



UNIVERSITY MEDICAL
of NICOSIA SCHOOL

**St. George's, University of London Medical programme
delivered at the
University of Nicosia Medical School**

Management Plan

Version 7

Updated October 2019

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1. Introduction

The General Medical Council requirements, set out in Promoting Excellence (paragraph R2.1), require that 'organisations must have effective, transparent and clearly understood educational governance systems and processes to manage or control the quality of medical education and training.'

The details herein form a management plan at school level to illustrate who is responsible for curriculum planning, teaching, learning and assessment at each stage of the undergraduate programme and how they manage these processes. This has been defined in a single management plan for the SGUL/UNIC MBBS course, as separate documents do not capture the entirety of arrangements, given some of the complexities of the partnership arrangements between SGUL and UNIC.

This document sets out the senior and key roles and responsibilities and the management structures and processes by which course planning, development, assessment and monitoring are carried out, along with the quality management processes.

The more lengthy documents that set out the detailed support for course and quality management are listed in the Appendix. For further information about these please contact the Quality Assurance office (nicolaou.da@unic.ac.cy or griffiths.j@unic.ac.cy).

2. Operational Management of the MBBS Course

MBBS Course Committee (Nicosia) Chaired by the Course Director, this committee is responsible for monitoring the entirety of the MBBS course and its development and delivery across the CS, T, P and F Years. Its membership comprises largely of chairs of various sub-committees, responsible for their areas of the course, plus some ex officio staff and student membership. It makes recommendations and decisions about issues raised by these Committees; receives, and where necessary acts on reports about the quality of the teaching and student experience across all four years; receives reports about student assessment and progression; and acts as a forum for students to raise concerns about the course, as well as receiving reports on student welfare and pastoral support issues. It is responsible for the Annual Programme Monitoring Report (APMR) that must be submitted to the Undergraduate Medicine and Bioscience Education Committee at St George's and may raise issues to be discussed by the Executive Committee and/or Joint Steering Group.

Subcommittees that feed in to Course Committee

Clinical Science and Transitional Years Committee:

Chaired by the respective year leads of CS and T Year, this committee provides a termly report for discussion and action to the MBBS Course Committee (Nicosia) on CS and T Years. The reports build on feedback and monitoring by the following sub-groups:

- Module Planning and Debrief groups for CS and T Year
- Placements Management Group for CS & T Year
- Clinical Academic Committee (T Year)
- SSC and Projects Development Group

The committee also collates identified areas of challenge, whether structural, cultural or practical, to delivery of the curriculum and outcomes and prepares proposals to address these in its reports to Course Committee.

Penultimate and Final Years Committee:

Chaired by the Chairs of Clinical Education, this committee is responsible to the Course Committee for managing the P and F Years across the selected campuses in Israel, Cyprus and North America. By means of reports received from the Leads at each site (Associate Clinical Leads), it monitors parity of experience across campuses; identifies areas of challenge, whether structural, cultural or practical, to delivery of the curriculum and outcomes (and prepares proposals to address these); monitors assessments across P and F Years on multiple sites and discusses any issues arising from block, end-of-year, Doctor as a Professional and workplace based assessments.

A termly report is provided to the MBBS Course Committee (Nicosia) on P and F Years, which provides regular updates on quality monitoring (see detail in Terms of Reference).

The P&F Years committee provides a link back to UNIC to enable staff and students on multiple sites to feel part of a single course.

Site Specific P and F Years Sub-Committees:

Chaired by the relevant Academic Clinical Lead at each site, the sub-committee ensures that the curriculum outcomes for SGUL MBBS are covered and assessed as agreed; providing oversight of appropriate placements for student learning for each clinical block. The sub-committee acts as the forum for Clinical Block Leads and other Leads to meet and to discuss preparation of the curriculum and QM reports for the main P&F Years committee. Where practicable, liaison with other clinical sites optimises parity of experience across campuses.

Assessment Management Group:

Chaired by the Academic Lead for MBBS Assessment, the AMG brings together the various leads of assessment groups across the curriculum to ensure co-ordination of effort and suitable information flow across all teams. Reporting to the termly meeting of Course Committee, AMG covers all aspects of assessment, examination and student progress; identifies staff training and development requirements, and actions necessary from staff and student feedback about the delivery or content of assessment in the UNIC setting. It provides the assessment section to the Annual Programme Monitoring Report (APMR) for ratification by MBBS Course Committee (Nicosia). Membership of AMG includes Year Chief Examiners, Assessment Domain Leads, Academic Lead for Clinical Placements, P and F Year Assessment Leads from partner sites, and the assessment administrative team.

