

University of Warwick  
Board of the Faculty of Medicine

Minutes of the Board of the Faculty of Medicine held on the 6<sup>th</sup> November 2006.

Present: Prof Y Carter (Chair), Ms C Blackburn, Prof J Davey, Dr R Earle, Dr J Kidd, Prof E Oliver Jones, Prof S Kumar, Dr P O'Hare, Prof E Peile, Dr C Rodgers, Dr A Stokes, Prof V Zammit

Apologies: Prof G Hundt, Prof S Thornton, Prof M Thorogood

In Attendance: Dr M Glover, Dr C Marguerie, Mrs L McCarthy, Dr A-M Slowther (item 5/06-07)

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**MINUTES**

1/06/07 Remit and Membership of the Board of the Faculty of Medicine

REPORTED:

That paragraph (4) of Statute 21 states that the Board of each Faculty will have the following powers and functions:

- a. to regulate, subject to these Statutes and the Ordinances and Regulations and to review by the Senate, the teaching, research, curricula and examinations in the subjects prescribed for the Faculty;
- b. to recommend to the Senate examiners for appointment;
- c. to make recommendations to the Senate for the award of degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions in the subjects prescribed for the Faculty;
- d. to recommend to the Senate Sub-Faculties and Departments to be constituted by the Council;
- e. to delegate to the Sub-Faculties such matters as are deemed appropriate;
- f. to appoint members of the Board of the Faculty to be members of the Senate as provided for under Statute 19;
- g. to discharge such other functions as the Senate may from time to time determine.

CONSIDERED:

The membership of the Board of the Faculty of Medicine for 2006/07 as set out in paper BFM1/06-07, including:

- (i) A nomination from Professor S Stewart Brown for a member of staff from the Health Sciences Research Institute to serve as a member of staff elected by and from WMS.
- (ii) A nomination from Professor E Peile for a member of staff from the Institute of Clinical Education to serve as a member of staff elected by and from WMS.

RECEIVED:

- (iii) Confirmation from the School Secretary on the agreement of Professor S Singh and Ms D Markham to serve as representatives on the University Equality and Diversity Committee.

RESOLVED:

- (A) That the School Secretary be asked to confirm with Professor Stewart Brown the nomination from the Health Sciences Research Institute.
- (B) That the School Secretary be asked to confirm with Dr N Manek that with her work commitments she will be able to attend future Board of the Faculty of Medicine meetings.
- (C) That the School Secretary be asked to approach the newly formed Warwick Partnership Trust for a nomination to serve on the Board of the Faculty of Medicine for the academic year 2006/07.
- (D) That the School Secretary be asked to contact the following Departments to ascertain if they would be willing to nominate a permanent member of staff to sit on the Board of the Faculty of Medicine: Chemistry and Warwick HRI.
- (E) That the School Secretary be asked to contact the Science secretariat to confirm their nomination to serve on the Board of the Faculty of Medicine for the academic year 2006/07.
- (F) That the Assistant Registrar be asked to contact the Student Union regarding the election of the student Faculty representatives in order to fill the student member nomination on the Board of the Faculty of Medicine.

2/06-07

Minutes

RESOLVED:

That the minutes of the meeting of the Board of the Faculty of Medicine held on the 22nd May 2006 be approved.

3/06-07

Matters Arising on the Minutes

- (a) Accommodation Matters (minute 32/05-06 b. i. refers)

RECEIVED:

- (i) An oral report from the School Secretary regarding the continuing negotiations between Leicester Medical School and Warwick Medical School to establish a service level agreement that will secure Dissection Room facilities for the 4 year MB ChB students based at Warwick for the academic year 2006/07, it being noted that a new build option on campus may be possible or a facility at UHCW.

