



UNIVERSITY OF NICOSIA
Medical School

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

Management Plan

Version 5

Updated January 2015

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1. Introduction:

Criterion 151 of Tomorrow's Doctors 2009 requires that 'a management plan at medical school level will show who is responsible for curriculum planning, teaching, learning and assessment at each stage of the undergraduate programme and how they manage these processes'. The GMC QABME team requested a single management plan to cover this for the SGUL/UNic MBBS course, as separate documents previously submitted did 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.

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 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 4 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 Joint Steering Group.

Subcommittees that feed in to Course Committee

Clinical Science and T Year Committee:

Chaired by the Dean of Medical Education this 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 groups for CS and T Year

Placements Management Groups for CS & T Year SSC and Projects Development Group

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

P and F Years Committee:

Chaired by the Dean of Clinical Education, this committee is responsible to the Course Committee for managing the P and F Years across the three selected campuses in Israel, Cyprus and USA. By means of reports received from Associate Clinical Deans in all sites, it monitors parity of experience across campuses; identifies areas of challenge, whether structural, cultural or practical, to delivery of a Tomorrow's Doctors 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.

Using the standards for quality management from the SLA as a template, regular quality monitoring reports (*see below*) are included in the report (see detail in Terms of Reference).

The P&F year committee provides a link back to the UNic campus to enable the 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 Associate Clinical Dean 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 committee. Where practicable, liaison with other clinical sites optimises parity of experience across campuses.

Assessment Management Group:

Chaired by the Academic Lead for 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, Workplace Based Assessment Leads, the Academic Lead for Clinical Placements, P and F Year Assessment Leads from partner sites, and the assessment administrative team.

Quality Assurance Group:

This group takes responsibility for the overall quality management of the SGUL/UNic course. Currently chaired by the Course Director, its membership comprises those individuals responsible for each of the 9 domains of QM as listed in Tomorrow's Doctors (2009) plus the Head of QA. The group meets termly, and rotates its focus on

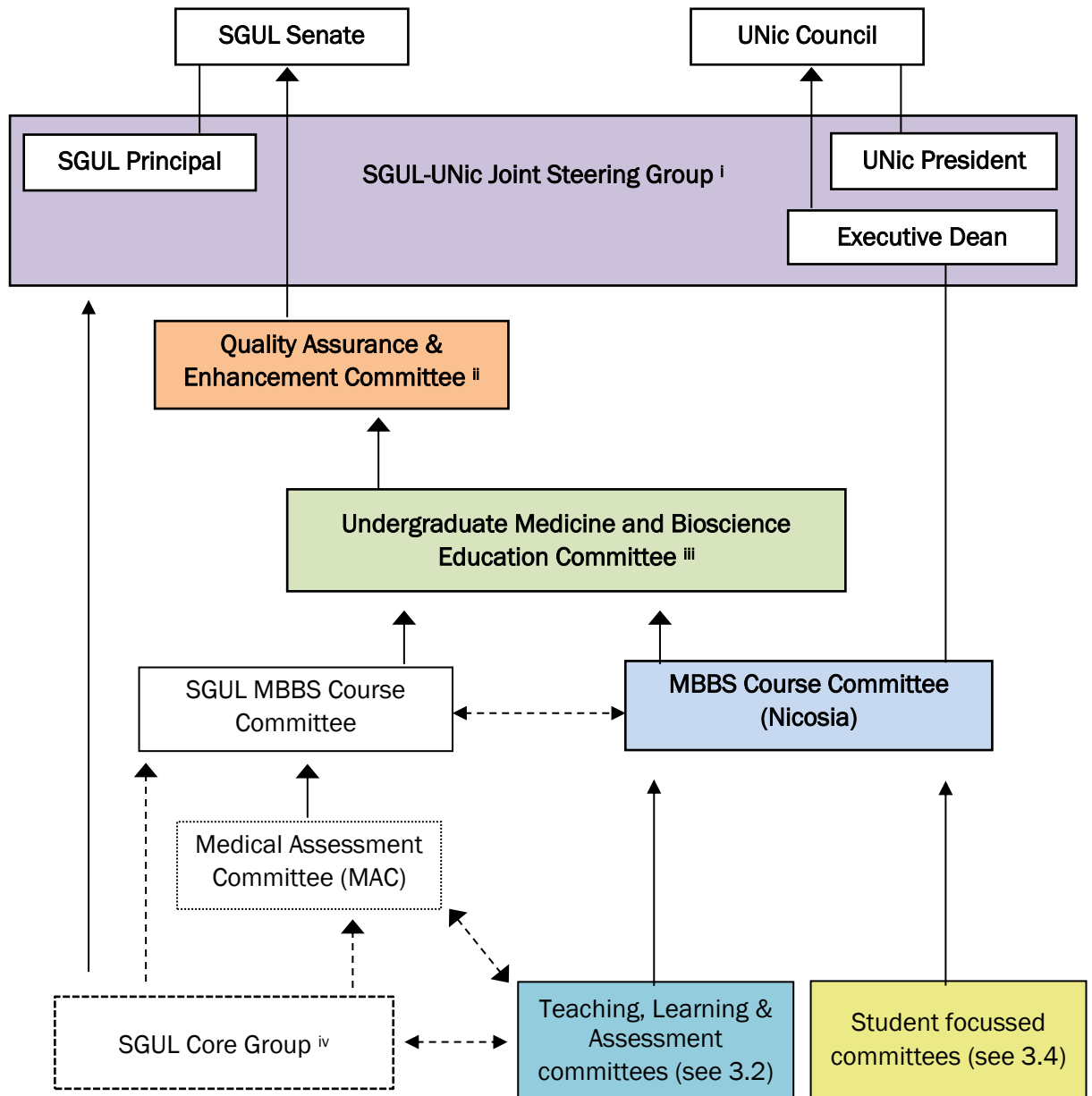
one domain in detail, but also receives reports and monitoring information across all domains. It has a two-way reporting process with Course Committee, in that it may receive matters referred from Course Committee if they require QM attention.

