

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)
QA10381	GMC visit recommendation	Theme 5 Developing and implementing curricula and assessments	The school should make sure there is consistency across each year's assessment processes, particularly in relation to standard setting.	28/02/2018	2017/18 GMC OAF National Review of Scotland - Edinburgh Medical School	We had already begun review of knowledge tests, written assessments and clinical practice. We have aligned knowledge assessments for 2018/19. We are increasing training in standard setting for knowledge tests. We are reviewing clinical assessments to ensure they are consistent in design, marking and standard setting. We have finalised plans for written assessments across all years of programme. We are writing a single programme wide document that details all assessments including standard setting.	The Medical School has introduced a standardised approach to the integration of MCQ tests in Years 4 and 5 that align with Knowledge Test in Year 6.  We have introduced very short answer questions across the clinical years into knowledge tests to more accurately simulate clinical decision making. The Medical School is nationally recognised as a leader in the production of rich post-exam performance feedback reports for students via Practique.  The Borderline regression standard setting has now been implemented for all OSCEs across programme. Consistent OSCE design has been agreed and standardised and station and marking templates have been implemented.  Standard operating procedures for modified Angoff standard setting has been adopted across the programme. We have updated our approach to include use of Rasch modelling to help confirm the borderline standard. We have presented on this work at national MSCAA meetings.	The Clinical Educators Programme (CEP) are in the process of developing Station writing workshops and item writing and standard setting workshops which will be compulsory for all for new and experienced faculty. Running our OSCEs via Practique should enable further enhancements to feedback for students.  We are also developing an MBChB assessment policies and procedures document in light of the GMCs draft requirements and performance indicators for Clinical and Professional Skills Assessments	completed 01/12/18	Request for closure	Director of Teaching Deputy Director (Assessment)	Doc 7. MBChB Standard setting policy
QA10380	GMC visit recommendation	Theme 1 Learning environment and culture	The school should review arrangements for administrative support in clinical placements.	28/02/2018	2017/18 GMC OAF National Review of Scotland - Edinburgh Medical School	There are ongoing discussions between the UoE and NHS Lothian on administrative support. This remains a funding issue. We will be meetings with Module Organisers individually to capture the requirements for each area, including administrative support.	Progress has been made regarding enhancing the administrative support both within the medical school and NHS departments to help module organisers meet the demands of the teaching requirements. We now have additional administrative support for the Year Coordinators within the Medical Teaching Organisation and we are currently recruiting Module administration in partnership with NHS Lothian.	We will audit the compliance with the deadlines for the provision of timetables in clinical placements.	01/08/2019	Plan in place	Director of Teaching, Directors of Medical Education (NHS) Head of Administration	

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)
EDI1819-g001		All		Improvements to assessment	01/05/2018	Through internal review of assessment procedures and comments from National Student Survey	N/A	The procurement and implementation of a new assessment system across the Edinburgh MBChB. Edinburgh Medical School will be able to share this example of good practice with other HE institutions.	We have presented at local and national forums on introduction of new knowledge tests and relevant platform (Practique).			Director of Teaching Assessment Lead.		
EDI1819-g002		1 & 2		Problem Based Learning	01/05/2018	Analysis of student feedback reports from academic year 2017/18		Student feedback data highlight the effectiveness of this teaching for the Edinburgh MBChB. Students enjoy this type of learning and also benefit from interactions with both staff and peers. Edinburgh Medical School will be able to share this example of good practice with other HE institutions.				Year Director (1 & 2)		
EDI1819-g003		2		Introduction to Clinical Practice	01/05/2018	Very positive student feedback received over the last academic year.		These sessions when students experience learning opportunities in a General Practice environment have been developed to provide an outstanding student experience. Edinburgh Medical School will be able to share this example of good practice with other HE institutions.				Module Organisers		
EDI1819-g004		All		How we treat our medical students	01/01/2018	Through a research project that asked students about how their experiences in the Edinburgh MBChB identified problems in some areas with how they were treated by staff.		Plans have been outlined including the appointment of NHS staff to serve as student champions to improve in these areas.	We have presented the results of this work to NHS and University staff across NHS Lothian and we will share with LEPS.	ongoing		Director of Admissions Director of Teaching		
EDI1819-g005		6		National Student Survey results	01/10/2017	Poor NSS feedback in various areas as outlined in the Action Plan supplied with this document.		A variety of actions to improve subsequent results are detailed in the attached document.		ongoing		Director of Teaching Head of Administration		NSS Action Plan
EDI1819-g006		2		Student Selected Components (SSC2A & SSC2B)	01/07/2017	Student feedback identified problems in key areas such as the use of the Pebblepad submission software. Timeliness of marking was raised as an issue.		We have simplified the marking scheme and requirements for portfolio submissions. Including introduction of formative submissions with feedback. In year 4 we have trained CTAs to mark these portfolios to enable a more rapid turnaround.	Further harmonisation of portfolio submissions across year 4-6.	01/08/2019		Assessment Lead		