RESOLVED:

- (ii) That the School Secretary be asked to obtain a written agreement with Leicester Medical School regarding the use of the Dissection Room facilities for the 4 year MB ChB students based at Warwick for the next three years.
- (b) Teaching Evaluation Report (minute 32/05-06 e. refers)

RECEIVED:

- (i) An oral report from the Associate Dean (Teaching) and the Phase I Co-ordinator regarding progress made with the Deanery on the funding possibilities of 2 year teaching appointments for clinical staff, it being noted that as from August 2006 the MB ChB programme would only have 3 SHO grade staff plus 2 SpRs and that due to re-structuring and limited training numbers no appointments could be made.
- (ii) An oral report from Dr P O'Hare regarding contact with Professor S Field, the Postgraduate Dean, regarding the adverts relating to the Walport posts and the Educational Fellows, it being noted that in future MMC post and academic selection would occur simultaneously at the F2 stage and that junior Walport post recruitment would be led by the Deanery whilst the lecturer posts would be University selected.

RESOLVED:

- (iii) That thanks be sent to Ms D Markham for her work associated with the appointment of two surgical SpRs from Warwick Hospital for a period of two years, it being noted that these posts are part funded by SIFT and partly by the Medical School.
  - (iv) That the issues raised in point (b) (i) above be raised as an agenda item at the next Foundation School Committee meeting.
  - (v) That Dr P O'Hare be asked to present a summary paper on all round 1 Walport posts including applicable deadlines for the February meeting of the Board of the Faculty of Medicine.
  - (vi) That Dr P O'Hare be asked to present a further updates paper for round 2 Walport posts including applicable deadlines for the May meeting of the Board of the Faculty of Medicine.
  - (vii) That as the timing for the advertisement and recruitment to clinical academic foundation year posts within the West Midlands Deanery is problematic for WMS students that the Associate Dean (Teaching) be asked to clearly advertise and actively encourage applications with the current third year MB ChB students (2004 cohort).
- (c) Medical School Restructuring (minute 32/05-06 f. refers)

RECEIVED:

- (i) An oral report from Professor Peile regarding contact made with Professor S Kumar on the Reader in Inter-Professional Learning post, it being noted that despite discussions with UHCW and GEH it appears that an appointment is not possible due to funding restraints.
- (ii) An oral report from Professor Kumar on the recruitment to the GEH Senior Lecturer Diabetes post it being noted that the prospects for a strong appointment were very positive.

- (d) Singapore (minute 32/05-06 g. refers)

RECEIVED:

- (i) An oral report from Professor Peile regarding the proposed Memorandum of Understanding between the Education Development Board (Singapore) and the Warwick Institute of Education, it being noted that WMS is still working closely with and providing support to the Institute of Education.
- (ii) An oral report from the Chair noting that the possibility still exists for the establishment of a Biomedical Institute in conjunction with Biological Sciences and that the Vice Chancellor would be visiting Singapore on behalf of the University of Warwick in December 2006.

- e) School Management Team (minute 32/05-06 h. iii. refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) regarding the finalisation of the Service Level Agreements between WMS Institutes, it being noted that a suggested model for collecting and analysing the received data, which included a provision for 40% teaching load plus PhD supervision, had been sent to Professor Palmer for consideration.

RESOLVED:

- (i) That work surrounding data capture for these activities should continue so that a complete picture could be analysed for the academic year 2005/06.
- (ii) That Dr A Stokes be asked to use the data collected for the academic year 2005/06 to inform predictions for the academic year 2006/07 for DMAP.
- (iii) That the School Secretary be asked to circulate the model to members of the Board of the Faculty of Medicine.
- (iv) That all heads of institutes be asked to complete the model with information so that the Medical School can complete this task by the 11<sup>th</sup> December 2006.
- (v) That the Director of the Institute of Education be asked to prepare a report for the February 2007 meeting of the Board of the Faculty of Medicine.

- (f) Curriculum Committee (minute 32/05-06 refers)

RECEIVED:

An oral report from the Assistant Registrar regarding the University of Warwick regulations on the admission of dentists, it being noted that there are no regulations regarding the direct admission of dental candidates to Phase II of the MB ChB for the academic year 2006/07.

- (g) GMC (minute 33/05-06 b. refers)

RECEIVED:

An oral report from the Associate Dean (Teaching) on the précis, for each Warwick cohort, of the new 2006/07 Codes of Practice and new set of regulations, it being noted that due to timing issues and advice from the GMC the Medical School has not communicated this information to students.

