

Staff Student Liaison Group (Years 3, 5 & 6)

Minutes of Meeting held on 3 February 2021

Present: Mr Muntaha Naeem (ICSMSU President) (Chair), Professor Amir Sam (Head of Imperial College School of Medicine & Director of Assessment), Rachel Kwok (Academic Chair), Conor Wisentaner (Academic Officer (Years 3, 5 and 6)), Mabel Prendergast (Vice Chair for Wellbeing Reps), Hamza Ikhtlaq (Year 3 Wellbeing Representative), Alisha Chamba (Year 5 Wellbeing Representative), Siddharth Basetti (Year 6 Wellbeing Representative), Roma Thakker (Year 3 Representative), Salma Khan (Year 3 Representative), Andrea Perez Navarro (Year 3 Representative), Vasiliki Kalogianni (Year 5 Representative), Hector Sinzinkayo Iradukunda (Year 5 Representative), Rami Abbass (Year 6 Representative), Emily Miles (Year 6 Representative), Professor Karim Meeran (Director of Teaching), Dr James Jensen-Martin (Director of Quality and Student Experience), Dr Omid Halse (Head of Year 3), Dr Ali Dhankot (Head of Year 5), Dr Andrew Greenland (Head of Year 5 Assessment), Dr Anjali Amin (Head of Year 6 Assessment), Dr Christopher-James Harvey (Phase 1 Head of Academic Tutoring), Dr Elizabeth Muir (Foundations of Clinical Practice Course Lead), Mr Chris Harris (Head of Programme Management), Ms Fran Bertolini (Student Services Manager), Ms Hannah Behague (Welfare Officer), Mr Jitender Yadav (Programme Manager (Clinical)), Mr Matthew Shottliff (Programme Officer (Years 3 & 5)), Ms Jenelle Rutherford (Programme Administrator (Year 3)), Ms Toyosi Johnson (Programme Administrator (Year 5)), Mr Nick Taylor (Programme Administrator (Year 6)), Miss Mary Weathers (Programme Administrator (Electives & Careers) (Secretary), Ms Trish Brown (Head of School of Medicine Secretariat), Ms Georgina Wildman (Library Manager & Liaison Librarian), Dr Arti Maini (Deputy Director of Undergraduate Primary Care), Ms Jenna Mollaney (Primary Care Education Manager), Ms Rebecca Sie (Teaching Facilities Manager), Ms Lisa Carrier (Head of Technology Enhanced Education), Dr Lesa Kearney (Strategic Clinical Teaching Fellow)

Apologies: Mr Martin Lupton (Vice-Dean (Education)), Dr Niamh Martin (Head of Year 6), Dr Chioma Izzi-Engbeaya (Academic Lead for Implementation of the BMA Charter Against Racial Harassment in Medical Schools), Mr Gareth Jones (Electives Director), Carmen Traseira (Year 5 Representative)

1. Welcome and Apologies for Absence	
REPORTED:	The Chair welcomed everyone to the meeting and reminded them of the Microsoft Teams housekeeping rules. Apologies were noted.
2. Updated Terms of Reference – To Note	
REPORTED:	The amendments requested in the Year 3, 5 & 6 SSLG Meeting held on 7 October 2020 had been incorporated into the amended Terms of Reference.
3. Minutes of the Year 3, 5 & 6 SSLG Meeting Held on 7 October 2020	
CONSIDERED:	SSLG3562021-08: Minutes of the Year 3, 5 & 6 SSLG Meeting Held on 7 October 2020
REPORTED:	No corrections or queries were raised. The minutes were confirmed as an accurate record.
4. Matters Arising	
REPORTED:	<p>4.1. Item 6.1: Programme Officer (Years 3 & 5) to contact Year 3 Reps in the next few days to arrange a meeting re: feedback for assessments with Head of Year 3 Assessment. The meeting had not yet been held, but individualised feedback had been made available for formative monthly prescribing questions. The team had recently finalised the feedback process for exams and would organise a meeting so details could be shared. ACTION: Programme Officer (Years 3 & 5) to arrange a meeting re: feedback for assessments with Year 3 Reps and Head of Year 3 Assessment</p> <p>4.2. Item 8.5: The Library Manager & Liaison Librarian to provide further information about library regulations for FEO bulletins. This action has been completed- information had been added to bulletins. The library hours and provision had changed, due to the current lockdown restrictions.</p>

