

SECTION 4: COURSE COMMITTEES AND TRAINEE REPRESENTATION

COURSE COMMITTEE STRUCTURE

The Course needs to ensure that all its functions are carried out effectively, efficiently and appropriately. To achieve this each major aspect of the Course is managed by a committee. Most committees include representation from trainees, supervisors and psychologists working in the Region, and in many cases service users.

Committees and teams

Committees focus on particular areas of course activity (for example, selection procedures, the curriculum, clinical practice or research) but day-to-day work in each area is carried out by 'teams' of Course staff. It is the work of these teams that the committee oversees. The idea is that each committee identifies objectives and monitors the team, with the team being responsible for delivering these objectives.

An example of how this works will help. Membership of the selection committee includes the selection team, other members of the Course staff, trainee representatives, representatives of the Course's Experts by Experience committee, and psychologists from the region. The selection team is responsible for organising the selection process, but the committee checks that the team is doing this in an appropriate and effective way.

Though this might seem somewhat complicated, it ensures that the Course is managed openly and transparently, and that trainees and external representatives have a clear input into course procedures.

TRAINEE REPRESENTATION ON COMMITTEES

The course is a collaborative enterprise and trainees are involved in all aspects of planning and management. To help make this involvement as effective as possible, trainee representatives are invited to the following bodies:

- The Course Monitoring Committee (CMC) and Annual Course Review
- Sub-Committees of the CMC:
 - Clinical Practice Committee
 - Curriculum Committee
 - Research Committee
 - Selection Committee
 - Experts by Experience committee
 - Equality, Diversity and Inclusion (EDI) Committee
- The Staff-Student Consultative Committee

Election of Trainee Representatives

Each year group is asked to choose its own trainee representatives, and to inform the Course of these. Although trainee representatives should be elected each academic year (to ensure that these responsibilities do not become too onerous for any individual) individuals may stand for re-election.

COURSE COMMITTEES

COURSE MONITORING COMMITTEE (CMC) AND ITS SUBCOMMITTEES

The Course Monitoring Committee (CMC) oversees the strategic direction of the Course. It is not concerned with day-to-day running of the Course but is more focused on how the course philosophy is executed and whether the content of training fits with the needs of the Region, the NHS and service users. For example:

- are we selecting and training the right sort of trainees?
- are we producing trainees with the right sort of clinical and personal/professional skills?
- how well are we meeting recruitment needs?
- are we teaching in the right sort of way?
- are placements set up in the right way?

Membership of the CMC brings together the ‘stakeholders’ who have a direct interest in the quality of training, and includes:

- Course staff
- Trainees
- Unit Organisers
- Supervisors and Clinical Psychology service leads
- Experts by Experience
- Representatives from the commissioners of training (North Central London LETB)

The meeting includes some reports from the Course, but the agenda is configured to ensure that issues which concern the various external 'stakeholders' are well-represented.

Frequency:	meets once a year
Experts by Experience representation:	at least one Expert by Experience
Trainee representation:	two from each year group
Trainee responsibilities:	to identify issues with their year group and to represent these at the committee

Annual Course Review

Each May the CMC meets to undertake the “Annual Course Review”. Its aim is to monitor the quality of the programme and overview the functioning of the Course in clinical, academic and research domains, to provide an opportunity for the course staff, trainees and stakeholders in the course to give feedback, for all parties to make suggestions for improvement, and to identify targets for change. Trainee representatives from each year group are required to provide a report summarising and feeding back their experience of training during the year and any particular issues raised.

CLINICAL PRACTICE COMMITTEE

This committee reviews the effectiveness of links between the course and clinical placements (for example, identification and allocation procedures, or support and training for supervisors). It is chaired by the Clinical Director, with membership including members of the tutor team, a further academic member of staff, a trainee representative from each year group, regional psychologists, a service user, the Course Administrator and the Clinical Placements Administrator.

Frequency: at least once a year, with additional meetings scheduled in relation to need
Experts by Experience representation: at least one Expert by Experience
Trainee representation: one from each year group

CURRICULUM COMMITTEE

This committee reviews the curriculum, and is chaired by the Academic Director. It is attended by teaching unit organisers (internal and external to UCL), a trainee representative from each year group, regional unit organisers and the Academic Administrator.

Frequency: at least twice a year, with additional meetings scheduled in relation to need
Trainee representation: one from each year group
Trainee responsibility: to identify curriculum-related issues with their year group and to represent these at the committee

RESEARCH COMMITTEE

This committee overviews issues relating to the research component of the course. It is chaired by the Joint Research Directors, and is attended by other staff involved in research supervision, the Course's Research & Finance Administrator, and a trainee representative from each year group.