4/06-07

Chair's Business

(a) Undergraduate and Postgraduate Enrolments

CONSIDERED:

The University's existing policy on undergraduate and overseas student recruitment with regard to:

- (i) the incentivisation for departments and the need for further guidance on transparent accounting
- (ii) recruitment and admissions procedures, it being noted that the MB ChB at WMS had been identified by the central university as falling short of its home/EU target numbers for the academic year 2006/07.

RESOLVED:

- (iii) That for the academic year 2007/08 164 new home and up to 14 overseas students would be required, it being noted that any current first year permitted to re-sit the year would not be counted in these figures.
  - (iv) That the Associate Dean (Teaching) be asked to present an emergency plan should the numbers of students exceed 190 students due to re sit students.
  - (v) That the Admissions Steering Group be asked to analyse the reasons given for candidates not meeting the 2:1 condition of offer.
  - (vi) That Dr A Stokes be asked to collate any evidence relating to the effective or ineffective operation of the postgraduate admissions liaison system.
- (b) Research Grant and Contract Income (Steering minute 19/06-07 9<sup>th</sup> October 2006 refers)

CONSIDERED:

The need to significantly increase the number of research grants and contract income across the University, it being noted that WMS is currently meeting its targets but that the likelihood is that these targets will be raised pre-RAE.

(c) RCN Research Unit

REPORTED:

By the Chair that RCN Research Unit and the Distance Learning Unit would be re-located to the University of Warwick site, it being noted that this might lead to opportunities for links with HSRI and the possibility of new Masters and Short Course programmes.

(d) Inaugural Lectures

REPORTED:

By the Chair that the inaugural lecture series had been well received and that Professor E Peile would be delivering his lecture on the evening of the 21<sup>st</sup> November 2006.

RESOLVED:

That both staff and students be encouraged to attend inaugural lectures.

(e) Personnel

RECEIVED:

An oral report from the Chair regarding personnel, it being noted that:

- (i) Professor D Grammatopoulos be congratulated on his professorial promotion and his appointment as Deputy Director of the Clinical Sciences Research Institute.
- (ii) Professor Paul Thornley had been appointed as the new Chair in Systems Biology, it being noted that his expertise is in Diabetes and Obesity and that he will be bringing 7 colleagues with him.

(f) Search Committees

RECEIVED:

An oral report from the Chair regarding the advertisement relating to the Chair of Reproductive Medicine and the Chair of Oncology.

(g) RAE preparations

RECEIVED:

An oral report from the Chair regarding the ongoing preparations for the RAE.

(h) Departmental Review

RECEIVED:

An oral report from the Chair regarding the Departmental Review due to take place between the 4<sup>th</sup> and the 6<sup>th</sup> December 2006, it being noted that colleagues had been advised to keep their diaries clear in case they were needed at short notice.

(i) SIFT Committee

RECEIVED:

- (i) An oral report from the Chair and the Associate Dean (Teaching) regarding the first meeting of the new academic year of the SIFT Steering Group, it being noted that significant re-structuring has taken place within the local health economy with a new SHA based in Birmingham and re-organisation of local PCTs since the last meeting.
- (ii) An oral report from the Associate dean (Teaching) regarding the SIFT funding that has been allocated for WMS, it being noted that funding has been cut by 7%.

5/06-07

Academic Progress Group

CONSIDERED:

The membership and remit of the Warwick Medical School MB ChB Academic Progress Group (APG), as set out in paper BFM2/06-07, section 3.2 and the relationship between APG and the Board of Examiners regarding year 1 examinations and feedback arrangements.

RESOLVED:

- (a) That the membership and remit of the Warwick Medical School MB ChB Academic Progress Group (APG), as set out in paper BFM2/06-07, be approved.
- (b) That timely information regarding examination performance is needed for students to succeed.
- (c) That any notice informing students of their performance in ESA1 would require a strap line so that they are made aware that the Year 1 Board of Examiners may change any grades/marks associated with ESA1.
- (d) That all poorly performing students must to be considered by APG whether or not they had presented mitigating circumstances to their personal tutor in advance of their examinations.

