPE: Dr Danë Goodsman  Senior Lecturer in IPE: Dr Celia Woolf  Head of Clinical Communication and Learning Skills Unit: Prof. Annie Cushing  Associate Director (Simulation and Clinical Skills): Rachel Gill

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Whipps Cross report 1.	Next scheduled report to the GMC	WCUH has highly responsive local quality control mechanisms.	The School and the Barts Health NHS Trust have welcomed the GMC's recognition of our working to be responsive to the educational needs of our students and trainees using our proactive quality control mechanisms.	The School and Barts Health NHS Trust will continue to work together to enhance further our methods for collecting meaningful student and trainee evaluation data.	On-going commitment	<p>Director of Medical Education (DME): Dr Liz Carty</p> <p>Associate Director (Educational Development): Lesley Elias</p> <p>Associate Dean at Whipps Cross campus: Dr Elspeth Alstead</p> <p>Associate Dean (Education Quality): Prof Olwyn Westwood</p>