EDI1819-g007				<b>Potential other items</b>										
EDI1819-g008				Data Science in Medicine		Strategic analysis of changes in changes to clinical reasons and the emergence of 'Big Data' as a key area for future practice.		We have shared material and learning outcomes with Directors of Teaching across DoT in Scottish universities and at the Board for Academic Medicine.	As a new component we will review student feedback and external examiner comments to update this module in subsequent years.			Director of Teaching Year 2 Director Module Organiser		

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)	DDIS/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)
ED1214-08	Concern	NHS Lothian Otolaryngology	Lauriston Building		Year 5	TD09 D5	Students feedback scores on the module have been very low with many critical comments about lack of direction and teaching.	01/06/2013	Student feedback reports and follow-up discussions	Year Director, ACT officer and others wrote to the Otolaryngology module organiser and then clinical director. NHS Lothian site lead for UG education at St John's met with the clinical director and senior management to work through the service issues, identify funding for teaching time and encourage a much better student experience.  Teaching across the module has been redesigned to significantly increase the amount of student focused teaching time. Student ratings in the Academic Year 2014/15 were better in most areas and regular updates with the module organiser on the progress made are ongoing.  A further review with the module organiser and other relevant staff in 2016 to assess the student satisfaction and if the redesigned module is still working for teaching staff.  There are improvements in the student feedback ratings in Year 2016/17 with four out of 14 domains seeing improved ratings. The Block 1 2017/18 student feedback scores have improved significantly from 2016/17 and this is expected to continue throughout this academic year.  GMC - Improvements have been made to the module and subsequently feedback has improved. Suggest that the status should be moved to 'progress being monitored' and an update is provided in the next MSAR	Student feedback has been monitored closely and reviewed with the module organiser and further improvement have continued throughout the 2017/18 Academic Year. Teaching quality is especially highly rated with 97% of students strongly agreeing or agreeing that the quality of teaching on the placement was high.	Further monitoring of feedback and review of the performance by both NHS Lothian and the Medical School and any further action to be taken as required but with a view to closing this item.	01/07/2019	Progress being monitored	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1214-144	Concern	NHS Lothian	Western General Hospital		Years 4, 5 & 6	TD09 D5	Some modules received low ratings (33-67% disagreeing) for various Academic Feedback to Student questions such as Feedback during the module helped clarify things students didn't understand. One module General Surgery received low ratings in the below areas: 43-67% of students disagreed that Teaching sessions took place as planned, students were provided with an appropriate balance of learning opportunities & feedback during the module helped develop student learning.	24/10/2014	NHS Lothian Quality Management Visit	In relation to Academic Feedback, good practice was shared and also new developments such as feedback postcards and other initiatives were discussed. For the General Surgery teaching at this site the module organiser had outlined previously measures implemented to improve ratings in these problem areas identified. The student feedback for the first carousel of the new academic year 2014/15 showed significant improvements in all these areas.  General Surgery feedback at the Western General site continues to show improvements from 2014 and the module organiser and other staff continue to monitor student opinion. For academic feedback we continue to share good practice and new developments such as the feedback postcards, which are now fully implemented and are detailed under section c: innovations.  Significant improvements have been seen in Academic Feedback student ratings across most modules/specialties also within the NS Survey in 2017. A new assessment system that will enable much more detailed feedback to be provided to students has also been purchased so expectations are that student ratings should improve further. General Surgery student feedback has improved in 2016/17 from 2015/16.  GMC - There have been improvements made to the module which has increased student satisfaction. Suggest that the status should be moved to 'progress being monitored' and an update is provided in the next MSAR	The issue of improving the quality of academic feedback for students continues to be a high priority. A review of the current mechanisms of providing academic feedback has seen the introduction of a new assessment system that provides greater clarity and detailed feedback for submitted work and examinations. We have also introduced Pebblepocket which allows students to capture feedback in their clinical attachments and have these verified by the relevant clinician.	Continued monitoring of student feedback ratings and discussions with students about what is helpful and useful in terms of academic feedback both in teaching across clinical placements and submitted work across all years of the MBChB. We are reviewing the length of each attachment with a view to a more longitudinal embedded experience, which we anticipate will facilitate feedback opportunities.	01/07/2019	Progress being monitored	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1215-02	Concern	NHS Lothian	Royal Infirmary of Edinburgh		Year 4	TD09 D5	Cardiovascular module in year 3 (now year 4) is receiving low student feedback ratings (24-37% disagreeing) in a number of areas, such as teaching sessions taking place as planned and academic feedback being timely and appropriate. Students are also not able to spend as much time as we would expect on the wards to experience good clinical teaching.	