

Action Plan for UCL Medical School

Requirements

Report Ref	Due Date	Description	Action taken by medical school/ LEP to date	Further action planned by the medical school/ LEP	Timeline for action (month/year)	Medical school/ LEP lead
UCL 1	Next scheduled reporting to the GMC	The School must ensure that students receive regular information about their development and progress. This should include feedback on both formative and summative assessments.		The School will alert UCL Examinations board to this requirement, and ask to be allowed to give formal feedback to our students following summative medical school assessments.	July 2013	Gaynor Jones & Professor Jane Dacre

Recommendations

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UCL 1	Next scheduled reporting to the GMC	The School should ensure that effective management systems are in place to plan and monitor undergraduate medical education, including clinical placements, so that any concerns can be identified, and managed quickly and effectively.		The school will ensure that Exception reporting and CQC reports are received by the QAU. An academic from the QAU will review this reports and report issues to the senior management team at UCLMS.	June 2013	QAU Dr Ann Griffin
UCL 2	Next scheduled reporting to the GMC	There are opportunities for the school to rationalise and make better use of communication with the student body, including the use of email.		Students will be engaged by a variety of mechanisms (including a survey) to assess which form of communication they prefer	By the end of 2012/13 academic year	Professor Jean McEwan, Lead for Y4

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UCL 3	Next scheduled reporting to the GMC	The School should ensure that all students have access to appropriate support for their academic and general welfare needs.	A working group has been set up to review welfare support for the students	The working group will report to UCLMS senior management team before the end on the 12/13 academic year	July 2013	Dr Joe Rosenthal
UCL 4	Next scheduled reporting to the GMC	The School should ensure that students have access to appropriate learning resources and facilities, both physical and IT.	There have been a series of M learning projects funded: 1. The Mobile Medical Educational Resources – Pilot project (Betsy Anagnostelis) 2. M-Learning: Does access to mobile devices improve the usefulness of supervised learning events (SLE)? (Deborah Gill, on behalf of the M learning development group)	1. The project aims to provide access for 90 UCL medical students to a range of quality medical educational resources via mobile devices to support their clinical educational experience and allow them to experience innovative mobile and wireless technologies that support clinical decision making at the point of care. 2. The project aims to provide access for UCL medical students to enable mobile devices to support their clinical educational experience as they undertake SLEs.	End of 2014	Dr Gill and Ms Anagnostelis

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UCL 5	Next scheduled reporting to the GMC	The school and LEPs should have a clear plan as to how they will ensure and enhance the quality of education being provided, addressing and responding to challenges such as changes in funding streams, reconfiguration of services and education delivery in the community.	Keeping up to date with the development of the LETB via the School of life and medical Sciences	Monthly finance meetings to discuss upcoming financial pressures and SIFT changes	End of 2013	Professor Dacre (UCLMS), Professor Mc Ewan (LETB)
BCFH 3 RF 2	Next scheduled reporting to the GMC	The Trust should ensure that all students have opportunities to interact with patients and stakeholders from a range of social, cultural and ethnic backgrounds and with a range of disabilities, illnesses or conditions. The diverse patient population should		(BCFH) The Medical Education Department holds two informal feedback sessions with medical students within each 12 week programme. The feedback sessions will be used to explore whether students have had sufficient opportunities to interact with patients and stakeholders from the diverse patient population served by Barnet and	Sep-13	(BCFH) Dr Tim Gluck (DME), Dr Louise Schofield (Assoc DME), Mr Joyti Saksena (Assoc DME)

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		be used more effectively to achieve this.		<p>Chase Farm. If learning opportunities are being missed then these will be identified through feedback from the students and educational opportunities will be incorporated into the programme.</p> <p>(RF) We plan to add a section into the study guides for years 4-6 explaining and highlighting the opportunities for interaction with patients and stakeholders from a range of backgrounds. This will provide examples and a checklist of opportunities.</p>		<p>(RF) Dr Paul Dilworth</p> <p>(UCLMS) Dr Berlin Dr Woolf Dr Gill</p>
BCFH 4	Next scheduled reporting to the GMC	The Trust should ensure the effective representation of education and training issues at board level, for example by including education and training as a standard agenda		The Director of Medical Education (DME) will write to the Medical Director regarding nomination of a Non-Executive Director to take on an interest and responsibility for education and for the inclusion of education and	Aug-13	Dr Tim Gluck (DME), Dr Louise Schofield (Assoc DME), Mr Joyti Saksena (Assoc DME)

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		item for discussion at each board meeting – this will also appear in the Deanery action plan.		training as a standard Trust Board agenda item. Currently the organisation does not have a Trust wide 'educational committee' with representation from all educational stakeholders, therefore, the DME will also suggest that a wider educational committee is established to ensure effective collaboration on all aspects of education and training.		
RFH 3	Next scheduled reporting to the GMC	The Trust should improve and coordinate communication with students.	Where possible we will bring together the administrators for different modules into one centrally located placement centre to encourage coordination and more effective communication.		Feedback will be requested from Year 4 students in December 2013 with the decision then made as to whether it should be implemented for years 5 and 6.	Dr Paul Dilworth

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RFH 4	Next scheduled reporting to the GMC	The Trust should improve facilities for students to meet informally.	RF4 (facilities) A new student hub is opening at the Royal Free in September 2013 with extensive facilities for informal working and social contact. We believe this will substantially enhance the experience of students at this site providing space for over 100 students.	Feedback will be requested from all students in December 2013 to check whether the hub is used for this purpose.	September 2013	Dr Paul Dilworth

Good practice

Report Ref	Due Date	Description	Details of dissemination (across LEPs)	Any further developments planned to enhance the area of good practice	Timeline for action (month/year)	Medical school/ LEP lead
UCL 1	n/a	The approach taken by the School towards patient and public involvement (PPI), specifically, the Beacon project and the inclusion of a social determinants of health module in the curriculum	The Beacon project work will be presented at our medical education conference in June	We are looking towards widening our public engagement work and sharing our medical education research more effectively with the public.		Dr Ann Griffin Dr Anita Berlin

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UCL 2	n/a	There are strong links between the School and the North Central Thames Foundation School (NCTFS)	The Foundation School and UCLMS work together cooperatively and attend a variety of shared meetings, for example: Careers and Foundation School Transition meetings The Final Year Teaching Sub-Committee The FS Director also holds the position of Postgraduate Sub Dean with the Medical School. Joint reviewing of graduates progress in the foundation programme			Dr Dooley Dr Aron Lal
UCL 3	n/a	The Research Excellence Framework (REF) 2014 return for pedagogic research which was viewed as a sign of the commitment to and quality of teaching research and the value of teaching at the School.		We will evaluate the successes and areas for developing medical education research submissions to REF 2014 once UCLMS has received feedback on its submission.	2015	Dr Ann Griffin

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RFH 1	n/a	The engagement of the senior team in education and training at board level, for example, the participation of the Medical Director in the serious incident review panel meetings, the investment in teaching personnel, and the preparedness and flexibility of the Trust to use their financial resources to achieve their strategic outcomes of teaching, service and research – this also appears in the Deanery action plan.				