

# Annual Quality Assurance Summary

This summary forms part of our annual quality assurance to review how an organisation is meeting our standards for medical education and training as detailed in [Promoting excellence](#). It provides an overview of the QA activities undertaken over the course of a year and an overview of findings including any areas of notable practice or requirements and recommendations we have set. The summary is published.

<b>Organisation</b>	University of Nottingham School of Medicine
<b>Review period</b>	March 2021 - April 2022

## Overview of findings

### Overall findings statement

From the SAQ submission, the clarification of some points during the SAQ meeting and subsequent quality activities, we consider that University of Nottingham School of Medicine is meeting the standards set out in the GMC's *Promoting excellence*.

The QA activities that we have carried out in this annual cycle have provided good opportunities to observe how the University of Nottingham School of Medicine meet our standards in Theme 1 (learning environment and culture), Theme 2 (educational governance and leadership) Theme 3 (supporting learners) and Theme 4 (supporting educators) of this guidance.

During the course of this cycle, we have set a requirement around the school's fitness to practise processes. Following GMC scrutiny of the SAQ and supplementary documentation, we discussed the University wide review of fitness to practice procedures which is likely to bring all professions requiring such a procedure together under one policy in more detail at the SAQ feedback meeting. We are concerned that potential changes could result in fitness to practice decisions and outcomes for individual medical students being determined in the absence of a panel member who is a registered medical practitioner with a licence to practise.

## Quality Activity undertaken

	Activity	Date	Summary
1	SAQ submission	03 March 2021	The SAQ was submitted on time and covered all five themes of <i>Promoting excellence</i> . The submission included a list of planned University of Nottingham School of Medicine activities that we could observe for quality assurance purposes.
2	SAQ feedback meeting	23 April 2021	<p>This meeting was held to provide summarised feedback to University of Nottingham School of Medicine on its 2021 SAQ submission, and to seek clarity and additional information on certain responses - as identified by the GMC following an analysis. The meeting also provided an opportunity to discuss potential QA activities to undertake in this annual cycle.</p> <p>The activities were not selected because of any specific risks identified through the SAQ. One area of risk around fitness to practise processes was identified through the SAQ meeting, and a requirement was set. At the meeting we discussed the University wide review of fitness to practice procedures which is likely to bring all professions requiring such a procedure together under one protocol. We are concerned this means that decisions and outcomes for individual medical students being determined in the absence of a panel member who is a registered medical practitioner with a licence to practise.</p> <p>We are satisfied that where further information and/or clarification is still required that this can be provided in the next SAQ submission.</p> <p>Following this meeting, University of Nottingham School of Medicine was provided with written feedback on the SAQ submission.</p>

3	Virtual observation of the Lincoln Medical School Learning Community Forum (LCF)	25 May 2021	<p>This activity was listed on the SAQ by University of Nottingham School of Medicine against Theme 1: Learning environment and culture and Theme 2: Educational governance and leadership.</p> <p>We identified the LCF as an area for further exploration in order for the school to further demonstrate the feedback loops for learners. The LCF is a meeting that takes place a semester at each university site (Nottingham, Lincoln, Derby) and is the main interface between student year group representatives and the school. The meeting is attended by student representatives for each year group and a number of faculty members and service representatives, including the Vice Dean for Early Years and BMedSci.</p> <p>Before the meeting we reviewed the terms of reference for the LCF, the previous meeting minutes, action log 2 and a report summarising the feedback to be discussed at the meeting.</p> <p>Overall, we found the meeting to be an effective and supportive way for the school to capture feedback across year groups, respond to issues raised and ensure that outcomes are appropriately disseminated to the student body. The school has demonstrated a culture that both seeks and responds to feedback from learners, and how it considers the views of learners when developing new policies and processes.</p> <p>In the next SAQ, it would be useful to understand how the chat function is monitored during the virtual visits including how this information is recorded and addressed (for example, in the case of a serious concern arising).</p>
4	Observation of a Virtual Quality	29 June 2021 20 July 2021	This activity was listed on the SAQ by University of Nottingham School of Medicine

	<p>Management visit to University Hospitals of Derby and Burton</p>		<p>against Theme 1: Learning environment and culture Theme 2: Educational governance and leadership, Theme 3: Supporting learners and Theme 4: Supporting educators.</p> <p>We undertook this activity to further understand how the school checks that the standards are being met in relation to clinical placements. We were interested to learn how the school monitors the learning environment, and shares information internally and with those responsible for delivering medical education.</p> <p>Before each visit the school holds a pre-panel meeting which we were invited to observe. We were also able to review related documents, such as the Education and Practice Partnership agreement, an example feedback form and student survey template.</p> <p>Overall, the activities and document review has allowed the school to demonstrate their processes for monitoring the clinical learning environment.</p>
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### Quality Reporting System (QRS)

We use the QRS to monitor concerns raised by organisation when they identify that our standards are not being met in a training environment. Concerns are managed locally by the responsible organisation until resolution.

Activity	Date	Summary
Quality Reporting System (QRS)	Ongoing	The school continues to provide frequent and detailed updates to the items on the quality reporting system. As a result of this, we have been able to close several items during this quality assurance cycle.

## Requirements

We set requirements where we have found that our standards are not being met.

No.	Theme	Requirement	Date set	Update
1	Theme 2: Educational governance and leadership (R2.18)	The school must ensure that its fitness to practise (FtP) processes continue to adhere to GMC requirements following the university's review of FtP processes across courses.	May 2021	The university fitness to practise review is ongoing and will ensure that it aligns closely with other institutional policies. The school has relayed our concerns as part of this. Full fitness to practise panels will remain at faculty level or higher, observing the guidance of the respective regulatory body.

## Next steps

### Overall findings statement

The GMC's responses to the information submitted in the SAQ gives feedback on each theme to help University of Nottingham School of Medicine complete the updates to the questionnaire in the next annual cycle. This includes updates on:

- Processes for educator feedback
- Support for educators
- BAME Education Committee
- Widening participation
- Feedback on performance
- Generic professional capabilities
- Curriculum mapping

Further to this, based on our findings from the quality activities we have undertaken, in the next cycle we would like to learn more about how the school monitors the chat function is monitored during virtual quality management visits.

We will also seek an update on the requirement set during this cycle at the next SAQ discussion meeting.

## Organisation response

The organisation has the right to reply to the AQAS; if they have responded it will be included below.

### Organisation response

University of Nottingham School of Medicine has not responded to this AQAS.