



Standard Operating Procedures for the Undergraduate Programme Committee (UPC) and Roles and Responsibilities of the Block Chairs.

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1. Definitions and Abbreviations

UPC	Undergraduate Programme Committee
MBChB	Bachelor of Medicine and Bachelor of Surgery
BCMP	Bachelor of Clinical Medical Practice
PULSE	University of Pretoria's Medical Student Committee
Committees	A group of people appointed for a specific function by a larger group and typically consisting of members of that group.
SBA	Single Best Answer
HOD	Head of Department
CBTs	Computer Based Tests
UP	University of Pretoria
MCQ-type questions	Multiple Choice Questions
SAQA	South African Qualifications Authority
AQAC	Academic Quality Assurance Committee

2. Purpose of this document

This document is compiled to describe the operating procedures of the Undergraduate Program Committee (UPC) who oversees the MBChB and BMCP courses and advises the School of Medicine on matters pertaining to these programs. This is achieved by providing oversight, reporting, review, policies and resolution of problems experienced in the respective programs.

3. Membership

The members of this committee will be elected by notification to all departments. A chair will be internally selected. Members will include:

- Representative(s) from the teaching staff of the BCMP course
- Representative(s) from the teaching staff of the MBChB course
- Two student representatives from each year group of the MBChB course
- One student representative from each year of the BCMP course
- A student representative from the PULSE organization
- A representative from the Education Office
- An education consultant and a faculty student advisor
- Ex Officio members will include the Chair of the School of Medicine and the Deputy Dean of Teaching and Learning in the School of Medicine
- The secretariat of this committee will be appointed by the Chair of the School.

The term of service for committee members is typically three years, unless filling a vacancy. Student representatives serve a 2-year term.

4. Meetings

Meetings will be held every month from February to November of every year, as per a predetermined schedule.

5. Responsibilities of the Committee

The UPC will consider proposals of new undergraduate courses or major changes to existing courses. The UPC will review all such programme proposals to ensure that the School's undergraduate components maintain its high standards; that units proposing new programmes have consulted appropriate stakeholders; and that there is minimal curricular overlap between or among the modules.

The UPC considers proposals that would change or modify undergraduate educational policies and makes suitable recommendations to the School of Medicine and Faculty of Health Sciences.

At the request of the Chair of the School of Medicine, or at its own discretion, the UPC may also formulate proposals on other matters that relate to undergraduate education in the University.

The UPC will interact with the Block Advisory Panel, an appointed subcommittee of the UPC, and with the School of Medicine to ensure that the educational goals of the

curriculum are met and are consistent with the University of Pretoria's high educational standards.

The UPC will provide a platform at the end of each semester for feedback from year chairs regarding the activities of the various blocks assigned to them. Year Chairs will meet with Block Chairs on an annual basis in order to identify, solve and escalate problems as appropriate and also report back to the Committee about these meetings every semester.

The UPC will assist the Education Office in communicating with, and providing information to, Block Chairs regarding education policies and problems in the various blocks. In the event where Block Chairs do not comply with the Block Chair responsibilities as per the *Terms of Reference* document on the *Roles and Responsibilities of Block Chairs*, the Education Office will escalate the matter in accordance with the stipulated escalation policy to the Chair of the School of Medicine or Deputy Dean of Teaching and Learning (as per the standard operating procedures document).

The UPC will provide a platform for discourse with student representatives around the challenges and proposed changes to the MBChB and BCMP curricula.

The UPC will consider and approve of block dates as drafted by the student administration office.

The UPC will assist the Chair of the School in planning the Annual Block Chair meeting. The members of the UPC will serve a session chairs at this meeting.

The UPC will ensure correctness of the MBChB and BCMP information in the Faculty Yearbook and keep other policies, study guides and documents relevant to undergraduate teaching and learning in the School of Medicine up to date.

The UPC will be represented on the Faculty of Health Sciences Teaching and Learning Committee.

The UPC will make recommendations regarding student feedback:

9.1 Feedback from students and reformative steps to be taken

9.2 Feedback to students following assessments

6. Annexure A

7. Terms of reference – Roles and Responsibilities of the Block Chairs

Appointed Block Chairs and deputy-chairs undertake a formal agreement with the University of Pretoria (UP), represented by the Undergraduate Programme Committee (UPC), to manage Blocks in the MBChB curriculum according to the expectations set out in this document.

Block Chairs and deputy-chairs have the responsibilities associated with managing a Block in the MBChB curriculum. The Block Chairs' main responsibility is to ensure that the Block is effectively managed and that the quality of all educational offerings meets the required standards.

The delineated responsibilities of the Block Chair are set out below.

