

**18<sup>th</sup> May 2009, Vet School.**

**SSLC Minutes**

**Present:**

Peter Mathieson, Susan Pettinger-Moores Richard Edwards, Geoff Clarke, David Cahill

Tom Fox, Sam Grahame, Elenor Southgate, Chess Curry, Jessica Hawksley, Lucy Joslin, Jonny Currie, Guy Morris, Cian Hughes, Jonathan Broad, 2 x 2in1s

Notable: Last meeting: May last year

- Possibly increase this to once per month to improve feedback system.

**Agenda Points**

**1. Release of pre-clinical exam results.**

Problem: Exam results are not being distributed on the date set previously. Students are given no reason for the late exam results. For example, the 2<sup>nd</sup> years were supposed to receive their results last week but still have not a) received them or b) heard anything about when they may be distributed. A similar situation with the COMP2 exam which put strains on students applying for electives when results were not received when promised. Emails regarding these situations were perceived not to have been received as no response made.

Outcome: There is no excuse for exam results not meeting set dates, however the 2<sup>nd</sup> year results were delayed due to a problem with the optical marking system. Three weeks is the set time for which provisional results should be received. Results for both the first and second years shall be given out later this week. If a delay in exam result distribution should occur in the future, emails should be sent to all those involved to explain the reason for this. Emails should also be acknowledged, as students did not receive any response following their queries.

**2. 2in1's**

Problem: Feel as though they have 'slipped through the net' and been forgotten about this year. Examples given include not receiving handbooks for some of their units, names being missed off the NHS bursary list despite the students contacting the staff member involved prior to the deadline date.

Outcome: 2in1 students to meet separately with Peter Mathieson and Susan Pettinger-Moores to discuss.

**3. The 3<sup>rd</sup> Year Clerking Portfolio**

Problem: In the January-March Medicine and Surgery groups told to produce a 2000 word essay on a chosen patient. They were given three weeks notice, which is acceptable. However, there was no information given regarding the content of the essay and there were discrepancies between staff information and that provided in the handbook.

Outcome: Since this, the following group of students required to write the essay were given more information regarding the content. However, the differences in handbook and staff information will be looked into and rectified. A clinical handbook to be given out at the start of the year would also be beneficial. At present this is available online, but should be printed out and provided to all third years in the future.

#### **4. Earlier notice of job applications.**

Problem: Students are not aware of the requirements for the MTAS form and should be told earlier about how they can prepare for this. There is good guidance provided after the elective period, however this would be better to receive earlier. The Wesleyan talk arranged by the Galenicals committee this year was attended by almost 100% of the students invited as it provided the most useful information.

Outcome: Increase talks regarding this topic for all year groups. A discussion on the right time to receive information was had. It was decided that as early as second year, students should be made aware of the MTAS form and how they can improve it. An online record of achievement should also be available, so students can see marks for exams and SSCs, but also so information from clinical placements can be made.

#### **5. Revision days after 4<sup>th</sup> year placements.**

Problem: Exams are placed at the end of the rotation

Outcome: Next year there is a two-week revision period timetabled, thus should remove the problem of students feeling they do not have enough time to study.

#### **6. Application process for 5<sup>th</sup> year SSCs**

Problem: Current 4<sup>th</sup> years are unaware of SSCs available and how to apply for them. An example given is the PALS scheme when students are unaware of when the SSC takes place and therefore cannot plan for it.

Outcome: 4<sup>th</sup> years need to be told about the SSCs earlier; targeted to be by Easter next year. An email and/or talk should be arranged to provide suitable information. Information should also be available on Blackboard so all can access it. This is currently in progress.

#### **7. Standard of teaching in North Bristol Academy**

Problem: 4<sup>th</sup> years (specifically) found that a tutor attended only half of scheduled teaching sessions and there was little gastrointestinal teaching provided. Feedback regarding this has been ignored.

Outcome: This shall be discussed with the Academy dean to address the problem.

#### **8. Year 5 Long Cases**

- a) Timing of long cases during placement blocks
- b) Standardising the closing of wards

Problem: some of the 5<sup>th</sup> year students received their long case in the 7<sup>th</sup> week, resulting in them having less teaching time prior to the exam.

Outcome: The long cases should have been carried out throughout the whole teaching block, not just at the end of the block. Realistically though, it is quite unfair, and the standardisation between the different academies shall be addressed.

**9. Year 5 students doing palliative care/SSC as their last blocks.**

To be discussed at the finals agenda meeting.

**10. How Bristol Medical School can contribute in promoting climate change and its effect on health.**

Outcome: Possible promotion of an event next year to promote and make students more aware of the effect of climate change on health. Also trying to increase the amount of teaching in the medical curriculum, particularly in HboM in the first year regarding this topic.

Proposals for this shall be emailed prior to the topic being discussed in the Annual Programme review.

**11. The contribution of Bristol University to global access to medicines.**

Outcome: Peter Mathieson emailing relevant contacts regarding this topic.

**12. Marks and feedback of fifth year assignments**

Current 5<sup>th</sup> years have not received their marks back from their electives, despite the set date for result distribution passing.

Apologies made, similar to point 1. Increased communication needs to be demonstrated, with emails acknowledged and target dates met.

**13. Any other business.**

a) 5<sup>th</sup> years-Communication between academies

Varying standards of teaching given between academies. Some teaching by consultants had been found to not be necessarily appropriate and relevant. Mock long cases- those marking are not always aware of the mark scheme to work from. Mock OSLEERS also vary. Some are set by consultants, some by 5<sup>th</sup> years.

This shall be brought to the attention of the 5<sup>th</sup> year coordinator, with EI also bringing it up at the AGM in June. Staff in each Academy are all shown training videos and given set briefings at the start of the year so attempts have been made to try and standardise previously.

b) Lack of tutors

One person to help with the welfare of students is not adequate, whilst some students feel the personal tutor scheme would benefit them

In the past the personal tutor scheme was found to be failing though it is agreed that one person for the whole medical school is not adequate. Ros Forge is looking into this, as are the present leads. It was also noted that there is much more support provided at the Academies for the clinical years.