3. Medical School-wide committees

Quality Assurance Group:

This group takes responsibility for the overall quality management of all programmes delivered at the Medical School including the SGUL/UNIC course. Chaired by the School's Associate Dean for Academic Affairs, its membership comprises the Chairs of the respective programmes committees, Chairs of Clinical Education and the Centre for Medical Education, the Registrar and other senior members of faculty and administration. Each individual is responsible for specific areas of quality assurance. The group meets termly, and receives reports and monitoring information across all programmes. It is responsible for developing enhancements and related strategies, policies and procedures to encourage best practice in line with national and international expectations.

It has a two-way reporting process with Course Committee, in that it may receive matters referred from Course Committee if they require QM attention. As necessary, the group undertakes QA audits and implements effective change. The Course Committee sends the Annual Programme Monitoring Report to the QAG which in turn collates an overview report of all programmes.

Faculty Affairs Committee:

Chaired by the Associate Dean for Faculty and Research of the Medical School, the Faculty Affairs Committee is responsible for all human resource matters. This includes recruitment and selection processes, appointments including sessional and honorary faculty, tenure and ranking, appraisal and peer review, and faculty evaluation. Membership includes the Chief Operating Officer, Director of Administration and programme directors as well as elected members of faculty. Issues of resource for the MBBS programme are referred on to Faculty Affairs Committee from the MBBS Course Committee.

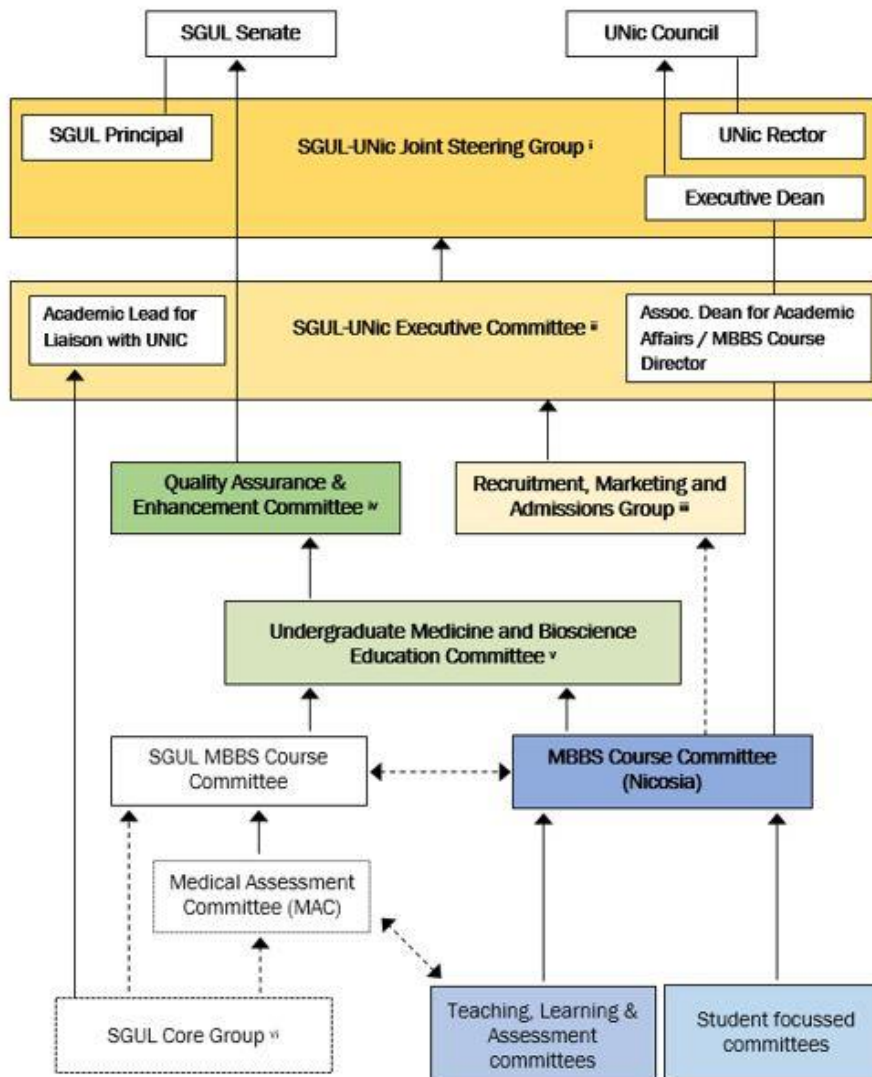
Student-focused Committees

Student support and welfare issues are, operationally, dealt with by the Registrar at UNIC who has overall responsibility for all support and welfare concerns. Additionally, through the Registrar's membership of all programme management-related committees and groups, any welfare matters which may require policy or management change are reported up.

The Associate Dean for Students has responsibility for the student experience at the Medical School and chairs regular meetings with students. The Associate Dean for Students is responsible for the Medical School's Student Communication Strategy and for implementing the School's student-centred approach.