8. The organisation and administration of the Block

- The Block Chairs will oversee all Block activities and manage all academic initiatives.
- The Block Chairs are responsible for study resources such as Study Guides (Block Books), Logbooks and timetables. It is the responsibility of the Block Chairs to ensure that lecturers in their Block attend all their scheduled lectures.
 - Block Chair responsibilities regarding Study Guides / Block Books:
 - ❖ To determine learning outcomes and assessment criteria (i.e. the core curriculum) which is horizontally and vertically aligned.
 - ❖ To align learning outcomes, teaching and assessments (formative and summative).
 - ❖ To ensure that Block activities are in keeping with the credit map (1 credit = 10 notional hours).
 - ❖ To make documents available to students via clickUP at least 4 weeks prior to the commencement of the Block.
- In keeping with UP's 'Prepare, Engage and Consolidate' framework, the Block Chairs should ensure that all relevant content is on the Learning Management System / clickUP prior to the start of the Block. It is recommended that educational materials be made available to students via clickUP at least 72 hours before the lectures, in order for students to prepare for the lectures.
- It is the responsibility of the Block Chairs to address student complaints / grievances. If grievances cannot be resolved, the matter should be escalated according to the School of Medicine's Grievance Procedure, if need be.
- The Block Chairs are to attend the Examination Moderation Meeting (EMM) at the end of the semester within which the block / rotation is offered. At this meeting, the Block Chairs will partake in the ratification of the results.
- *NB: Secretaries and Personal Assistants can assist with the administration of the Block. However, they cannot:*
 - *Impact on the educational content.*
 - *Compile tests / examinations.*
 - *Address student complaints.*
 - *Finalise students results.*

9. Teaching and Learning

- The Block Chairs should manage the development of the module to ensure that it remains relevant, up to date and in line with any professional requirements. This will require engagement and co-ordination with all lecturers / facilitators involved in the Block.
- The Block Chairs are responsible, together with their Department and School, for the development of the Block curriculum, i.e. core curriculum, learning outcomes, assessment and teaching.
- The Block Chairs are required to ensure that the Block is offered in a student-centred format, with didactic lectures reserved for exceptional circumstances.
- The Block Chairs are responsible for the quality of teaching and learning, assessments, feedback on assessments, and addressing concerns raised in student feedback surveys. They should provide a plan to implement changes that address the issues raised. The plan should be implemented in the next offering of the Block.

- It is the responsibility of the Block Chairs to ensure theory-practice integration in the theoretical Blocks.
- Block Chair responsibilities regarding formative (assessment for learning) and summative (assessment of learning) assessments:
 - To ensure that correct assessment methods are used to assess a specific outcome.
 - To review Logbooks.
 - To align assessments.
 - To do blueprinting.
 - To ensure that marking rubrics are created and used.
 - To assess the quality and suitability of questions / assessments [e.g., Discrimination Index for SBA (single best answer)-type questions].
 - To ensure that 30% new questions are introduced for every test / examination.
 - To ensure that there is a maximum of 40% MCQ-type questions that contribute to students' final mark.
 - To comply with moderation requirements (see Quality assurance).
 - To be present and available for the duration of assessments to attend to queries and unexpected issues that may arise during the assessments.
- Real-time feedback should be provided for Computer Based Tests (CBTs). This may be either immediately after answering the last question of the test, on the day of the test at the end of the exam session or within 2 weeks of the assessment at the latest.
- For other assessment types, the Block Chair should provide feedback within 2-weeks of the assessment, as assessment forms part of learning. The Block Chair can either arrange a perusal session or allow students to query marks over a period of 2 weeks after marks were made available (see policy for requests for a remark).
- Students should have their provisional results at least 2 weeks before the Block examination and the supplementary examination (except for the last SIC rotation of each semester where this is not always feasible).
- Examination marks may only be released by Student Administration. The Departmental Administrators will use Blackboard Collaborate to create and download grade rosters. Lecturers and / or academic administrators then have to capture the marks and complete the Excel grade roster. The departments are responsible for the uploading of the grade rosters using Blackboard Collaborate. Once a grade roster is uploaded, the Head of Department (HoD) has to approve it. Student Administration will receive an automated email to inform staff that a grade roster is ready to be posted on PeopleSoft. Marks are released with the following proviso:

“It is understood and accepted by all candidates that all examination results need to be ratified by the University of Pretoria’s Health Sciences Examination Moderation Meeting before such examination results will be regarded as final. At the discretion of the University, it may release provisional examination results prior to the ratification process on the strict condition that such results are not the final results. Although every effort will be taken to ensure that such provisional marks reflect the correct results, there will be no recourse against the University, or any of its employees or officers, should there be any error in the released provisional examination results.”

- The Block Chairs should ensure that the module content, delivery and assessments address all the learning outcomes specified on the module descriptor [think alignment – Council on Higher Education (CHE), South African Qualifications Authority (SAQA), Health Professions Council of South Africa (HPCSA)] at the correct National Qualifications Framework (NQF) level.
 - The Block Chairs should champion the hybrid / blended teaching and assessment drive of UP.
 - Peer-reviews by a Block Chair, educational consultant or another suitable peer, should be conducted by undertaking regular class visits (at least one peer assessment per lecturer per year) during the Block and providing constructive feedback (refer to template on clickUP). Should lecturers wish to record their lecture (for reflection or as part of the Teaching Portfolio), they should contact Anton van Dyk (anton.vandyk@up.ac.za).
 - The Block Chairs are expected to liaise with their HoD to organise training for registrars and lecturers regarding the pedagogy of facilitation / teaching. Please contact the Department of Education Innovation for guidance.
 - The Block Chairs are encouraged to attend activities of professional development, such as education workshops pertaining to teaching and assessments.
 - A clickUP module is available for all Block Chairs to build a Community of Practice, facilitate ease of communication, access discussion boards and relevant policies, templates and documents, as well as educational content.

