

Internal Periodic Review of: Oral Health Sciences Undergraduate Provision

Date of review: 28th January 2021

Date of 14 week response: 3rd August 2021

Date of year on response: 27th April 2022 (submitted 30th May 2022)

The School/Subject Area is responsible for reporting on progress with all recommendations, including those remitted to other areas of the University for action. If any recommendation has been fully addressed please record the action taken and date completed. Any barriers to progress should be highlighted on this report.

Recommendation no	Recommendation	Timescale for completion	Comment on progress towards completion and/or identify barriers to completion	Completion date
1	<p>Communications It is recommended that communication mechanisms and expectations are reviewed and information clarified to both students and staff to ensure a consistent approach. Information should be clearly signposted to students, for example a flowchart detailing examples of what may constitute a message that should be posted on MS Teams and what constitutes a message that should be sent by email. Expected response times should also be reinforced to ensure clarity for both staff and student</p>		<p>We reviewed our communication mechanisms and consulted both staff and students for further feedback. After receiving positive feedback regarding MS teams, it was decided that this platform would continue to be utilised for certain communications.</p> <p>'Who to contact in OHS' flow chart was added to the - handbook and LEARN pages in March 2021, this seems to be working well and students have been contacting the correct members of staff.</p>	<p>March 2021</p> <p>No further action required since March 2021</p>
2	<p>Communications The review team noted that Learn is the recognised platform to issue all work and to upload resources and this was discussed at the SSLC meeting in November 2020. Nevertheless, some of the students that met with the review team expressed confusion about the various platforms where work may be posted. The review team recommends that the Subject Area reiterate to all students the SSLC minute that all work will be found on Learn and no other work will be posted in different places. In addition, it is recommended that future feedback is sought from students and staff regarding how this is working going forward, such as at the next SSLC.</p>		<p>The students have confirmed they are more confident with learn, and they are much clearer on the use of the google calendar, learn and MS teams.</p> <p>This feedback was highlighted at the last SSLC committee meeting (March 2021) no further issues have been highlighted by the students at the SSLC meetings</p>	<p>March 2021</p> <p>No further action required since March 2021</p>

3	<p>Communications The review team acknowledges the commendable effort of the subject area to use a variety of activities and tools to enhance learning and teaching, however it is recommended that clearer communication is required between the subject area when setting task deadlines to help identify where there might be conflicting deadlines and to prevent pinch points and overloading students.</p>		<p>The course leads reviewed the timetable, lectures and self-directed learning activities and improvements implemented to avoid conflicting deadlines.</p> <p>There have been significant staff changes in the last academic year. Our senior researcher retired in November 2021 and three of our four course leads are currently on Maternity leave. Three new members of staff (mat cover) started with us between December 2021 and March 2022.</p> <p>Our part-time programme coordinator left in March 2022, a replacement is due to start in July 2022.</p>	<p>August 2021</p> <p>We have three 'away day' meetings booked over the summer months (2022) to plan clinical and teaching activity for 2022-23.</p> <ol style="list-style-type: none"> 1. Clinical EDI 2. Course Leads/Academic 3. Clinical Outreach
4	<p>Learning and Teaching To support student Self-Directed Learning and Reflective Practice, the review team recommends embedding and integrating academic writing/study skills as part of early engagement in lectures and associated tasks. (e.g. in the first and second year compulsory courses)</p>		<p>The team met with Lesley Kelly Academic Developer, Taught Student Development team Institute for Academic Development on the 2nd June 2021.</p> <p>We have introduced compulsory IAD academic writing lectures in year 2 (semester 2) as part of the personal and professional development course.</p>	<p>Academic year 2021-22</p> <p>IAD team delivered the academic writing workshop to year 2 in February 2022.</p>
5	<p>Dissertation/Essay writing support It is recommended that the subject area discuss the possibility of tailored courses relating to dissertations and essay writing in a clinical setting with the IAD</p>		<p>As above.</p> <p>We have introduced a compulsory package of IAD lectures in the Personal and professional development 4 course.</p>	<p>September 2021</p> <p>IAD team delivered this session in September 2021.</p>
6	<p>Strategic governance structure The review team recommends that the Deanery consider succession planning and consider a deputy for Programme Director which could also provide development opportunities for other members of the subject area.</p>		<p>A meeting took place August 2021, to discuss staffing and the process of appointing a deputy.</p>	<p>Mrs Liz Conner appointed Deputy Programme Director in September 2021.</p>

	Please report on steps taken to feedback to students on the outcomes of the review	Feedback on the review outcomes were discussed with the student's at the last SLLC meeting (March 2021) Further updates were included during the student's welcome back meeting on the 21 st August 2021.		
For Year on response only	Any examples of a positive change as a result of the review	The positive changes are: <ul style="list-style-type: none"> - We now have a clearer streamlined method of communication, between staff and students. - The appointment of a Deputy has assisted the Programme Director and the team. - The introduction of the IAD sessions to Personal & Development 2, and 4, have received positive feedback form the students. 		