Frequency: twice a year (not meeting in second term)
Trainee representation: one from each year group
Trainee responsibility: to identify research-related issues with their year group and to represent these at the committee

SELECTION COMMITTEE

This committee reviews the effectiveness of selection procedures, and considers any necessary improvements and modifications. It is jointly chaired by the Selection Team Leader and the Senior Admissions Tutor, and attended by trainee representatives (usually from the third year), relevant course staff, regional psychologists and a representative from the Experts by Experience committee.

Frequency: twice a year, with additional meetings scheduled in relation to need
Experts by Experience representation: at least one Expert by Experience
Trainee representation: one third year trainee

EXPERTS BY EXPERIENCE COMMITTEE

The Experts by Experience committee aims to ensure that Experts by Experience (as well as past and current users of psychological services) can comment on and directly contribute to Course organisation, strategy and policy. It is facilitated by a member of the clinical tutor team and membership includes Experts by Experience, carers, course staff and a trainee representative.

Frequency: two – three times per year
Trainee representation: one-two trainees (from any year group)

EQUALITY, DIVERSITY AND INCLUSION (EDI) COMMITTEE

This is a new and developing committee. The EDI committee aims to provide a safe, formal structure within which to reflect on key issues relating to EDI across all aspects of training, to identify areas for development and improvement and to identify and review key actions and changes. Stakeholders, including trainees, Experts by Experience and course staff will help to shape the structure, function, focus and membership of the committee over time. The committee is chaired by the Course's EDI lead.

Frequency: Two to three times per year
Experts by Experience representation: at least one Expert by Experience
Trainee Representation: Three per cohort (two home fee and one international)
Trainee responsibility: To identify EDI-related issues within the year group and represent these within the committee

STAFF-STUDENT CONSULTATIVE COMMITTEE

This committee follows UCL standard practice and seeks to ensure student engagement and partnership and provides an opportunity for trainees to raise issues that affect the student experience but do not fit neatly within the focus of other committees. It is co-chaired by the Placement Co-ordinator and a trainee representative, with membership including course staff and trainee representatives from each cohort.

Frequency: once a term
Experts by Experience representation: none
Trainee representation: two from each year group

OTHER COURSE COMMITTEES

BOARD OF EXAMINERS

The overall aims of the Board of Examiners are to ensure that examination and assessment requirements of the Doctorate in Clinical Psychology are met in accordance with relevant University regulations. It reviews each trainee's progress in relation to all aspects of Course work.

Specific Duties

Oversee all Course assessment procedures including written examinations, course work and the clinical placements

Make recommendations for the appointment of external examiners

Appoint internal examiners

Liaise with external examiners

Oversee trainee progression and procedures in any instance of assessment failure

Report final results of all assessments to the University via the UCL Portico system

Agree policy and method for feedback on performance to trainees

Membership

Chair: Head of Research Department

Joint Course Directors

Academic and Clinical tutor staff on the Course

Internal and External examiners

September meeting is attended by a Brain Sciences Faculty observer to ensure procedures are in line with the University regulations

Frequency of meetings: Twice a year: June/July, Interim Board (written examinations)
September, Final Board (qualification and progression)
(Additional meetings convened as required)

Experts by Experience representation: none

Trainee representation: none

COURSE EXECUTIVE

The Course Executive (which does not have the formal status of a committee) monitors the day to day running of the course and ensures the quality and effectiveness of course activities as a whole, overviews trainee progress in academic, clinical and research domains and (from time to time) makes proposals for improvements in the Course structure. The Executive is chaired by the Joint Course Directors, and is attended by the Academic, Research and Clinical Directors and the Course's Senior Administrator.

Frequency: monthly, or as required

Experts by Experience representation: none

Trainee representation: none

One function of the Course Executive is to act as an assessment team in order to review the operation of course assessment processes and to action recommendations from the Examination Board. It reviews trainee marks across all domains, reviews the rubric and functioning of all assessment procedures (including the rubric and content of examinations), considers course regulations and ensures these reflect requirements of internal and external regulators.

COURSE STAFF MEETING

This meeting (which does not have the formal status of a committee) ensures that staff views are appropriately represented within the course. It includes feedback of ideas developed by the Course Executive, and the standing agenda includes feedback from all the subcommittees of the CMC. In

effect this is a forum for staff to raise and to discuss proposals affecting the course. It is chaired by the Joint Course Directors and is attended by all Course staff

Frequency: at least twice a term, with additional meetings scheduled in relation to need

Experts by Experience representation: none

Trainee representation: none

HOW THE COMMITTEES LINK TOGETHER

The organisational chart below shows how the various committees link together.

Essentially the Course Monitoring Committee (CMC) has oversight of all the ‘working committees’, all of whom report back to it, and all of whom take forward its decisions.

The Course Executive relates both to the CMC and the ACR (because it needs to ensure that any decisions made by the CMC including at its ACR are followed through) and to the working committees (because it needs to monitor the work of these committees and respond to any issues which they raise).

The Examination Board links to the course committee structure through the Course Executive.

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