Faculty Affairs Committee:

Chaired by the Executive Dean 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 Director of Administration and Course Director 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.

3. Committee Structures for the SGUL UNic Collaboration

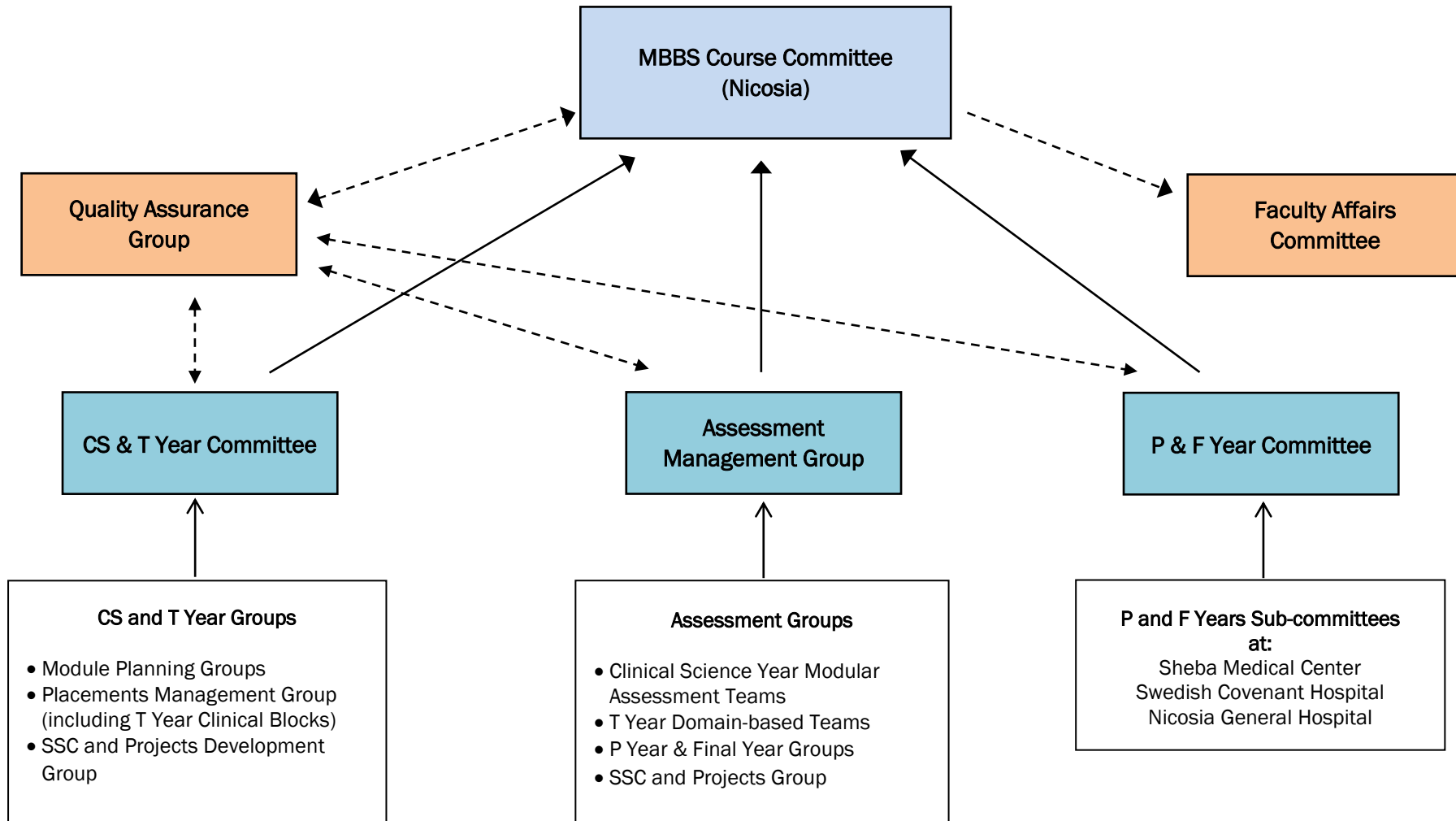
3.1 Governance Committees: Relationships with SGUL