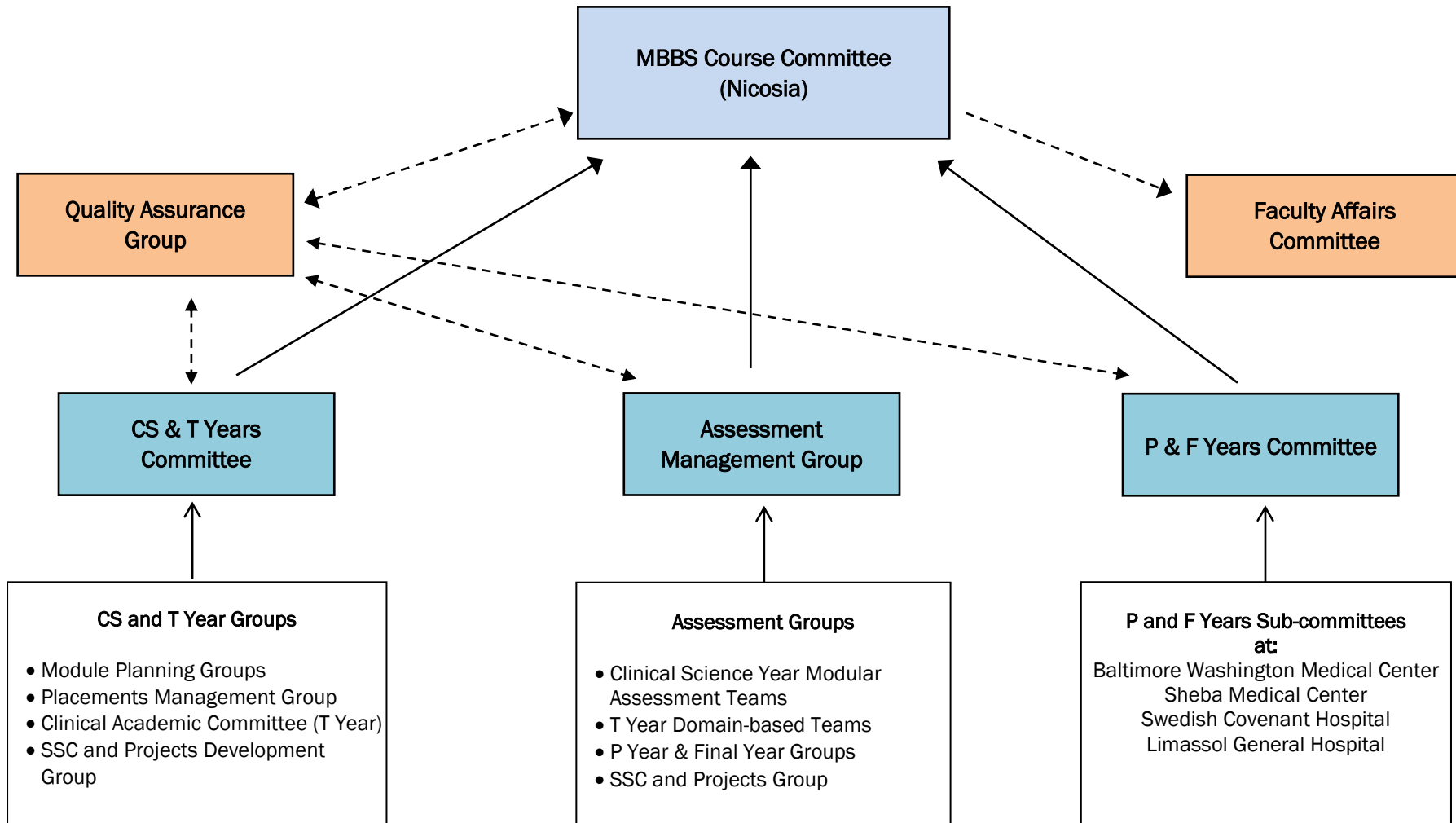
4. Committee Structures for the SGUL UNIC Collaboration

