Medical School Annual Return - Section D
Quality of placements

You should use this sheet to highlight concerns and areas of good practice at student placements (education providers). The reporting thresholds in the guidance document would guide you for reporting.

Item number	Item type	Local education provider (if applicable)	Site (if applicable)	ODS/NSS code (if applicable)	Please list the years of students affected	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 (outstanding items ONLY)	What actions have been taken to address the concern or to promote the area of good practice over the past 12 months?	What further actions have been planned to address the concern or to promote the area of good practice in the future?	Deadline for resolution (DD/MM/YY) Concerns and GMC visit items ONLY	Status Concerns ONLY	Person responsible	Engagement with deanery, HEE local offices or other organisations including healthcare regulators (if any)	Supporting documents (if required)
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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)
QA10409	**GMC visit recommendation**	Theme 5 Developing and implementing curricula and assessments	The School should review the scheduling of the programme to allow sufficient travel time for travel time to clinical placements, particularly those in Perth.	16/04/2018	2017/18 QAF National Review of Scotland - Dundee School of Medicine	The wrong start time was recorded for sessions running in Perth. This has been amended and an extra 30 minutes travelling time has been included to allow students to reach their afternoon placements comfortably. Teaching staff in morning sessions have been reminded of the importance of finishing on time to allow students to travel to afternoon placements	This was a mistake and has now been rectified. Students have the amount of travel time that they were meant to.	No further action		Plan in place	Undergraduate Manager (David Russell at time of completion of action)	
QA10408	**GMC visit recommendation**	Theme 5 Developing and implementing curricula and assessments	The School should review the timetabling and delivery of the basic science lectures in the early years of the programme.	16/04/2018	2017/18 QAF National Review of Scotland - Dundee School of Medicine	The feedback for Principals block is positive but there is a lot of information included in order to ensure all students have a solid foundation in basic science before progressing to the systems blocks. There is an ongoing review of content to see if some of the learning activities could be delivered elsewhere in the course in order to reduce the lecture burden.	The school has started a curriculum review process that includes years 1 - 3 and will cover Principals block. This is in the early stages but lecture burden is included in the review.	Curriculum review will be ongoing for the rest of 2018/19 before decisions are made around any changes to make. There will then be an implementation phase of any curriculum changes.	01/09/2020	Plan in place	Head of Undergraduate Medicine (Dr Ellie Hothersall)	
QA10407	**GMC visit recommendation**	Theme 1 Learning environment and culture	The School should review the process for providing students with IT access at NHS Tayside to ensure it is consistent.	16/04/2018	2017/18 QAF National Review of Scotland - Dundee School of Medicine	NHS IT access given to 1st year medical students. Email communication from Dean of Medicine and Director of Medical Education to students and staff respectively reminding them around Data Protection and ensuring login details are not shared. NHS Teaching Leads advised that all students have NHS IT access. Ongoing review of access and ensuring students obtain experience in using NHS systems in preparation for practice	Students are reminded of their responsibility and also that access to clinical portals is set up in year 4. Students all obtain NHS LDAP accounts in year 1 and are now reminded that they do have accounts.	Continue with reminders and access set up.		Plan in place	Undergraduate Manager - Mrs Kara Knight	
QA10406	**GMC Visit Requirements**	Theme 2 Educational governance and leadership	The School must continue to monitor the capacity available for students on clinical placements at LEPs.	16/04/2018	2017/18 QAF National Review of Scotland - Dundee School of Medicine	The School is working closely with its partners (NHS Health Boards, Primary Care etc.,) to ensure that current placements remain sustainable. Monthly capacity and curriculum development meetings, involving key stakeholders, arranged. Primary care recruitment drive in motion to look at increasing use of community placements to increase capacity. Development of new approaches to student blocks developed with clinical partners and students for trial in 2019.	A working group has been set up that inlcudes representation from NHS Tayside, NHS Fife and Medical School. This working group looks at capacity issues as well as plans for increasing placement providers, particularly in General Practice to support the increase in longitudinal clerkships being offered, particularly to ScotGEM students. This particular work is being led by Professor Maggie Bartlet. We are currently trialling a new type of placement that includes shift work etc. that lasts for 8 weeks. This is intended to provide more realistic shadowing experience for students and also increase capacity in clinical environments. Upon completion there will be a review exercise to assess satisfaction from students as well as NHS colleagues.	Capacity working group will continue long-term as pressures on placements will continue going forward as medical student numbers increase. Action plan for implementation of new placement programme will depend on outcome of review process that will commence in February 2019	01/04/2019	Plan in place	Undergraduate Manager - Mrs Kara Knight Head of GP Teaching - Prof Maggie Bartlett Head of undergraduate school - Dr Ellie Hothersall	
QA10405	**GMC Visit Requirements**	Theme 1 Learning environment and culture	The School must review the balance between the informal and formal raising concerns process	16/04/2018	2017/18 QAF National Review of Scotland - Dundee School of Medicine	Draft policy to be approved by School committee. Recruit staff to act as points of contact to discuss and log concerns whilst adhering to thresholds for escalation outlined in policy. Development of secure IT resource to capture concerns and provide analysis and reporting of concerns. Artwork developed to promote to students and plan developed to embed the process into the student experience.	Plan for implementation in place. Artwork etc is developed. The project is still being held up by IT department as we do not have a secure method for online forms currently. Due diligence is underway for this and when complete the project will commence. We have a student staff liaison committee where concerns can be raised and students have been involved in the development of new draft policy.	Due diligence for IT forms. Staff training, advertising and communication of raising concerns	01/06/2019	Plan in place	Undergraduate manager - was Dr David Russell at time action was completed	

Medical School Annual Return - Section C
Quality of medical education within the medical school

You should use this sheet to highlight concerns and areas of good practice within the medical school to us. The reporting thresholds in the guidance document would guide you for reporting.

