

Medical School Annual Return - Section B

GMC quality assurance items

This sheet is pre-populated with open GMC visit requirements and recommendations. Please provide updates on all items. Supporting documents and action plans may be required to evidence progress.

Item number	GMC item	Promoting excellence theme	Description of item	Date item was identified (DD/MM/YY)	How was the item identified?	Previous updates with additional information requested by the GMC	What actions have been taken to resolve the concern over the past 12 months?	What further actions have been planned to resolve the concern?	Deadline for resolution (DD/MM/YY)	Status	Person responsible	Supporting documents (if required)
QA10398	GMC visit recommendation	Theme 3 Supporting learners	The School should continue to monitor the steps put in place to support St. Andrews graduates transitioning into year four.	28/02/2018	GMC National review of Scotland	We have told St. Andrews of this recommendation and are internally reviewing our processes of transitional academic and pastoral support for transfer students. We will discuss this recommendation at our Annual Partner Liaison Group meeting in early May 2018 and agree actions to take forwards.	We discussed the recommendation in detail at the St Andrews/Aberdeen Medical Schools Partner Liaison Meeting in May 2018. We noted that tracking data has not indicated any disadvantage to transferring st andrews students. We have no curriculum changes planned in the early curriculum that would impact on St Andrew's transferring students. We agreed to continue to review and reflect on the transitional academic and pastoral processes and will review this again at our Spring 2019 meeting.	Ongoing routine discussion and review of transitional arrangements with St Andrews, both at our Annual meeting in Spring 2019 and ad-hoc as required.		Request for closure	MBChB Programme Lead	
QA10397	GMC visit recommendation	Theme 3 Supporting learners	The School should review their regent scheme to ensure consistency of student experience.	28/02/2018	GMC National review of Scotland	A planned review of the Regent Scheme was underway at the time of the visit. Surveys of both students and Regents have been launched to inform enhancements to the scheme. The Regent Handbook will be updated and we are exploring the feasibility of enhanced IT systems to improve communications between regents and regentees. Progress on the Review will be reported to the Student Support Committee and MBChB Curriculum Steering Group. An interim staff development session will be held at our Year 1-3 curriculum away day in June 2018. We will provide a written update through the MSAR.	A review of the Regent Scheme has been concluded and was formally considered at a School Teaching and Learning Committee (see attached). A Re-launch of the scheme took place in August 2018 by our Lead for Student support, and regular ongoing events are planned. Key enhancements include the following: i) Resources have been updated to include more structured advice for Regents and students and pro-forma for Regents to make confidential records of meetings. These have been forwarded to all Regents. ii) Email reminders are now sent each term to prompt Regents to contact their students. Students will be prompted to contact administration office if contact with their Regent has failed for any reason. iii) New Regents have been recruited from existing and new staff groups, including Physician Associates, General Practitioners, hospital consultants and specialty training Doctors. Awareness of the Regent Scheme is now routinely included at combined University/NHS events as appropriate.	Ongoing routine monitoring through student and regent evaluation data reporting to our Student Support Committee.		Request for closure	Lead for Student Support	Regent Scheme Report
QA10396	GMC visit recommendation	Theme 2 Educational governance and leadership	The School should review their processes for identifying multiple low level concerns about students.	28/02/2018	GMC National review of Scotland	We have delivered a faculty development workshop on defining, recognising, recording and addressing low level concerns in students, building support and knowledge amongst staff for further progress. Standard operating procedures will be reviewed and/or enhanced/developed, led by student support and professionalism leads. Recognising the limitations of hard copy records, we will explore the availability and suitability of electronic secure systems that can be used for collation and reporting purposes.	Our work in this area continues. At an institutional and programme level, we are exploring various options for an electronic portfolio. This is ongoing and various options have been identified.	We hope to make a decision on an appropriate electronic portfolio that will act as an accessible and user-friendly vehicle for recording of low level concerns by the end of 2019.		Plan in place	Lead for Professionalism and Lead of Student Support	