10. Quality assurance

The Block Chairs should review the module annually, considering how to improve the module in line with feedback from students, external examiners, the internal review processes and recommendations from the HPCSA.

Year Chairs will meet with Block Chairs on an annual basis to identify, resolve or escalate problems when necessary.

In Blocks that are identified by the Education Office, or via Year Chair assessments, as receiving regular poor feedback or when significant educational structure, content or assessment problems are identified, the Block Chairs will be contacted by an education consultant and/or a representative from the Department Education Innovation and/or a representative of the Block Advisory panel (a subcommittee of the UPC), who will be assigned to assess the Block and provide advice and/or assistance regarding improvement of certain aspects of the Block going forward. The Block Chairs will be expected to engage with this process.

It is expected of the Block Chairs to assist with preparations for HPCSA accreditation visits by providing relevant information and participating during accreditation site visits if required.

10.1. Moderation

The MMPC is elected for a three-year term by the School of Medicine. The same procedure for the election is taken for all of the school committees. Because of the nature of the committee and the expertise required the committee can also co-opt members to ensure that at least 50% of the members are from the previous three-year period which allows continuity and a minimum level of expertise in each review team. This system also allows for junior members to grow in knowledge and ability. The chairman of the committee is selected by the committee. The committee should

have a minimum of 6 academic members, but preferably 12. One registrar is elected by the registrars to represent them on the committee. There is also a paid administrative person appointed by the School of Medicine to assist with the administrative duties of the committee.

11. Adherence to University policy and block feedback

The Block Chairs are the chief academic and administrative officers in a Block, responsible to the Department and School, Faculty and the University. These roles require that the Chair interpret University policies and implement them correctly in the Block, making sure that staff members involved in the Block do the same (policies are available on clickUP). The Block Chairs must ensure the smooth running of the Block and ensure that staff members involved in the Block execute their responsibilities effectively. Individual or group concerns should be presented in the form of end of semester feedback submitted to the UPC of the School of Medicine (SoM), to be incorporated in the committee's end of semester feedback, as presented by the Year Chairs.

12. Promotion of teamwork

The Block Chairs are responsible for promoting teamwork both within a Block and between / among other Blocks in all aspects of academic and clinical functions.

13. The Deputy-Chair of the block

It is recommended that a deputy-chair be appointed for every block / rotation. The deputy-chair should be actively involved in the Block, assist the Block Chair with his / her responsibilities, and should be able to step in should the Block Chair not be available. The position of deputy-chair allows an opportunity for succession planning.

14. Communication

The Block Chairs are responsible for constant liaison with other clinical and / or basic science departments to foster an integrated teaching program for the SoM. Constant liaison with student representatives and / or students ensures that the Block Chairs are apprised of student experience and concerns in the Block.

15. Implementing decisions taken at the UPC and other relevant committees

The Block Chairs are responsible for promoting and implementing the strategic directions established by the UPC, AQAC or any other committee involved with curriculum review, structure or content.

16. Block Chair reports

The Block Chairs are expected to submit a Block Report [template available on ClickUP or from Hestelle Malherbe (hestelle.malherbe@up.ac.za)] to Hestelle Malherbe and the Year Chair, who sits on the UPC, at the end of each semester, and to attend the Block Chairs' meeting held annually in November. They may also be requested to make presentations at the UPC and / or Block Chairs' meetings.

17. Block Chair terms of office

It is recommended that the Block Chair retain the position for 3-5 years to make a significant impact and implement changes in an attempt to improve the Block according to any problems or shortcomings identified in the Student Feedback Report received from the Education Office after completion of the Block. However, the

UPC and Chair of the SoM reserve the right to replace a Block Chair or request an explanation for any change in Block Chair, at their discretion.

18. Support available to Block Chairs

- All Block Chairs and Academic Staff must attend or must have attended the Academic Induction Programme offered by the University of Pretoria.
- A clickUP page is available to Block Chairs. This platform contains all relevant policies, rules and regulations, and templates. This platform can also be used for communication with Block Chairs, keeping them updated on the activities of the UPC and AQAC (Academic Quality Assurance Committee).
- Courses, MOOCs and other educational material is available via Edi.

Please contact the Educational Consultant of the Faculty of Health Sciences, Anneri Meintjes (anneri.meintjes@up.ac.za), or the Education Innovation Department (sanet.haupt@up.ac.za) for any educational-related queries.