

## Action Plan for the University of Exeter Medical School

### Requirements

Report Ref	Due Date	Description	Action taken by medical school to date	Further action planned by the medical school	Timeline for action (month/ year)	School lead
UEMS1	To be reviewed over the next visit cycle	The school must develop an explicit strategy, with timeframes, for patient and public involvement in the development and delivery of the programme. They must ensure the views of patients and the public contribute to policies, processes and the development of the curriculum.	<p>Appointed an academic lead to ensure Patient and Public Involvement is incorporated into the governance of the BMBS programme.</p> <p>Ring fenced an annual budget of 5K to initiate PPI activity and remunerate PPI volunteers.</p> <p>Built links with the Peninsula Health Services research PPI group (PenPig) and met with the lay representative group of the South West Health Education England Peninsula Deanery.</p>	<p>Appointing of a part time administrator for PPI has been approved by the University and the administrator will be in post by January.</p> <p>Creating information leaflet and a webpage for the external University of Exeter Medical School website.</p> <p>Explain the curriculum and our ideas for further PPI involvement to existing PPI groups.</p> <p>Recruit and appoint PPI panel for education (PPIE) members</p>	<p>January 2017</p> <p>January 2017</p> <p>February 2017</p> <p>February/March 2017</p>	Dr Stephanie Bull – Lead for Patient & Public Involvement

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			<p>Engaged with current literature and research on involvement of patients and the public in medical education.</p> <p>Audited current PPI activity in the curriculum.</p> <p>Identified areas where further PPI involvement could benefit the curriculum, especially governance and curriculum development and formed a mission statement.</p> <p>Organised an initial meeting (Feb 8th February) to explain the curriculum and our ideas for further PPI involvement to existing PPI groups.</p> <p>Met HEE SW Lay Representatives at Joint Lay Event (October 2017) to seek interest in undergraduate PPI activities at UEMS.</p>	<p>Patient and Public involved in decision making around professionalism and fitness to practice</p> <p>Patient and Public representation at the BMBS programme Board of Studies</p> <p>Patient and Public report submitted to the Education Quality Standards Group Meeting</p> <p>Contact Interested HEE SW Lay Representatives interested in being lay member of UEMS</p>	<p>April, May, June 2017</p> <p>June, July 2017</p> <p>July 2017</p> <p>October 2017</p>	

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UEMS2	To be reviewed over the next visit cycle	The school must make sure that students and educators clearly understand how professionalism is assessed.	Update of all handbooks with 'plain English' language and diagrammatic representations  Revised Induction Week lectures	Lectures to all students on link between professionalism and Fitness to Practise  Simplification of attendance monitoring processes, including automation of attendance capture in large group teaching  Development of Video Shorts that can explain complex areas less well understood by students and staff (e.g. on the spot professionalism feedback process)	January 2017  January 2017  April 2017	Dr David Leeder – Lead for Professional Practice

### Recommendations

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UEMS1	To be reviewed over the next visit cycle	The school should review its communication of policies, procedures and changes to make sure there is a common understanding between all educators and students.	Development of new Google Sites platform to host information  Streamlining of key education committees	Further development of 'plain English' guidance documents  Development of video resource on process and expectations covering assessments, fitness to practise and other policies	June 2017  June 2017	Ms Clare Mackenzie-Ross – Policy Advisor to UEMS
UEMS2	To be reviewed over the next visit cycle	The school should clarify how academic support is being developed and specifically how they intend to ensure education and teaching capacity.	Appointment of College Academic Director of Faculty Development, with budget remit that includes investment in academic faculty as well as clinical teacher training and	UEMS Education Faculty development day scheduled 9 <sup>th</sup> December.  Active encouragement of promotion applications from	December 2016  January 2017	Professor Jean McEwan – Vice-Dean Education

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			<p>development.</p> <p>Active encouragement of engagement with Aspire programme (and Aurora programme for women) to encourage aspiration and ambition and support career development</p>	<p>education-focused academic staff.</p> <p>Roll out of policy of 30% of workload being allocated to education for all research-focused, tenured staff to ensure capacity is maintained.</p> <p>Senior staff actively communicating the importance of excellence in education and the value of all contributions.</p> <p>Enhanced Faculty Development website explaining curriculum, assessment and opportunities from staff perspectives</p>	<p>June 2017</p> <p>January 2017</p> <p>June 2017</p>	
UEMS3	To be reviewed over the next visit cycle	We encourage the school's review of its teaching of basic sciences to ensure improvements for learners.	Dean's Commission Project undertaken into the evolution of anatomy teaching, and for GP Placement strategy.	A full five-year curriculum review is underway, especially in light of the announcement of increased medical student placements. Changes to the curriculum will aim to coincide with the increase in student numbers, although other initiatives will continue independent of the increased numbers of students.	September 2018 and beyond	Dr Russell O'Brien – Programme Director