4.1 Governance Committees: Relationships with SGUL

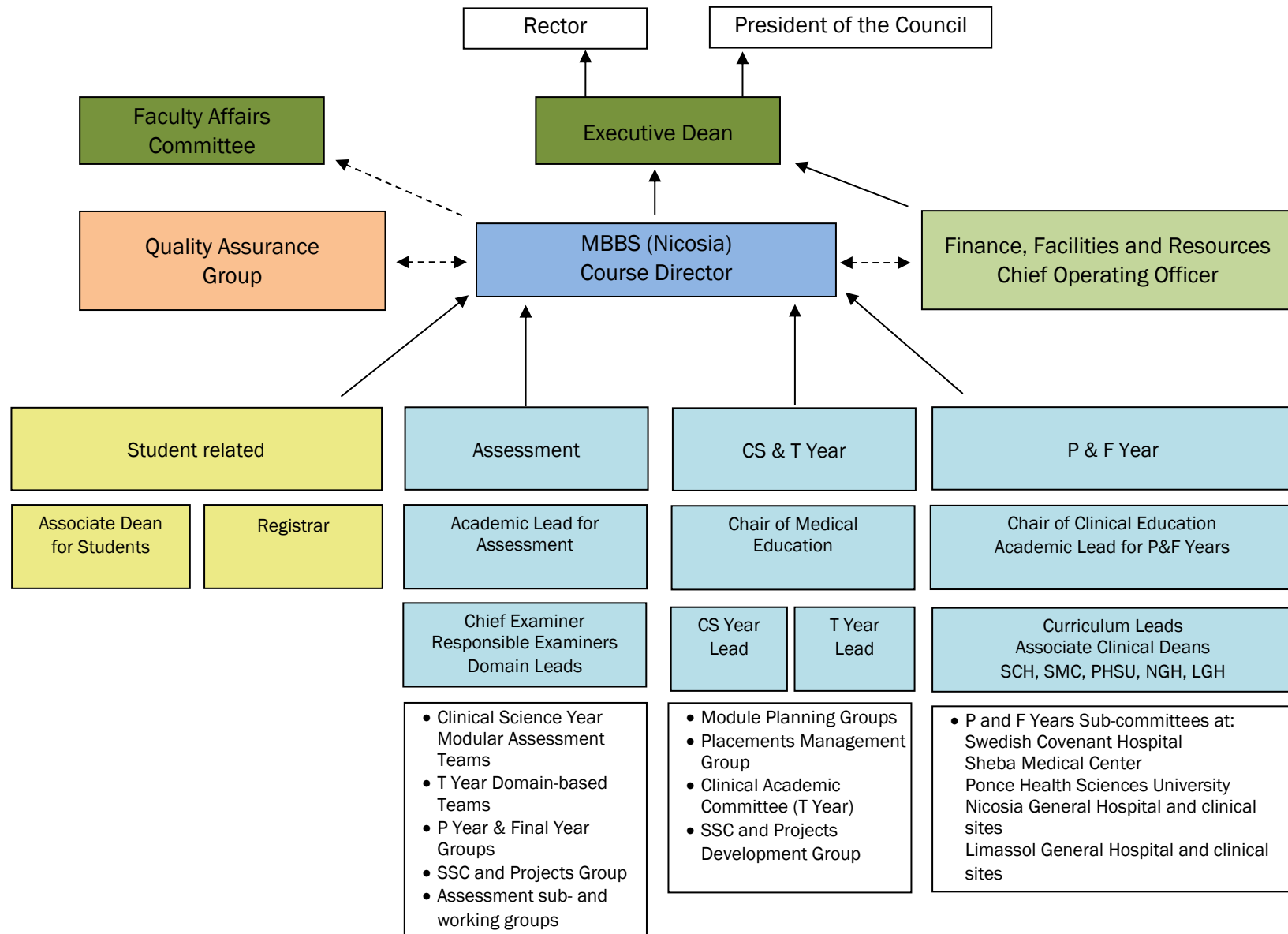


- i. SGUL / UNIC Joint Steering Group: Co-chaired by the Principal of SGUL and the Rector of UNIC, or their representatives, and responsible for the systematic monitoring and review of the partnership.
- ii. Executive Committee: the SGUL Dean for International Education (until May 2019, the Academic Lead for Liaison thereafter) and the Associated Dean for Academic Affairs of the Medical School co-chair the group, which is responsible for the operational management of the delivery of the joint requirements of the partnership.
- iii. Recruitment, Marketing and Admissions Group: This feeds into the Executive Committee
- iv. Quality Assurance and Enhancement Group (QAEC): responsible for teaching, learning and assessment policy and strategy (including enhancement) and responsible for quality assurance.
- v. Undergraduate Medical and Bioscience Education Committee (UMBEC): programme monitoring committee for quality and standards of education.
- vi. In addition, a Core Group was established at SGUL to monitor day-to-day planning, training and implementation activity with counterparts at Nicosia. The Core Group functioned in the early days of development; however, as relationships formed with counterparts, the group was subsumed into other international committees at SGUL.

4.2 Teaching, Learning and Assessment Committees Structure for MBBS SGUL (Nicosia)



4.3 MBBS related Operational Structures at UNIC



Appendices

Supporting documentation available on request

1. Committee Membership and Terms of Reference
2. Contractual Agreements including Service Level Agreements with Clinical Providers
3. Supporting and Developing Staff: Strategies for Academic and Administrative staff
4. Quality Management Processes: Quality Framework
5. Day to day operational reporting responsibilities