UCL MEDICAL SCHOOL

MBBS QUALITY MANAGEMENT AND ENHANCEMENT COMMITTEE

Quality Management and Enhancement Committee 2019-20

Terms of Reference

Overall function

The Medical School Quality Management & Enhancement Committee (mQMEC) is responsible, within UCL's QA framework, for the overview and internal monitoring of academic standards and quality assurance for the MBBS programme. Additionally, mQMEC is responsible for quality assurance specific to the MBBS, including the monitoring of clinical placement providers, the requirements of external regulators and the development of policy and practice in relation to such processes. mQMEC reports to the MBBS Teaching Committee.

Main objectives and functions

The main objectives and functions of mQMEC are subject to any general or particular direction that may, from time to time, be given by the Director of the Medical School and the MBBS Programme Lead.

- The Committee will be responsible for monitoring all aspects of internal Quality Management and Enhancement measures and procedures within the Medical School's remit, including the monitoring of Examination Boards.
- The Committee will monitor the activities of the Quality Assurance Agency for Higher Education and of other external bodies concerned with the assurance of quality and/or standards insofar as they impinge on the Medical School and to advise the Director, the UCL Education Committee, the MBBS Teaching Committee and the Faculty Teaching Committee accordingly.
- The Committee will promote the development at Faculty and Departmental levels of initiatives relating to quality enhancement and the enhancement of academic standards.
- The Committee is responsible for the planning of the preparatory work involved in Internal Quality Audits of the Medical School carried out under the auspices of University College London's Internal Quality Review procedure.
- The Committee will plan and coordinate the work of the Medical School in preparing the formal or informal visits by the education committees of the General Medical Council or other validating professional bodies.
- The Committee will promote discussion and sharing of good practice between the departments of the Medical School in relation to quality assurance and enhancement.
- The Committee will discuss any issues raised by the on-line student evaluation feedback.

Organisation and structure
- The members of the Committee are appointed ex officio, and include the Vice Chair, UCL Education Committee, who is in a position to feed back to College QMEC.
- The Committee meets termly.
- The Committee is serviced by the Quality Assurance and Enhancement Unit.

Committee Secretary
- Quality Assurance & Enhancement Administrator.

Records
The Quality Assurance and Enhancement Unit will prepare and maintain written records of the Committee's activities, including agendas and minutes of all Committee meetings. This record will be stored electronically on the S: drive and published on the QAE website.

mQMEC Membership 2019-20

- Chair: Academic Lead (Quality Assurance & Enhancement)
- Deputy Chair: Director of UCLMS (MBBS Programme Lead)
- MBBS Divisional Tutor
- Associate Lead for MBBS Programme
- Deputy Lead for MBBS Programme
- Academic Leads
- Site Sub Deans/Directors of Undergraduate Education
- Faculty Tutor
- MBBS QAE Clinical Teaching Fellow
- MBBS QAE Manager
- MBBS QAE Administrator
- Head of MBBS Management
- Head of MBBS Student Records and Support
- Head of MBBS Management (Years 1-3, 4-6, CPP and QAE)
- Head of MBBS Placements
- NHS Undergraduate Tariff Manager
- Student Representatives
  o RUMS President
  o Vice-President (Education, Y1-3)
  o Vice-President (Education, Y4-6)

The Chairperson is appointed ex officio. In the absence of the Chairperson and Deputy Chairperson the meeting of the Committee will be cancelled.