

Site:	North Middlesex
Date:	Tuesday 4 th February
Attendees:	UCLMS: Year 5 team North Middlesex:

1. Discussion points identified prior to visit:	
<p><u>Good practice:</u> SEQ Positive Feedback.</p> <p><u>Concerns:</u> Potential student concerns re Accommodation.</p> <p><u>Additional areas to discuss during the visit:</u> (See agenda below)</p>	
2. Issues to be discussed during the visit:	
<ul style="list-style-type: none"> • SEQ 	<p>The SEQs for Module A and B were reviewed. A fair proportion of students had filled in feedback.</p> <p>O&G: no issues, positive feedback for North Mid DGH.</p> <p>Child Health: a couple of remarks regarding overall accommodation (see below). No other concerns.</p>
<ul style="list-style-type: none"> • Accommodation 	<p>The SEQ raised concerns regarding on site accommodation. North Middlesex reported that, due to the age of the property, snagging problems are increasing and the external company were managing these issues poorly. A meeting has since been held between both parties, which has significantly improved the service provided to students.</p> <p>There have been administration staffing changes within the trust, which have also had a positive impact on the communication with students.</p>
<ul style="list-style-type: none"> • Library and IT facilities 	<p>Due to developments in equipment at the hospital, the wi-fi has been upgraded to a high standard. Discussions are ongoing within the trust regarding Eduroam.</p> <p>The trust has just commenced the migration to using eVitals and eventual complete electronic patient notes and thus improving the wi-fi in all areas of the hospital is high on the Trust's agenda at present.</p>
<ul style="list-style-type: none"> • Any local site issues 	<p>Feedback on Child Health Recommended activities:</p> <p>As North Middlesex also facilitates students from St. Georges, Grenada and, recently, their Physician Associate students, student numbers on site and in clinics/wards vary. Currently, these numbers are manageable and UCL students take priority. North Middlesex to monitor potential spikes in student numbers.</p> <p>There are no teaching fellows for Year 5 and xx is working on a 0.25 which is comparably lower to other sites. yy to send a formal email to xx advising a raise to 0.5.</p>

	<p>xx teaches and sees students every week. Students also have a tutor/mentor for bedside teaching once a week. Registrars deliver x 3 tutorials per afternoon to try to improve attendance.</p> <p>North Middlesex were concerned about some students' attendance and were reminded of the absence reporting procedure. zz to send the flow diagram and link to Unreported Absence and COAE forms. North Middlesex to begin registering weekly tutorial sessions.</p> <p>Students are allocated 2 evening clinics during the duration of their placement with flexibility the following day, if students wish, to stay later.</p> <p>Within the 3-week rotation, BLS training has continued to run with the same clinician facilitating the sessions. North Middlesex provides a mock OSCE every 3 weeks with approximately 5 stations, which is very popular with students. However, with the 3-week timetable there is no chance for a community placement.</p> <p>Feedback on O&G Recommended activities</p> <p>There was no representatives present for O&G. North Middlesex to collate feedback from the O&G lead and send to UCLMS.</p> <p>All students are assigned an O&G consultant, providing consistency with sign offs and engagement monitoring.</p> <p>Timetables for O&G and Child Health are emailed in advance along with an induction pack. Students can view their timetable and can be amended via a google link. Students are also paired and allocated to a named consultant in advance of their arrival and are issued with their clinic timetable.</p> <p>Tutorials are delivered by a registrar deputising, who is also involved in induction activities and contacting students. This is only an informal arrangement therefore could be subject to change in the future.</p>
<ul style="list-style-type: none"> Curriculum update from UCL 	<p>The team at North Middlesex are aware of the curriculum map and how to access it.</p> <p>yy suggested that an away day for all site administrators with the central med school team would be useful to discuss any potential gaps in knowledge, mutual challenges and an opportunity to network with fellow staff in a less formal environment. UCLMS to look into arranging before the new academic year.</p>
<ul style="list-style-type: none"> Issues raised by students 	<p>No students were present at the meeting, but SEQ feedback was discussed as mentioned above.</p>

Agreed action points

Action(s)	Due date	Lead for action
Send formal email advising 0.25 allocated be increased to 0.5.	ASAP	North Middlesex team
To monitor potential spikes in student numbers	Ongoing	North Middlesex team
Send flow diagram of unreported absence procedure for site to disseminate with colleagues	ASAP	UCLMS team
Register tutorials	Ongoing	North Middlesex team
Collate O&G specific questions/queries and send to O&G lead	ASAP	North Middlesex team
Look into arranging an away day for site administrators	August	UCLMS team