23/02/2015	NHS Lothian Quality Management Visit and student feedback data	As part of the new MBChB curriculum fewer students will be placed on attachment in wards and more opportunities for more teaching sessions identified.  A massive improvement in this module due to a complete overhaul and involvement of clinical skills, simulated patients, staff within the department. The student ratings have also risen dramatically with some examples below: In 2015/16 - 67% of students disagreed that the organisation/coordination of the block was good. In 2016/17 - 76% agreed that the organisation/coordination of the block was good. In 2015/16 - 49% disagreed/strongly disagreed that feedback on their work was prompt. In 2016/17 - 91% agreed or strongly agreed that feedback on their work was prompt. Early indications in 2017/18 Block 1 suggest the improvements across the module continue  GMC - There have been improvements made to the module which has increased student satisfaction. Suggest that the status should be moved to 'progress being monitored' and an update is provided in the next MSAR	The module continues to be highly rated by students and all the changes implemented are working well.	Continued monitoring as part of our quality management processes	01/07/2019	Progress being monitored	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1215-06	Concern	NHS Borders	Borders General Hospital		Years 4, 5 & 6	TD09 D5	Student ratings and free text comments identified problems in relation to access to Wi-Fi in the student accommodation at Borders General Hospital. Wi-Fi is installed but does not extend to each of the individual student rooms. In addition, the student accommodation would benefit from a communal area for students to meet and socialise with each other when on attachment.	16/09/2015	NHS Borders Quality Management Visit and student feedback data	Various discussions have taken place and the IT Teams at NHS Borders and Edinburgh Medical School to improve access and EDUROAM is in place throughout the majority of Borders General Hospital. The latest update from NHS Borders is as follows: NHS Borders are implementing further plans to improve the wi-fi access for students in the accommodation block working with BT and with still plans to introduce EDUROAM.  There are some improvements in the student feedback ratings across the NHS Borders specialties now that, working with the University, EDUROAM (UK University wi-fi system) is in place across most of the Borders General site. The student accommodation is still not ideal as EDUROAM cannot be implemented at this stage but wi-fi coverage has improved by putting more Wireless Access Points. Some rooms still have poor coverage at certain times. NHS Borders to consider further and are working with the University IT Team.  GMC - The school is continuing to look at ways of improving the Wi-Fi coverage. Agree with status. Please provide an update in the next MSAR.	Student ratings for IT & wi-fi access have continued to improve in 2017/18 with the extra wireless access points providing better coverage for students	Still plans to introduce EDUROAM in the accommodation blocks but waiting for the IT Team at NHS Borders to agree to the way forward	01/07/2019	Plan in place	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1216-01	Concern	NHS Lothian	St John's Hospital		Year 6	TD09 D5	Student feedback identified problems with the availability of staff during part of the traditional summer holiday period. Staff at Royal Hospital for Sick Children (RHSC) and others at St John's delivered more teaching opportunities for students but overall the student ratings have not improved at this time of year.		NHS Lothian Quality Management Visit (St John's Hospital) and student feedback data	Potential problems were identified with the availability of staff at St John's Hospital in this department.  The problems with availability of staff in this department over the summer holiday period still exist but a plan to involve staff at RHSC to ensure teaching sessions are not affected has worked in 2016/17. The student feedback ratings in 2016/17 have seen six improved domain scores out of 14 but still a more long term plan needs to be developed.  GMC - The school are aware that this issue still needs to be addressed, however no details of the plan going forward have been provided. We would like an update within the next MSAR.	The module received generally improved student feedback for the full academic year 2017/18.  The number of students to St John's was reduced from 5 to 3 with more students being based at the Royal Infirmary. There continues to be a number of clinics and the special care baby unit and day case reviews which is enough for the reduced number. This will be monitored via the annual quality reports.  95% of students rated the quality of teaching as high but still some comments about the availability of patients on	The module organiser will continue to assess the situation and work with NHS Lothian to ensure the student experience continues to improve in all areas. The key issue around the availability of patients, particularly during the summer, will be raised with the NHS Lothian DME.	01/07/2019	Plan in place	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1216-04	Concern	NHS Lothian (GI)	Western General Hospital		Year 4	TD09 D5	Student feedback indicated problems with sessions not taking place as planned and some areas of the organisation of the module needed improvements.	05/01/2016	NHS Lothian Quality Management Visit (Western General Hospital) and student feedback data/discussions with Student Council Representative and Module Lead		Student feedback in 2017/18 Academic year has stayed broadly the same as the previous year with some challenges with the shorter 4 week module.	There are plans being considered by NHS Lothian to merge the medical and surgical GI components together to improve things further for students. This will also factor in to changes in length of modules in Year 4. A longer attachment will further help staff and student engagement.	01/07/2019	Plan in place	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1216-05	Concern	NHS Lothian (Neuro)	Western General Hospital		Year 4	TD09 D5	Student feedback indicated problems with sessions not taking place as planned and some areas of the organisation of the module needed improvements.	