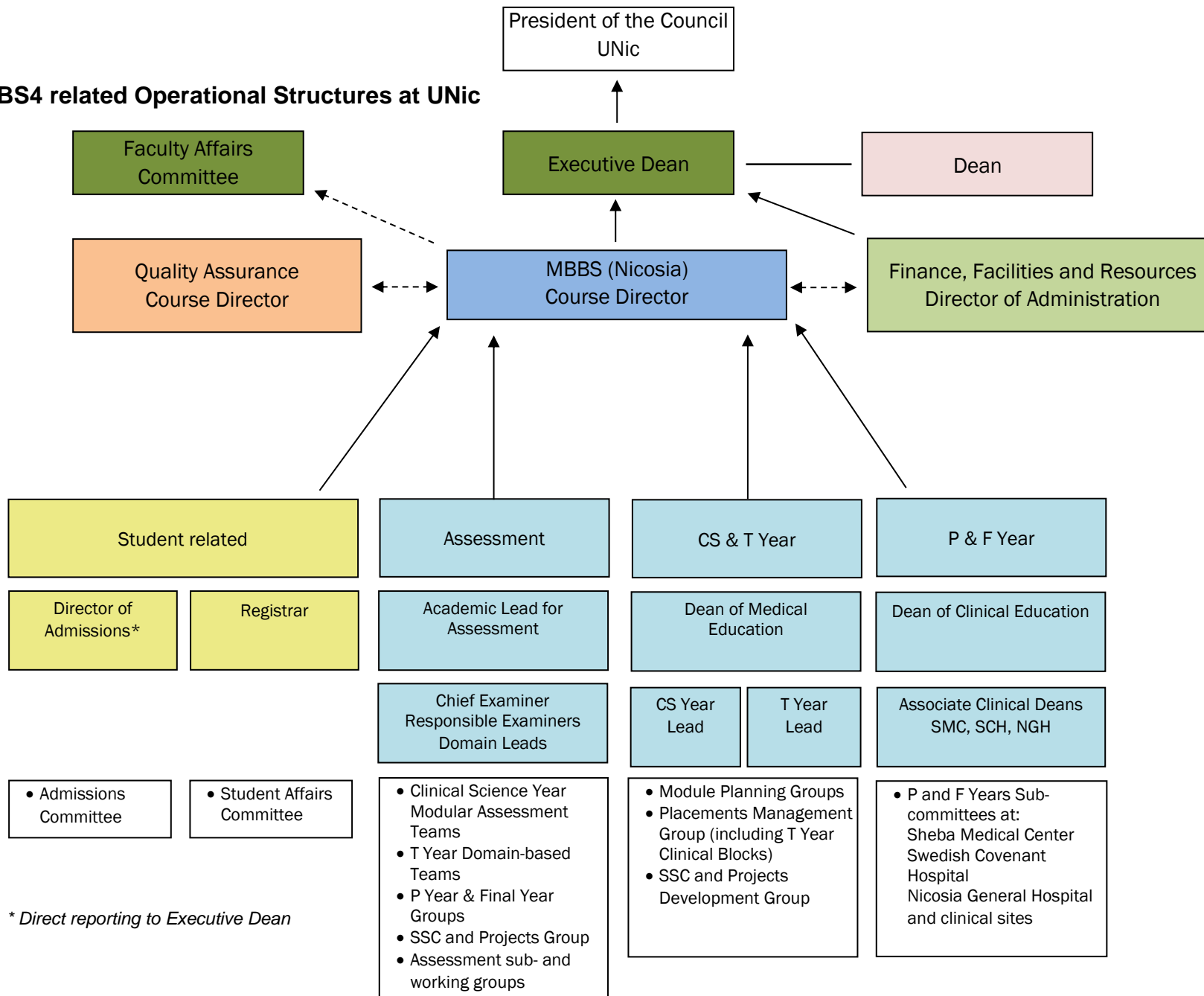
- i. SGUL / UNic Joint Steering Group: Co-chaired by the Principal of SGUL and the President of the UNic Council and responsible for the systematic monitoring and review of the partnership.
- ii. Quality Assurance and Enhancement Group (QAEC): responsible for teaching, learning and assessment policy and strategy (including enhancement) and responsible for quality assurance.
- iii. Undergraduate Medical and Bioscience Education Committee (UMBEC): programme monitoring committee for quality and standards of education.
- iv. In addition, a Core Group is established at SGUL to monitor day-to-day planning, training and implementation activity with counterparts at Nicosia.