- ACTION: Library Manager & Liaison Librarian to provide updated information for Years 3, 5 & 6 bulletins**
- 4.3. Item 8.8: FEO Years 3, 5 and 6 teams to add 'Visiting campuses safely' guidance to bulletins for Years 3, 5 & 6.**
This action had been completed. Information on returning to campus and Covid-19 testing had also been included in emails from The Head of Imperial College School of Medicine & Director of Assessment,
- 4.4. Item 8.9: Library Manager & Liaison Librarian to investigate whether out-of-use PCs could be moved to a location where they could be used by students.**
The Library Manager & Liaison Librarian had discussed this with other Library Managers, who were amenable to the suggestion. Libraries had not recently been experiencing PC shortages, as reduced numbers of students had been visiting libraries due to lockdown restrictions. The team would reassess this in future if necessary.
- 4.5. Item 8.10: Library Manager & Liaison Librarian to look into whether a 'loud room' could be set up in each library.**
It wasn't possible for this idea to be implemented, due to ventilation concerns and restrictions around numbers of students on campus. Students with difficulties finding suitable study space should get in touch with their Programme Administrator. Bookable rooms had been made available for the small number of students with exceptional circumstances.
- 4.6. Item 8.11: Library Manager & Liaison Librarian to investigate setting up dedicated PCs for printing in each library.**
There had been no recent shortages of PCs for printing. The team would reassess this in future if necessary.
- 4.7. Item 9.2: FEO Year 3 team to re-organise digital learning content on Blackboard and to include quick links to resources in the email bulletin in week commencing 12 October.**
This action had been completed. The Year 3 Programme Administrator had rearranged Blackboard content and included bulletin items linking to the relevant Blackboard area for case rounds. The Programme Officer (Years 3 & 5) encouraged students to get in touch if they had further feedback about digital learning content organisation.
- 4.8. Item 10.5: Year 5 team to add information on iPad handout to email bulletin once available.**
This action had been completed. iPads had been collected by students.
- 4.9. Item 11.3: FEO Year 6 team to look at what each site had been delivering for Senior Medicine and Senior Surgery.**
Discussions had started about how to get students involved in call rotas for Surgery and Medicine, but placements had been amended post-Christmas. The Year 6 team would pick this up again with the relevant Directors of Clinical Studies when planning for the 2021/22 academic year.
- 4.10. Item 11.5: Year 6 Representatives to collate feedback from students about Renal week and feed this back to the Head of Year 6.**
With the recent placement changes, students had been adaptable. This would be picked up again next academic year.
- 4.11. Item 11.6: Head of Year 6 to speak to Renal Course Lead about induction.**
This item had been completed. Renal placements had been held remotely since Christmas, so this item was no longer relevant.
- 4.12. Item 11.8: FEO Year 6 team to add Clinical skills videos produced by Jo Jones to email bulletin on Monday 12 October.**
This item had been completed. Clinical skills videos had been added to Blackboard and had been signposted in a bulletin.