01/03/2016	NHS Lothian Quality Management Visit (Western General Hospital) and student feedback data	Discussions were held with the local module lead to establish how the student experience could be improved at this site.  This module has received low ratings for a couple of years and in 2016/17 problems came to a head when as part of the new MBChB curriculum for Years 4, 5 & 6 students were taught as part of a transitional year arrangement (1 year only) for two separate cohorts. Ratings in 2016/17 for both the Royal Infirmary and Western General sites with multiple red and amber flags. Ratings did improve towards the end of 2016/17 with more staff involvement and after a thorough review across the University and NHS Lothian the data in 2017/18 shows significant improvements. A new system of clinic teaching sessions have been very well received by students and the expectation is for the performance of the module to continue as we progress further during this year.  GMC - Improvements have been made to the module and student feedback will continue to be monitored. Suggest that the status is progressed to 'progress being monitored'. Please provide an update in the next MSAR	Student feedback for the end of the 2017/18 Academic Year has improved significantly for 8 domains out of 14 and 6 remaining the same. A focus group with students and NHS Lothian staff identified that the standard of experience could be variable and depended heavily on the performance of the tutor. All tutors have been encouraged to make the student interactions more patient focused.  We have introduced increased student experience in stroke medicine including review of acute admissions with the relevant outreach team. A clinical Teaching Fellow has also been appointed to introduce more patient focused teaching.	Continued monitoring of the performance of the module is underway in 2018/19 with further improvements with the Virtual Learning Environment LEARN now completed to improve organisational issues. The neurosciences department will move to the Boqueron/Little France campus in 2019 which will mean all neurology services are on a single site. This will simplify the delivery of teaching, increase learning opportunities and reduce student travel.	01/07/2019	Progress being monitored	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1216-06	Concern	NHS Lothian (Uro)	Western General Hospital		Year 5	TD09 D5	Student feedback indicated problems with sessions not taking place as planned and the availability of learning opportunities.	01/02/2016	Discussions with the module organiser at the Western General Hospital after reviewing the student feedback data	Discussions were held with the local module lead to establish how the student experience could be improved at this site. This module has struggled to get high ratings from students and feedback in 2015/16 had 8 out of 14 mainly Amber (1 red) flags. Discussions with the module organiser have led to some improvements in 2016/17 but a plan is in place to lead to significant improvements in 2017/18 and Block 1 student feedback suggests an improvement in the student experience overall but the timetable has been confusing and some sessions delayed or cancelled.  GMC - A plan is in place, however we would like details of what this plan is. Agree with status. Please provide an update in the next MSAR	Student feedback for the end of the 2017/18 Academic Year has improved significantly for 6 domains out of 14.	Further improvements are needed in some areas especially in the organisation of the module and plans are underway in NHS Lothian to address this. The module organiser has outlined some of the problems that still exist as below and will design a plan to resolve these issues. Delivery of some teaching sessions did not take place or were missed by the students during their 2 week attachment. Part of this was due to conflicts with their formative exam, but other sessions bedside teaching and tutorials were due to staff shortages. We aim to maintain teaching sessions when consultants are on leave (their SpR or fellows provide this), but clearly some of the missed sessions on this attachment were due to registrars being away. This is relatively rare, and when this occurs sessions are often rescheduled.	01/07/2019	Plan in place	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		
ED1216-01	Concern	NHS Lothian (Oph)	Princess Alexandra Eye Pavilion		Year 5	TD09 D5	Student feedback indicated that organisation was poor, some sessions were cancelled and improved online learning resources would be helpful.	01/07/2017	Student feedback reports and follow-up discussions	This module has struggled to get high ratings from students and feedback in 2016/17 had 9 out of 14 mainly Amber (3 red) flags. More formal discussions with the module organiser have just taken place and a plan is now in place leading to significant improvements in 2017/18 and Block 1 student feedback suggests an improvement in teaching quality overall but the timetable apparently confusing for some and some sessions delayed or cancelled.  GMC - A plan is in place, however we would like details of what this plan is. Agree with status. Please provide an update in the next MSAR.	Student feedback for the end of the 2017/18 Academic Year has improved for 7 domains out of 14.	The changes made to date include: Induction to department. The University Dermatology secretary will meet each group of students at 8:30am Monday morning to greet the students, orientate them, give them a tour of the building and provide them with access codes to the various secured areas of the building (operating theatres, lecture theatre, library etc.). We are also arranging for lockers to be installed for the students in the basement of the Eye Pavilion where they can store their coats and bags.  Administrative support for timetabling and organisation: The same secretary is happy to help with the administration of the students and organise the medical students in a similar fashion to the Dermatology students. The plan now is for the students to receive	01/07/2019	Plan in place	Module organiser, Director of Medical Education at NHS Lothian and Medical School Quality Management Team.		