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

(Details of Committee Chairs are found in Section 4)



3.3 MBBS4 related Operational Structures at UNic



3.4 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. The Registrar chairs the Student Affairs Committee (see below) which deals – as reserved business – with individual student matters, e.g. Mitigating Circumstances. Through the Registrar's membership of the MBBS Course Committee any welfare matters which may require policy or management change are reported up.

1. Student Affairs Committee

The committee reviews activities relating to Student Affairs that have a direct or indirect effect on the learning experience and academic success of the student. Examples of these include Careers Advice, Occupational Health and the Personal Tutoring Scheme. It is responsible for reviewing administrative and operational processes and procedures to ensure that the MBBS programme in Cyprus is being delivered and supported as approved and to take management decisions to make necessary administrative and/or operational adjustments or changes to achieve the above. The student body is represented through the Medical Student Society President and Vice President's membership and it acts as a forum for students to raise any concerns that they have in relation to student services and support.

2. Admissions Committee

Chaired by the Director of Admissions and Development, the Admissions Committee provides input into the development, implementation and monitoring of the Admissions Strategy and its operational effectiveness. It is responsible for carrying out a periodic review of all activities relating to Admissions and to help formulate action plans in support of achieving recruitment objectives for the upcoming academic year and future recruitment. Admissions Committee works to identify and target any potential recruitment opportunities world-wide, ensure that marketing and promotional materials are up to date, accurate and effective, and overall to consider any other matters in relation to student selection and recruitment.

4. Individual Roles and Responsibilities

ROLE	RESPONSIBILITIES	COMMITTEE(S) CHAIRED	NAME
Senior Academic Roles			
Executive Dean	Overall Programme responsibility	Faculty Affairs Committee	Prof Andreas Charalambous
Dean	Titular position with responsibility for North America development and liaison with the Greek Diaspora		Prof Paul Kymissis
Course Director (MBBS)	Management of MBBS Programme Academic Lead for the Programme Academic Lead for Quality Assurance	MBBS Course Committee Quality Assurance Group	Dr Adonis Ioannides
Dean of Clinical Education	Overall academic direction of P and F Years Management of Service Level Agreements	P & F Year Committee	Prof Sean Hilton
Dean for Medical Education	Overall academic direction of CS and T Years Academic Lead for Staff Development	CS & T Year Committee	Prof Peter McCrorie
Senior Administration			
Director of Administration	Finance, Technology		Mr Constantinos Stylianou
Director of Admissions and Development	Student Recruitment and Admissions, Marketing	Admissions Committee	Mr John Surrey
Registrar (Academic and Assessment)	Student Progress and Monitoring Liaison with SGUL Registry Administrative management of assessment Student Support and Welfare	Student Affairs Committee	Ms Anna Lazari
HR, Facilities, Administrative Programme Manager	Human Resources and Facilities Management of administrative staff		Ms Janet Gaiganis
Head of Quality Assurance	Quality Management Systems, Validation, Development/Planning		Ms Jill Griffiths
Curriculum Leads			
Curriculum Lead for CS	Responsible for Curriculum of CS Year	Module & Theme Planning	Dr Stella Nicolaou