6/06-07

Fitness to Practise Committee

RECEIVED:

An oral report from the School Secretary regarding the establishment of the Warwick Fitness to Practise Committee, it being noted that the first meeting had been held the previous week where the membership had been approved.

RESOLVED:

That at the first full meeting of the Committee, in December, all admission cases would be considered.

7/06-07

Admission Steering Group

CONSIDERED:

- (i) The minutes of the Admissions Steering Group meeting held on the 6<sup>th</sup> July 2006 as set out in paper BFM3/06-07.
- (ii) The membership and remit of the Admissions Steering Group for the academic year 2006/07 as set out in BFM4/06-07.

- (iii) Admissions criteria for the MB ChB for 2007 entry.

RESOLVED:

- (iv) That the minutes of the Admissions Steering Group meeting held on the 6<sup>th</sup> July 2006 as set out in paper BFM3/06-07 be approved.
- (vi) That the membership and remit of the Admissions Steering Group for the academic year 2006/07 as set out in BFM4/06-07 be approved.
- (vii) That for the academic year 2007/08 that the membership and remit be presented for consideration by the May 2007 Board of the Faculty of Medicine.
- (viii) That the School Secretary be asked to discuss with the University Chaplain the possibility of him serving as the lay member on ASG.
- (ix) That the Assistant Registrar be asked to alert the SSLC chair of membership position on the ASG.
- (x) That the ASG be asked to consider how candidates with non-standard qualifications could be dealt with effectively in order that equality, diversity and discrimination issues are addressed.

8/06-07

Graduate Studies Committee

TO CONSIDERED:

The minutes of the Graduate Studies Committee meeting held on the 24<sup>th</sup> November 2006 as set out in paper BFM5/06-07.

RESOLVED:

That Board of the Faculty of Medicine members who are members of the University Senate and the Academic Standards and Quality Committee be asked to raise the issue of Fitness to Practice (FtP) procedures relating to Implant Dentistry courses, it being noted that current dental practitioners are subject to General Dental Council professional regulations and should not be required to vetted by the University FtP Committee.

9/06-07

Quality Assurance and Enhancement Group

CONSIDERED

- (i) The minutes of the Quality Assurance and Enhancement Group meeting held on the 14<sup>th</sup> June 2006 as set out in paper BFM6/06-07.
- (ii) An oral report, from the Director of Quality assurance on the progress of the paperwork and arrangements associated with the Department Review due to take place between the 4<sup>th</sup>-6<sup>th</sup> December 2006.
- (iii) An oral report from the Associate Dean (Teaching) on the progress of the production of the MB ChB Annual Course Review 2005/06, it being noted that the deadline for completion was the 1<sup>st</sup> December 2006.

RESOLVED:

- (iv) That the minutes of the Quality Assurance and Enhancement Group meeting held on the 14<sup>th</sup> June 2006 as set out in paper BFM6/06-07 be

considered at the February 2007 meeting of the Board of the Faculty of Medicine.

10/06-07 Information Group

RECEIVED:

The minutes of the meeting of the Information Group held on the 13<sup>th</sup> July 2006 as set out in paper BFM7/06-07.

11/06-07 Staff Student Liaison Committee

RECEIVED:

The draft minutes of the MB ChB SSLC meeting held on the October 2006 as set out in paper BFM8/06-07.

12/06-07 Date of Next Meeting

REPORTED:

That the meetings for the Board of the Faculty of Medicine for the academic year 2006/07 would be as follows:

12<sup>th</sup> February 2007 2.00pm in room A.041 of the Medical School Building

29<sup>th</sup> May 2007 2.00pm in room A.011 of the Medical School Building

Faculty of Medicine Lunches will be held as follows:

Wednesday 15<sup>th</sup> November 2006 12 noon (venue to be advised) – Discussion to be on E-Learning and E-Health – Dr David Davies and Dr John Powell to lead discussions.

Wednesday 21<sup>st</sup> February 2007 12 noon in A112 of the Medical School Building – Admissions for the MB ChB Warwick Medical School.

Wednesday 6<sup>th</sup> June 2007 12 noon in A042 of the Medical School Building.