COLLEGE OF MEDICINE & HEALTH

QUALITY REVIEW FOLLOW-UP REPORT

A meeting was held on the 27th of February 2012 to discuss the progress of the College of Medicine & Health in implementing the recommendations for improvement arising from their quality review.

Present: Dr Michael Murphy, President
               Professor Paul Giller, Registrar

               Ms. Deirdre O'Brien, Administrative Officer, Quality Promotion Unit

               From the College of Medicine & Health
               Professor John Higgins, Head, College of Medicine & Health
               Ms. Eileen Barry
               Dr Colman Casey
               Ms Caroline Collins
               Ms Aine Foley
               Ms Margot Holland
               Ms Kathryn Neville

Abbreviations
PRG: Peer Review Group
QPC: Quality Promotion Committee   *QIP: Quality Improvement Plan*
HR: Human Resources   *MH: Medicine and Health*
HEA: Higher Education Authority   *VP: Vice-President*

	PRG Recommendation	QPC Recommendation	Follow up Report February 2012
1.	**Governance**		
(a)	The division of responsibilities between the College and the schools needs to be kept under constant review to ensure that the College continues to provide the right level and type of support.	Recommendation of PRG endorsed	Not formally implemented Fortnightly meetings with the College Executive and Operations Group take place. The College is currently trying to ensure that the full resources of the College are available for big agenda items.
(b)	A risk management strategy for the College should be developed.	Recommendation of PRG endorsed	Ongoing The College is taking part in a pilot programme with the Office of Corporate and Legal Affairs. Staff visited NUIG to see the system in operation there and a risk management register is being compiled to focus on strategically important risks.
(c)	A student-staff committee should be established in order to provide a forum to address issues which the students might wish to raise.	Recommendation of PRG endorsed. QPC emphasised the need to establish a formal staff/student liaison committee of the College	Ongoing A staff-student committee has been established comprising of the Chairs of the Committees at School level along with student representation. The committee is expected to hold its first meeting this term.

	PRG Recommendation	QPC Recommendation	Follow up Report February 2012
(d)	The role of the Research Degrees Committee should be clarified.	Recommendation of PRG endorsed.	Implemented The establishment of the Graduate School committee has replaced the Research Degrees committee. This committee meets monthly in term and comprises participants from all schools and two student representatives.
2.	**Staff Development**		
(a)	It is recommended that a staff development strategy for staff at all levels be produced and implemented.	Recommendation of PRG endorsed.	Ongoing The full implementation of this strategy has been hindered by staff turnover. Discussions have taken place regarding probationary period management, support for attendance at conferences and completion of PhDs. The College is aware of the importance of this recommendation and a development plan for the staff of the whole College has been the subject of discussion at the College Sabbatical leave committee.
(b)	A leadership development programme should be developed, focussing on, for example, succession planning.	Recommendation of PRG endorsed.	Ongoing Staff of the College have participated in the leadership programme offered by the University. School Managers and members of the College team have completed an ILM programme in leadership. Given the current economic climate, succession planning will of necessity remain an institutional issue and beyond the direct control of the College.

		PRG Recommendation	QPC Recommendation	Follow up Report February 2012
(c)		Serious consideration should be given to establishing the post of HR Partner as a full-time post.	Recommendation of PRG endorsed. QPC noted that should the College, following consideration of this recommendation, decide it should be implemented that it will be necessary to bring forward a proposal to UMT and that any appointment will have to be made in compliance with the Employment Framework agreed with the HEA.	Not implemented The post of HR partner is not full-time and remains as a 2 day a week post. The College would welcome securing the full time services of a HR partner.
(d)		Consideration should be given to the development of a role of Business Development Officer to assist in the identification of business and income generation opportunities.	Recommendation of PRG endorsed. QPC asked that the College MH consider this recommendation and its merits as part of the QIP	Not implemented There has been no appointment to this position but the College is aware of the importance of looking for new business and has worked to develop new business opportunities. The most significant is the AUCMS programme The College has identified a cost neutral resource to work on a half time basis on CPD. Other posts are expected to be tied to specific income generating initiatives such as philanthropy. The College is also investigating the possibility of setting up a College Advisory Board.
(e)		Consideration should be given to the development of detailed job descriptions and application of the PDRS	Recommendation of PRG strongly endorsed	Implemented and ongoing PDRS has been implemented with Heads of Schools and the College team. The development of detailed job descriptions is an institutional issue.
3.	**Infrastructure**			

	PRG Recommendation	QPC Recommendation	Follow up Report February 2012
(a)	A fully functioning HRIS is needed to support effective resource management.	Recommendation of PRG strongly endorsed	Implemented
(b)	An effective MIS is needed. The College should actively participate in the Data Warehouse Project to ensure that the management information it needs will be delivered through this project.	Recommendation of PRG strongly endorsed	Implemented The College team continue to be active users of the Data Warehouse and consider it to be a very useful resource.
(c)	Space and technical expertise should be shared to a greater degree among the Schools. For example, the dedicated IT and Audio Visual support to the School of Nursing & Midwifery could be made available on a limited basis to the other smaller Schools.	Recommendation of PRG strongly endorsed QPC noted that all resources should be shared in so far as is possible, especially in the current financial climate	Implemented and ongoing Progress has been made and there is agreement that the IT and AV resources of Nursing & Midwifery will be shared. The ultimate aim is to have one set of support staff supporting all units with the College.
4.	**School of Graduate Studies** Consideration should be given to the Schools contributing staff time to support the work of the School of Graduate Studies.	Recommendation of PRG strongly endorsed	Not implemented Administrative support is currently being provided by the College office. The Head of the Graduate School has enlisted external contributors and has progressed the Graduate School agenda with the help of the committee; however additional support for her work from Schools would be extremely beneficial.
5.	**Communication and Branding**		

	PRG Recommendation	QPC Recommendation	Follow up Report February 2012
(a)	The Peer Review Group noted the importance of ensuring distinct identities for the School of Medicine and the College of Medicine & Health. Consideration should be given to reviewing the title for the College (e.g. College of Health Sciences).	QPC noted recommendation of the PRG and referred it to the College MH for consideration	Ongoing The College is engaging with a marketing company to ensure that its message is clear, consistent and in line with the University message.
(b)	Details of staff profiles and roles should be provided on the College website.	Recommendation of PRG strongly endorsed	Ongoing The website is currently being updated
(c)	Signage should be updated to reflect the current College structures.	Recommendation of PRG strongly endorsed	Implemented
6.	**Measurement and Evaluation** The College should put in place a plan to regularly measure its performance. (Examples would be entry qualifications; number of students on programmes; international students; research funding; publication impact factors; programme delivery; peer review grant income; cross-programme research activities, quality of teaching, etc.)	Recommendation of PRG strongly endorsed	Implemented and ongoing The College use the KPI dashboard in their daily work and review performance regularly. Additional local work has been done to identify research metrics and disseminate them. Strategic decisions are made on the basis of KPIs.