	<p>4.13. Item 11.9: FEO Year 6 team to speak to Director of Clinical Studies at Hammersmith Hospital about MRN testing. This item had been completed.</p> <p>4.14. Item 12.2: FEO Years 3, 5 and 6 teams to re-issue self isolation information. This item had been completed- information had been included in bulletins and was signposted in emails from the Head of Imperial College School of Medicine & Director of Assessment</p> <p>4.15. Item 12.7: FEO Welfare team to include hardship fund information in Academic Tutor bulletin. This item had been completed. The Welfare team had also been involved in an ICSMSU Instagram takeover focussing on hardship.</p> <p>4.16. Item 12.8: Wellbeing Representatives to arrange a meeting with the Phase 1 & Phase 3 Heads of Academic Tutoring and Student Services Manager to discuss Teaching Fellow engagement with welfare matters. This action had been completed.</p> <p>4.17. Item 12.9: Phase 1 Head of Academic Tutoring to keep Wellbeing Representatives updated about the development of Schwartz Rounds. This item had been completed. The next Schwartz Round was scheduled for March.</p>
5. Wellbeing Report	
CONSIDERED	SSLG3562021-10: Wellbeing Report
REPORTED:	<p>5.1. The Wellbeing survey had focussed on four key areas: volunteering, accessing therapies, vaccination and travelling to firms.</p> <p>5.2. Students had noted a lack of response with receiving the rota after requesting shifts. The Wellbeing Representatives suggested setting a clear timescale for when rotas would be provided. It was noted that rotas were produced by Imperial College Healthcare NHS Trust, not by college, and the Trust had needed to introduce volunteering very quickly. The Head of Programme Management had passed on student feedback to the Trust several times about this issue previously and asked if an improvement had been noticed recently, as the Wellbeing survey had closed on 24 January. ACTION: Head of Programme Management to contact Tina Ferguson about volunteering rotas. ACTION: Wellbeing Representatives to contact the Head of Programme Management with recent feedback about volunteering rotas</p> <p>5.3. The Year 6 Wellbeing Representative asked if a list of duties could be sent out to students. The Head of Programme Management pointed out that volunteering shifts were likely to be tough, and students should balance volunteering with studies and other commitments. The Head of Imperial College School of Medicine & Director of Assessment stressed that priority should be given to learning, preparation for practise and exams and students should only volunteer if this didn't compromise their medical education. ACTION: Head of Programme Management to contact Tina Ferguson about a list of duties for volunteering roles ACTION: Year 3, 5 & 6 teams to re-iterate in bulletins that students should consider learning and preparation for practise when committing to volunteer shifts</p> <p>5.4. Poor mental health had been reported by students. Welfare snapshot holding slides had been included in lectures to signpost available welfare resources. The Wellbeing Representatives had been collaborating with Dr Hillier to look into increasing access to therapy.</p> <p>5.5. It was queried whether the number of Schwartz Rounds could be increased, as Year 3 students had indicated this would be beneficial for mental health. It was noted there would be a Schwartz Round within the Year 3 teaching block in March. It was queried whether a meeting could be set up with the Wellbeing Representatives to discuss this further, ACTION: Programme Administrator (Year 3) to set up a meeting with the Phase 1 Head of Academic Tutoring and Wellbeing Representatives to discuss the March Schwartz Round</p>

	<p>ACTION: Wellbeing Representatives to review student feedback and identify trends in advance of this meeting</p> <p>5.6. Increasing awareness of SilverCloud, the digital mental health platform, was discussed. The Welfare team had been working on a signposting slide that could be displayed pre- or post- virtual learning sessions. The Welfare team had also added this information to bulletins.</p> <p>5.7. The Deputy Director of Undergraduate Primary Care pointed out that students may not associate symptoms they're experiencing (e.g. sleep problems) with an impact to their mental health and asked whether the Wellbeing team could raise awareness of mental health signs. The Welfare team and Wellbeing Representatives had also looked into incorporating this information into snapshot slides.</p> <p>5.8. There had been uncertainty around vaccinations and students had often been informed of availability through word-of-mouth. It had been reported that not all Year 3 MICA and Year 5 SCP students had been offered the first vaccine or had been offered it with less than 24-hours' notice. The Head of Programme Management confirmed that any student who hadn't been offered the vaccine should contact their Teaching Co-ordinator. All students had been encouraged to have the vaccine in their first placement after Christmas and students undertaking placement at a GP practice or a non-contract Trust had been contacted and invited for vaccination. If students hadn't received this information, they should get in touch with their FEO Programme Administrator.</p> <p>It was noted that decisions about second vaccinations would be made by government, not by college or NHS. The Head of Imperial College School of Medicine & Director of Assessment stressed the importance of Year 6 students in particular taking up the vaccine soon, due to upcoming clinical exams.</p> <p>ACTION: Year 3, 5 & 6 teams to add reminders to bulletins for students to contact their site Teaching Co-ordinator if they had not yet received their first vaccination</p> <p>5.9. The Director of Quality and Student Experience asked students to show patience and tolerance, as vaccine teams had been making difficult decisions on a daily basis in challenging circumstances.</p> <p>5.10. It was queried whether extra shuttle buses could be introduced and whether students could be provided with advice about travelling to placement during lockdown. The Head of Programme Management confirmed discussions were in progress with Northwick Park and Hillingdon Hospitals about the introduction of shuttle buses to these sites, but these was unlikely to be set up soon. It was also confirmed students couldn't use staff shuttle buses.</p> <p>ACTION: Years 3, 5 & 6 teams to signpost general advice about travelling during lockdown in bulletins</p> <p>5.11. The Vice Chair for Wellbeing Reps thanked the group for listening and taking the concerns raised seriously.</p>
<p>6. Year 3 Student Feedback</p>	
<p>REPORTED:</p>	<p>6.1. Due to the course changes that had been introduced, weekly meetings had been set up with Heads of Years, Student Representatives, and the Head of Imperial College School of Medicine & Director of Assessment.</p> <p>6.2. The Year 3 Representatives had met with the Head of Year 3 and Programme Administrator (Year 3) on 2 February to decide action points, based on feedback received from students. The main theme identified was that quality and quantity of teaching varied greatly between the Medicine placement and the other two rotations, with the standard of teaching considered quite poor in the MICA and Surgery placements. Variability between different sites had also been noted. The Head of Year 3 stated the minimum expectation of sites is set out in the placement specification document and compliance with this should be investigated further.</p> <p>ACTION: Director of Quality and Student Experience to contact Trusts to discuss adherence to the placement specification document</p>