ED11819-p001		NHS Borders	Borders General Hospital		Years 5 & 6	Great examples of good practice in General Surgery, Obstetrics & Gynaecology & Psychiatry with multiple green flags representing 2017/18 student feedback with the highest approval ratings for the student experience.	01/07/2018	Student feedback reports including quantitative data with circa 95-100% of students agreeing or strongly agreeing with National Performance Indicator questions used across Scotland.		The specialties involved will be asked to share good practice examples across the home health board and their high performance was recorded at the national quality Review panel held in August 2018.	To be agreed with the Director of Medical Education (DME) in due course and the module organiser has noted the level of performance and can highlight this for other sites at the annual module meeting involving all location teaching leads.					
ED11819-p002		NHS Dumfries & Galloway	Dumfries & Galloway Royal Infirmary		Year 6	Great examples of good practice in Medicine of the Elderly with multiple green flags representing 2017/18 student feedback with the highest approval ratings for the student experience.	01/07/2018	Student feedback reports including quantitative data with circa 95-100% of students agreeing or strongly agreeing with National Performance Indicator questions used across Scotland.		The specialty involved will be asked to share good practice examples across the home health board and their high performance was recorded at the national quality Review panel held in August 2018.	To be agreed with the Director of Medical Education (DME) in due course and the module organiser has noted the level of performance and can highlight this for other sites at the annual module meeting involving all location teaching leads.					
ED11819-p003		NHS Fife	Victoria Hospital Kirkcaldy		Years 4 & 6	Great examples of good practice in Medicine and Rheumatology with multiple Green flags representing 2017/18 student feedback with the highest approval ratings for the student experience.	01/07/2018	Student feedback reports including quantitative data with circa 95-100% of students agreeing or strongly agreeing with National Performance Indicator questions used across Scotland.		The specialties involved will be asked to share good practice examples across the home health board and their high performance was recorded at the national quality Review panel held in August 2018.	To be agreed with the Director of Medical Education (DME) in due course and the module organiser has noted the level of performance and can highlight this for other sites at the annual module meeting involving all location teaching leads.					
ED11819-p004		NHS Forth Valley	Forth Valley Royal Hospital		Year 6	Great examples of good practice in Child Life & Health with multiple green flags representing 2017/18 student feedback with the highest approval ratings for the student experience.	01/07/2018	Student feedback reports including quantitative data with circa 95-100% of students agreeing or strongly agreeing with National Performance Indicator questions used across Scotland.		The specialty involved will be asked to share good practice examples across the home health board and their high performance was recorded at the national quality Review panel held in August 2018.	To be agreed with the Director of Medical Education (DME) in due course and the module organiser has noted the level of performance and can highlight this for other sites at the annual module meeting involving all location teaching leads.					
ED11819-p005		NHS Lothian	Lauriston Building, Western General & Midlothian Community Hospital		Years 5 & 6	Great examples of good practice in Dermatology, Haematology, Medicine & Psychiatry with multiple green flags representing 2017/18 student feedback with the highest approval ratings for the student experience.	01/07/2018	Student feedback reports including quantitative data with circa 95-100% of students agreeing or strongly agreeing with National Performance Indicator questions used across Scotland.		The specialties involved will be asked to share good practice examples across the home health board and their high performance was recorded at the national quality Review panel held in August 2018.	To be agreed with the Director of Medical Education (DME) in due course and the module organiser has noted the level of performance and can highlight this for other sites at the annual module meeting involving all location teaching leads.					