Item number	Item type	Please list the years of students affected	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 (outstanding items ONLY)	What actions have been taken to address the concern or to promote the area of good practice over the past 12 months?	What further actions have been planned to address the concern or to promote the area of good practice in the future?	Deadline for resolution (DD/MM/YY) Concerns ONLY	Status Concerns ONLY	Person responsible	Engagement with deanery, HEE local offices or other organisations including healthcare regulators (if any)	Supporting documents (if required)
DUN201703	Concern	Year 4	Learning environment and culture	Regular quality assurance review of the site including learning environment, supporting educators, information exchange on curriculum and Recognition of Trainers and Measurement of Teaching	11/10/2016	QA361 - site visit requirement	Site visited on 11 October 2016 - visit to accommodation and hospital site including discussion with team on teaching, staff development, assessment tools, curriculum developments, etc. Students given access to accommodation the weekend prior to start of block. lack of wifi in accommodation is an issue for students even though Dundee supply students with a dongle upon request prior to start of block. Staff has asked for photo of students at start of block to help with identification and review possibility of eduroam in hospital site No Concerns raised **GMC - MSAR has not been fully completed. No status provided. As no concerns have been raised and no further action is being taken, we could potentially close this item, however we would like an update on Eduroam and wifi access.**	site visit to be arranged for 2018/2019 Students are still provided with a dongle upon request for use on placement in Wishaw	no further action required		Request for closure	Head of undergraduate medicine - Dr Ellie Hothersall		
DUN201704	Concern	Year 4	Learning environment and culture	Regular quality assurance review of the site including learning environment, supporting educators, information exchange on curriculum and Recognition of Trainers and Measurement of Teaching	11/10/2016	QA361 - site visit requirement	Site visited on 11 October 2016 - visit to accommodation and hospital site including discussion with team on teaching, staff development, assessment tools, curriculum developments, etc. Site supervisor looking to update student documentation and provide a more detailed timetable. Accommodation was felt to be out of date and staff are looking at possibilities for updating this. Training needs discussed in line with RoT. No Concerns raised. review accommodation situation **GMC - MSAR has not been fully completed. No status provided. Please provide an update in the next MSAR, ensuring columns I-O are completed**	site visit to be arranged for 2018/2019	no further action required			Head of undergraduate medicine - Dr Ellie Hothersall	N/A	
DUN201707	Concern	Year 4, Year 5	Learning environment and culture	Regular quality assurance review of the site including learning environment, supporting educators, information exchange on curriculum and Recognition of Trainers and Measurement of Teaching	20/05/2016	QA361 - site visit requirement	no visit confirmed during 2017 due to GMC review planned activities. visit to be arranged for 2017-2018 **MSAR has not been fully completed. No status provided or details of the concerns raised. Please provide further details in the next MSAR and ensure columns I-O are completed.**	site visit undertaken in May 2018. No concerns raised.	no further action required		Request for closure	Head of undergraduate medicine - Dr Ellie Hothersall	N/A	
DUN201708	Concern	Year 4, Year 5	Learning environment and culture	Regular quality assurance review of the site including learning environment, supporting educators, information exchange on curriculum and Recognition of Trainers and Measurement of Teaching	to be arranged 2017	QA361 - site visit requirement	Site visited on 24 March 2017 - - visit to accommodation and hospital site including discussion with team on teaching, staff development, assessment tools, curriculum developments, etc. NHS Lothian to take over WiFi including upgrade of accommodation WiFi, mapping of learning outcomes to tutorials being undertaken and piloting google calendar for timetabling. Staff would like greater awareness of assessment criteria and requirements given to psychitry students. Possible involvement of staff in assessment process No Concerns raised **GMC - MSAR has not been fully completed. No status provided. As no concerns have been raised and no further action is being taken,we could potentially close this item, however we would like an update on how the school have provided further information to staff on assessment criteria**	site visit to be arranged for 2018-2019. no concerns raised and no further action required. Staff are provided with the assessment form which gives details of the assessment criteria. Also staff have access to the Dundee Medical School student learning portal to review the information available to 4th years.	no further action required		Request for closure	Head of undergraduate medicine - Dr Ellie Hothersall	N/A	
DUN201709	Concern	Year 4	Learning environment and culture	Regular quality assurance review of the site including learning environment, supporting educators, information exchange on curriculum and Recognition of Trainers and Measurement of Teaching	to be arranged 2017	QA361 - site visit requirement	no actions taken - visit to be arranged for 2017-2018 **MSAR has not been fully completed. No status provided or details of the concerns raised. Please provide further details in the next MSAR and ensure columns I-O are completed.**	visit arranged for January 2018. No concerns raised at last visit	no further action required		Request for closure	Head of undergraduate medicine - Dr Ellie Hothersall	N/A	
DUN201710	Concern	Year 4	Learning environment and culture	Regular quality assurance review of the site including learning environment, supporting educators, information exchange on curriculum and Recognition of Trainers and Measurement of Teaching	to be arranged 2017	QA361 - site visit requirement	no actions taken - visit to be arranged for 2017-2018 **MSAR has not been fully completed. No status provided or details of the concerns raised. Please provide further details in the next MSAR and ensure columns I-O are completed.**	visit to be arranged for 2018-2019. No concerns raised at last visit	no further action required		Request for closure	Head of undergraduate medicine - Dr Ellie Hothersall	N/A	
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