

RQ Review Action Plan and – Plymouth Marjon University

Date: 29 May 2020.

Conditions	Responsibility	Deadline /Completion Date	Process to be followed/Actions to be taken	Summary.	Monitoring requirements
<p>Condition 1 Undertake, by June 2020, further systematic embedding of the new Osteopathic Practice Standards (2019) and the revised Subject Benchmark Statement for Osteopathy (2019), and ensure their requirements are fully integrated throughout the programme, and that all staff teaching on the programme understand their requirements</p>	<p>Programme Leader (Prof Gary Shum)</p>	<p>June 2020</p>	<p>To review the definitive document and mapping of module learning outcomes of each module against Osteopathic Practice Standards (2019) and the revised Subject Benchmark Statement for Osteopathy (2019)</p> <p>To review the content of the programme especially human anatomy and osteopathic research embedding this throughout the levels of the programme.</p>	<p>Completed.</p> <p>Paragraph 25, 35 and 56:</p> <p>The module learning outcomes of each module in the Master of Osteopathic Medicine programme have now been mapped against the Osteopathic Practice Standards (2019) and the QAA Subject Benchmark: Osteopathy (2019).</p> <p>Please see enclosed A1_Revised Mapping Documents_May_2020.</p> <p>The revised mapping documents have been added to the attached A2_M.Ost programme specification in pages 18-25.</p> <p>An induction document has been developed. Email will be sent out to each member of the</p>	<p>Quality and Academic Standards Unit and University Board of Studies (UBOS)</p>