	<p>6.3. 73% of survey respondents felt that the Doctor, Patient and Disease teaching days were too long. Signposting of the sessions was also raised as issue. Students would also appreciate more of a clinical theme to lectures. The Programme Administrator (Year 3) would try to incorporate some free sessions into the next DPD timetable, but it was noted that some long days would be unavoidable, due to Consultant availability.</p> <p>6.4. Only 7% of survey respondents felt prepared for end-of-year exams. The Year 3 Representatives felt this was due to variability of clinical experience, lack of opportunity to practise clinical skills and reduced exposure to a variety of conditions. A webinar was suggested to address some points of concern about assessment.</p> <p>ACTION: Year 3 team to arrange interactive session with Head of Year 3 assessment, to be held in Rotation 3</p> <p>6.5. It was noted that not all sites had kept Wednesday mornings free for students to attend centralised teaching. In general, students were happy with the use of Capsule and case rounds, although some students had been unable to attend due to scheduling conflicts. It was requested the number and variety of cases on Capsule be extended. It was noted that students could work through the rest of the Capsule case list, beyond their assigned cases.</p> <p>ACTION: Head of Year 3 and Programme Administrator (Year 3) to reiterate to sites that Wednesday mornings should be protected time, to allow students to attend centralised teaching</p> <p>6.6. Students had not found the Script tool as useful as Capsule. The Year 3 Representatives suggested a session explaining how to utilise Script effectively. It was noted that no Script modules were scheduled for Term 3, but the Year 3 team would consider this for next academic year.</p> <p>6.7. Students had also requested more guidance on the BSc, especially as the UK Foundation Programme had decided the additional Education Achievement score would be excluded from the total application score for entry to foundation school with effect from UKFP 2023. It was noted that the BSc team were in the process of planning a virtual BSc fair. ICSMSU had been investigating whether the decision to exclude the Education Achievement score could be delayed so no current students would be affected.</p> <p>ACTION: Programme Administrator (Year 3) to contact BSc team about how information could be communicated about the BSc pathways</p> <p>ACTION: Chair to update Year 3 Representatives about ICSMSU action on challenging the Foundation Programme decision to exclude the Education Achievement score from the application score</p> <p>6.8. The Chair recommend that each year group provide a written report for the next SSLG meeting.</p>
7. Year 5 Student Feedback	
CONSIDERED:	SSLG3562021-09: Year 5 Report
REPORTED:	<p>7.1. The Year 5 Representatives thanked the Head of Year 5, Head of Imperial College School of Medicine & Director of Assessment and Year 5 team for meeting with them to discuss students' concerns.</p> <p>7.2. A number of survey respondents had received their placement timetable 24-48 hours before the start of placement, and it was requested that timetables be circulated further ahead. It was noted that a meeting with the Teaching Co-ordinators to discuss timetables had taken place on 2 February. The Head of Programme Management confirmed a Working Group would be set up to look into timetabling further and asked students to get in touch if they would like to join the group. It was noted that the Year 5 team had been working on greater standardisation of timetables between sites.</p> <p>7.3. There had been uncertainty around whether sign-off was required for disrupted placements. The Head of Year 5 reiterated that there was only a two-week period where sign-off had been suspended, which had been clarified in the bulletin. Course and Site</p>