Year		groups: CS Year	
Curriculum Lead for T Year	Responsible for Curriculum of T Year	Module & Theme Planning groups: T Year	Dr Joseph Joseph
Curriculum Lead for P & F Years	Responsible for Curriculum of P & F Years		Dr George Kanellopoulos
Assessment Leads	Academic Lead for Assessment - Overall responsibility for Assessment Domain Leads Chief Examiner (CS and T Years) - Overall responsibility for Responsible Examiners Chief Examiner (P Year) Chief Examiner (F Year)	Assessment Management Group	Dr Avgis Hadjipapas Dr Persoulla Nicolaou Dr Ourania Kolokotroni Prof Efthymoulo Anastassiades / Dr Louis Loizou
	SSCs and Projects	SSC and Projects Group	Dr Constantina Constantinou
Assessment Domain Leads	Doctors as a Scholar and a Scientist		Dr Stella Nicolaou
	Doctor as a Practitioner		Dr Alexia Papageorgiou
	Doctor as a Professional		Dr Paola Nicolaidis
Clinical Placements Lead	Responsible for Clinical Placements in CS and T Year (Cyprus), including T Year blocks in General Practice, Geriatrics, Medicine and Surgery - Overall responsibility for T Year block Leads	Placements Management Group	Dr George Samoutis
Associate Clinical Dean	Responsible for ensuring that the curriculum outcomes for SGUL MBBS are covered and assessed as agreed	Site Specific P & F Year Committee (Israel)	Prof Anat Achiron
		Site Specific P & F Year Committee (US)	Dr Derek Kelly

		Site Specific P & F Year Committee (Cyprus)	Dr Petros Matsas Mr Vassilis Hadjianastassiou
Module Convenor	Intro (CS Year only) Life Cycle Life Protection Life Support Life Maintenance Life Structure Life Control		Dr Stella Nicoalou Dr Adonis Ioannides Prof Peter Karayiannis Dr George Kanellopoulos Dr Louis Loizou / Prof Efthymoulos Anastassiades Dr Joseph Joseph Prof Theodoros Kyriakides
Theme Lead	Basic and Clinical Sciences Patient and Doctor Community and Population Health Personal and Professional Development		Dr Stella Nicolaou Dr Alexia Papageorgiou Dr Ourania Kolokotroni Dr Paola Nicolaidis
Sub Theme Lead	Anatomy Clinical Skills Communication Skills Community Placements General Practice Histopathology Medical Ethics and Law Medical Sociology Pharmacology Professionalism Psychology Public Health and Epidemiology Statistics and Critical Appraisal Investigation of Disease		Dr Demetris Stavrou Dr Alex Kroushovski / Dr Evie Vassiliou Dr Alexia Papageorgiou Dr Costas Constantinou Dr George Samoutis Dr Kyriacos Felekkis Dr Julia Hynes Dr Costas Constantinou Dr Persoulla Nicolaou Dr Paola Nicolaidis Dr Alexia Papageorgiou Dr Ourania Kolokotroni Dr Avgis Hadjipapas Prof Peter Karayiannis
P & F Year Curriculum Leads	Accident & Emergency / Critical Care & Anaesthetics		Dr Theodoros Kyprianou

	Cardiology General Practice Medicine Neurology Obstetrics & Gynaecology Paediatrics Psychiatry Surgery		Dr George Kanellopoulos Dr George Samoutis Dr Joseph Joseph Prof Theodoros Kyriakides Dr Gabriel Kalakoutis Prof Nicos Skordis Prof Pavlos Kymissis Dr Panos Economou
Quality Management Domain Leads			
GMC Domain 1	Patient Safety		Dr George Samoutis Dr Paola Nicolaidis
GMC Domain 2	Quality Assurance		Prof Peter McCrorie
GMC Domain 3	Equality, Diversity & Opportunity		Ms Anna Lazari
GMC Domain 4	Student selection		Mr John Surrey
GMC Domain 5	Curriculum design & delivery		Dr Stella Nicolaou Dr George Kanellopoulos
GMC Domain 6	Student Support Staff Development		Ms Anna Lazari Prof Peter McCrorie
GMC Domain 7	Course Management		Dr Adonis Ioannides
GMC Domain 8	Educational Resources		Ms Janet Gaiganis Ms Carrie Rodomar
GMC Domain 9	Outcomes		Prof Sean Hilton
Head of Quality Assurance			Ms Jill Griffiths

Appendices

Supporting Documentation Available

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