

HYMS Programme Evaluation and Quality Committee

The HYMS Programme Evaluation and Quality Committee is accountable to the HYMS Board of Studies.

Membership

The Dean of HYMS (Ex Officio -Chair)

*Four members elected by the HYMS Board of Studies, who are not members of the Curriculum Committee, to include two members of Honorary teaching staff

Four student representatives - one from each Phase and normally one intercalating or post-intercalating student (for Category A business only; elected annually)

The HYMS Curriculum and Assessment Manager

The HYMS Clinical Placement Manager

The HYMS Quality and Standards Officer (secretary)

The Committee shall elect a deputy chair

Quorum: 4 of whom no more than two may be students

**To serve for three years, renewable without a break to a maximum of five, and with a three year minimum intervening break, for a maximum of ten years. At the foundation of HYMS, appointed by the Dean of HYMS. Thereafter, elected by the membership of the HYMS Board of Studies.*

Terms of Reference

1. To meet at least quarterly.
2. To oversee the quality assurance processes of HYMS.
3. To establish, implement and periodically review appropriate measures and procedures to evaluate quality within HYMS' areas of activity to meet the requirements of the parent Universities and the General Medical Council
4. To monitor and evaluate the quality of academic performance and delivery of the HYMS undergraduate medical programme and to provide a written annual report
5. To monitor and evaluate the quality of management, services and facilities within HYMS and to provide a written annual report to the HYMS Board of Studies and the HYMS Executive.
6. To report to the HYMS Board of Studies on matters relating to 4 above, in particular to identify and refer promptly any issues giving cause for concern
7. To report to HYMS Executive on matters relating to 5 above, in particular to identify and refer promptly any issues giving cause for concern
8. To facilitate solutions to identified problems and, where appropriate, make costed recommendations for remedial action to the appropriate committee of HYMS
9. To liaise with the relevant organisations within the parent Universities and NHS institutions as required
10. To liaise with the Medical Education Unit to disseminate good practice throughout HYMS
11. To undertake such other duties in respect of oversight of the quality assurance process as may be deemed appropriate by the HYMS Board of Studies.