	<p>Leads had been made aware to exercise discretion with sign-offs if particular clinical activities had been paused.</p> <p>7.4. Students had raised the issue of social distancing in common rooms. This had been very difficult, especially at lunch times. Additional space for lunch breaks was requested.</p> <p>7.5. Students had requested formative questions for specialty written exams. The Programme Officer (Years 3 & 5) confirmed formative assessments would be available via Practique for both Pathology and the specialties Written Paper. Personalised feedback would be made available for formative assessments.</p> <p>7.6. The Head of Year 5 Assessment reassured the group that PACES would reflect important clinical problems, not minutiae. Students who gained as much exposure as possible on placements would cover the necessary content. The Head of Year 5 reminded students that digital learning would augment their clinical experience.</p> <p>7.7. Virtual clinical exams had been investigated but were not currently viable.</p> <p>7.8. The format of the written papers was mostly unchanged from previous years, but clinical prioritisation questions would be introduced. The formative assessments would include sample clinical prioritisation questions, so students would have an opportunity to try these before summative assessments.</p> <p>7.9. Students had asked about when electives information would be provided. The 2021-22 course map had not yet been finalised, but electives information would be circulated as soon as available. The Year 5 representatives requested that a holding message be included in the Year 5 bulletin.</p> <p>ACTION: Programme Administrator (Electives & Careers) to include electives holding message in the Year 5 bulletin</p>
<p>8. Year 6 Student Feedback</p>	
<p>REPORTED:</p>	<p>8.1. It was queried whether students who missed one PACES session would be able to sit just the missed session, rather than the entire exam. The Head of Imperial College School of Medicine & Director of Assessment stated this was being looked into and information would be circulated in due course.</p> <p>8.2. Students had reported feeling much more settled into firms. There had previously been concerns raised about Musculoskeletal placements, but more teaching had been introduced for this specialty. ENT teaching on Senior Surgery placements had been excellent. There were still some concerns around Ophthalmology teaching and the Year 6 representatives suggested this was looked at further for the 2020-21 academic year.</p> <p>8.3. It was queried whether college or Trust space could be used for 1:1 PACES practise with other students. The Head of School of Medicine Secretariat stated it would be very difficult to support any teaching other than essential face-to-face teaching. It was also queried whether students would be permitted to practise on peers for PACES at their current placement, with other students on the same placement. This would be discussed further at the COBRA meeting scheduled for 5 February</p> <p>ACTION: Head of School of Medicine Secretariat to raise whether college or Trust space could be used by students for PACES practise at COBRA meeting on 5 February</p> <p>ACTION: Teaching Facilities Manager to contact Academic Officer (Years 3, 5 and 6) about the use of college or Trust space for student PACES practise</p> <p>8.4. The Academic Officer (Years 3, 5 and 6) pointed out students were particularly concerned about lack of practise, as it was unlikely ICSMSU societies would not be able to run mock PACES. The Year 6 Representatives also requested that special consideration be given to students who didn't have another medical student within their household.</p> <p>ACTION: Head of Programme Management and Chair to set up a meeting for PACES practise to be discussed further</p>

	<p>8.5. Further information on the PFA sign-off was requested. The Head of Programme Management confirmed that sign-off for the PFA placement would be minimal.</p> <p>ACTION: Year 6 team to make PFA sign-off information available to students</p> <p>8.6. Year 6 Representatives also raised the issue of lack of space for lunches, particularly at Northwick Park Hospital, as the Education Centre had been used as a vaccination centre.</p> <p>ACTION: Programme Manager (Clinical Years) to contact Teaching Co-ordinator about space for lunch breaks at Northwick Park Hospital</p>
9. Curriculum Review	
	The Chair congratulated Dr Omid Halse and Dr Lucy Bingham on their appointments to the Director of Phase 3 and Senior Tutor (Phase 3) roles respectively.
10. Any other business	
REPORTED:	The Chair thanked students and staff for their continued hard work in a difficult year. No other items were raised.
11. Date of the next meeting	
REPORTED:	Wednesday 14 April 2021, 15.00 – 17.00, Microsoft Teams