

Annual Quality Assurance Summary

This summary provides an overview of how an organisation is meeting our standards for medical education and training as detailed in [Promoting excellence: standards for medical education and training](#). It provides an overview of the QA activities undertaken over the course of a year and an overview of findings including any areas of notable practice or requirements and recommendations we have set. The summary is published.

Organisation	Imperial College School of Medicine
	Imperial College London
Review period	December 2021 – December 2022 (Year 2 of cycle)

Overview of findings

Overall findings statement

From the SAQ submission, and the clarification of some points during the SAQ meeting, we consider that Imperial College London is meeting the standards set out in the GMC's *Promoting excellence: standards for medical education and training*.

The QA activities that we have carried out in this annual cycle have provided good opportunities to observe how Imperial College London meets our standards in themes one (Learning environment and culture), two (Educational governance and leadership), three (Supporting learners), four (Supporting educators) and five (Developing and implementing curricula and assessments).

Quality Activity undertaken

	Activity	Date	Summary
1	SAQ submission	28 Feb 2022	<p>The SAQ was submitted on time and covered all five themes of <i>Promoting excellence</i>. The submission included a list of planned Imperial College London activities that we could observe for quality assurance purposes.</p> <p>We are satisfied that where further information and/or clarification is still required that this can be provided in the next SAQ submission.</p>
2	SAQ feedback meeting	26 April 2022	<p>This meeting was held to provide feedback to Imperial College London on its 2021/22 SAQ submission, and to seek clarification and additional information on the submission where required.</p> <p>We also discussed potential QA activities we could undertake in this annual cycle. These activities were not selected because of risks identified from the SAQ submission.</p> <p>We did not identify areas of risk during the SAQ meeting.</p> <p>Following this meeting, Imperial College London was provided with written feedback on the SAQ submission.</p>
3	Meeting with students	26 October 2022	<p>At least once during the four-year proactive quality assurance cycle, we look to meet with a group of students. This meeting offers students an opportunity to provide feedback and also raise any issues or concerns with us.</p> <p>We held a virtual meeting with twelve students via MS Teams. Ahead of the meeting students were provided with an information sheet which explained both the reason for the activity and provided further information about the proactive quality assurance process.</p> <p>Students we met, across all years, spoke positively about the programme. We heard that students particularly enjoyed early patient contact and were happy with the facilities offered by the School.</p> <p>Although students mentioned some areas they felt could be improved, we are satisfied students are aware</p>

			<p>of the processes in place to provide feedback to the School. We heard examples of concerns that had been forwarded to student representatives and raised at the Staff Student Liaison group.</p> <p>Following the meeting, the School was able to provide examples of changes that have been made in response to student feedback and from this we are satisfied that the School seeks feedback and is working with students to identify ways to improve the programme.</p>
4	Observation of Phase One forum	02 Nov 2022	<p>This activity was listed on the SAQ by Imperial College London against theme two.</p> <p>We asked to observe a Phase One forum as we are particularly interested in learning more about how the School engages with learners and educators.</p> <p>Forum membership includes School faculty responsible for years one, two and three of the programme, and includes student representation.</p> <p>The meeting was well attended. As well as providing an opportunity to share information, attendees were encouraged to contribute to discussions.</p> <p>The forum provides an opportunity to discuss all aspects of programme delivery, and in addition to general updates a number of changes to the programme were also discussed during the meeting. All changes to teaching and assessment are submitted to the Undergraduate School Board for ratification.</p> <p>It was clear from the supporting documentation that, where changes were being proposed, students had been consulted beforehand, and further comment was invited on the day.</p> <p>Having observed the forum, we are assured that the school takes into consideration the views of educators and learners when proposing change.</p>
5	Observation of Staff Student Liaison group meeting	16 Nov 2022	<p>This activity was listed on the SAQ by Imperial College London against themes one and two.</p> <p>The meeting, held virtually via MS Teams, was chaired by a representative of the ICSM Student Union. Given that this particular meeting covers years three, five and six of the programme, the membership is extensive and in addition to School faculty includes a number of professional support staff.</p>

			<p>Despite the large membership, attendees were encouraged to participate, and many agenda items were discussed in detail.</p> <p>We heard examples of minor changes being made as a direct result of student feedback and also saw examples of the School consulting with the student body over more detailed proposals.</p> <p>Observing this meeting provided an opportunity for us to see how the School engages with students. We were able to learn more about how the School collects and responds to student feedback and also how the School and student body work together to improve the programme.</p>
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Quality Reporting System (QRS)

We use the QRS to monitor concerns raised by organisation when they identify that our standards are not being met in a training environment. Concerns are managed locally by the responsible organisation until resolution.

Activity	Date	Summary
Quality Reporting System (QRS)	Ongoing	Imperial College London has 13 open items on the QRS. We will continue to work with Imperial College London to ensure our thresholds for reporting via the QRS are embedded and adhered to.

Requirements

We set requirements where we have found that our standards are not being met.

No requirements have been set during this cycle of the PQA.

Recommendations

We set recommendations where we have found areas for improvement related to our standards.

No recommendations have been set during this cycle of the PQA.

Next steps

The GMC's responses to the information submitted in the SAQ gives feedback on each theme to help Imperial College London complete the updates to the questionnaire in the next annual cycle. These include:

Theme one – Monitoring the number of concerns reported, the Simulation Teaching Programme, and the use of technology across programme years.

Theme two – Patient and public representation and the redevelopment of the concerns and compliments process.

Theme four – Support for educators when dealing with concerns.

Theme five – Work being carried out by the EDI teaching fellows.

Further to this, and based on our findings from the quality activities we have undertaken, in the next cycle we would like to learn more about:

Theme one – The use of student led surveys to inform quality management processes and monitoring changes to facilities.

Theme two – Risk management and equity across specialty placements.

Theme three – Support for learners when studying outside of the medical school.

Organisation's response

The organisation has the right to reply to the AQAS; if they have responded it will be included below.

Organisation's response