<p>(paragraph 25, 26, 30, 35 to 37 and 56).</p>				<p>teaching team before each semester (please see attached Induction - teaching of M.Ost). Group meetings will then be arranged to go through the OPS and mapping of the module learning outcomes. (A3)</p> <p>Paragraph 26:</p> <p>The website content has been amended with the reference to craniosacral therapy and headaches being removed.</p> <p>Any updates on website and prospectus will now need to be approved by the M.Ost Programme Leader on the website development software 'Terminal 4 before going 'live'. This will ensure that the webpage does not contain any misleading information.</p> <p>Paragraph 30:</p> <p>The osteopathy teaching team have now reviewed the content of the programme especially human anatomy at level 4. This is currently covered in OMEC04: Human Physiology & Functional Anatomy, but will also be embedded in more detail in OMEC03: Musculoskeletal Biomechanics.</p>	
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				<p>Plymouth Marjon University have a strong research profile in the area of back pain and nerve biomechanics, running biomechanics and gait retraining, management of back pain through physical activity and exercise programmes.</p> <p>Please see enclosed A4_Research informed teaching and List of publications_Plymouth Marjon University.</p> <p>Regarding the teaching of osteopathy research, additional sessions with an enhanced focus on osteopathy research have been included at level 5.</p> <p>Further teaching sessions in osteopathy research have been provided at level 6, and all students will be assigned a member of staff as their project supervisor.</p> <p>Students at level 6 are required to submit an extended research proposal under the module of OMEH03 Clinical Practice 1, in preparation for their Master Thesis Project in Level 7 (OMEM03).</p>	
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<p>Condition 2 Review, by June 2020, all outward-facing information regarding taught osteopathic techniques to ensure it is accurate and complete and reflects current course delivery (paragraph 27 and 28).</p>	<p>PL (Prof Gary Shum)</p>	<p>June 2020</p>	<p>Fully review all marketing material including student testimonials to ensure that this is fully reflective of the content of the programme removing all reference to High Velocity Low Amplitude technique being taught at Level 4. Following this ensure that all outward facing information relating to the programme is reflective of the GOsC conditions and the CMA and ASA guidance</p> <p>To ensure new mechanisms are in place to prevent any similar issue's in the future.</p>	<p>Completed.</p> <p>PL (Prof Gary Shum) has double checked the website and prospectus, and worked with the Marketing and IT teams to revise the wordings according to the CMA and ASA guidelines.</p> <p>Any course page updates on the website will be approved by the Programme Leader before going 'live'.</p> <p>New prospectus will need to be signed off by the programme leader, which is the usual practice in place.</p> <p>The course website is: https://www.marjon.ac.uk/courses/osteopathic-medicine-degree/</p> <p>With the following emphasis on the website under the Modules of the Programme:</p> <div data-bbox="1240 1098 1812 1249" style="background-color: #0070C0; color: white; padding: 5px;"> <p>Please note:Please note that only year 2/3/4 students can practice High Velocity Low Amplitude adjustment/manipulation on their fellow students under supervision of the teaching team.</p> </div>	<p>Quality and Academic Standards Unit and University Board of Studies (UBOS)</p>
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<p>Condition 3 Undertake, by June 2020, a more effective and systematic process for the ongoing review and evaluation of the programme, to include the analysis of data, the recording of meetings, action planning, and regular monitoring of actions; to allow for informed decisions to be made about the future planning, development and to manage risk (paragraph 33, 34, 107 and 109).</p>	<p>PL (Prof Gary Shum)</p>	<p>June 2020</p>	<p>To implement by June 2020 a more effective and systematic process for the ongoing review and evaluation of the programme.</p> <p>To review the mechanisms for student feedback at programme level including SSLC meetings ensuring these are appropriately recorded, analysed and that the feedback loop is closed.</p>	<p>Completed.</p> <p>The University has implemented a new annual monitoring report which has been implemented for 2019-20. The newly designed Semester Report will sit within a programme report. This will allow programme leaders to analyse and monitor programme and module performance using live data. A new reporting tool has been built into the University's Information Portal which provides a snapshot of data at any given time. This includes data on progression, grade profile, retention, recruitment, ethnicity, diversity and student feedback. The intention is that this will be used by Module Leaders and Programme Leaders to complete annual monitoring reports. Action Plans are built into the report template allowing Programme Leaders to identify smart and measurable actions for the coming year. All Semester and Programme reports are forwarded to the Quality and Standards Manager and relevant Director of School. These reports are then used to inform School Reports. Annual monitoring reports are discussed, and actions reviewed at the University Board of Studies committee.</p>	<p>Quality and Academic Standards Unit and University Board of Studies (UBOS)</p>
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				<p>The University will also be completing this summer a risk assessment of all programmes which will include looking at both quality and financial risks. This will be completed on an annual basis ongoing with data received at both Senior Management team meetings and the University Board of Studies committee.</p> <p>(please see attached A4 Semester Report Template 2020-21).</p> <p>Paragraph 33</p> <p>Students can provide feedback through module evaluations or via discussions during the Staff Student Liaison Committee (SSLC) meetings. Any modification of the curriculum will be discussed at team meetings and then with the external examiner.</p> <p>Any course-specific curriculum development will then be disseminated in Staff Student Liaison Committees (SSLCs) meetings so students will be aware of their feedback influence the continuous improvement of the programme</p> <p>These discussions will be documented and evident via minor modification processes that</p>	
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				<p>will require student feedback as part of the quality assurance mechanisms.</p> <p>Paragraph 34</p> <p>Please refer to our earlier response to Paragraph 25, 35 and 56 regarding the Induction to the non-osteopath teaching staff.</p> <p>Paragraph 107 and 108</p> <p>Students will now be asked to complete an online end of module evaluation, with the same questions being asked as in the mid-module evaluation (please see attached Mid-Point Module Evaluation Form). This will ensure we can gather feedback after the improvement suggested by staff following the mid-module evaluation. (A5)</p> <p>Module reports at Plymouth Marjon University have been revised to incorporate both mid-module and end of the module evaluation allowing programme teams to respond to any student feedback given (please see attached A6 Semester Report Template 2020-21).</p>	
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				Module lead will be asked to monitor the response rate of mid-module and end of the year module evaluation and aim to achieve a minimum of 50% response rate for each module. The feedback response rate will be monitored through team meetings and the Semester Report.	
<p>Condition 4 Implement, by August 2020, a revised marketing strategy for the recruitment of students and patients, and ensure that an appropriate range and diversity of patient presentations are available to meet students' learning needs, consistent with the expectations of the Subject Benchmark Statement for Osteopathy and the Guidance for Osteopathic Pre-registration Education (paragraph 70, 91, 92 and 102).</p>	PL (Prof Gary Shum)	August 2020	<p>The osteopathy teaching team to consult and work with marketing team to formulate a revised marketing strategy.</p> <p>In liaison with the marketing department and Director of School, we shall review the marketing strategy for the recruitment of students and patients to ensure that an appropriate range and diversity of patient presentations are available to meet students learning needs, ensuring that this has been completed by August 2020.</p>	<p>In progress.</p> <p>Paragraph 70, 91, 92 and 102</p> <p>Katy Wills, Pro Vice-Chancellor (Student Success) of Plymouth Marjon University has provided an update on our student recruitment activities and strategy on 5 May 2020 (please see attached A7_student Recruitment Update)</p> <p>Marjon Osteopathy clinic has been closed since 16th March 2020 due to COVID-19.</p> <p>Marjon Osteopathy clinic is planned to reopen in September 2020 with a phased return approach, a free Osteopathy service will be offered between September and December 2020 to attract clients to our students-led Marjon Osteopathy clinic. Such strategy has been proved to be very successful between September and</p>	Quality and Academic Standards Unit and University Board of Studies (UBOS)

				<p>December 2019, with the clinic being fully booked with a 4 week waiting list.</p> <p>It is planned that from 1st January 2021 onwards, Marjon Osteopathy clinic will offer a free first appointment (90 minutes include assessment and treatment) and it will be £15 for follow up appointments (45 minutes).</p> <p>During the development of the new osteopathy clinic in 2019, we have built a strong local presence through marketing and promotion, through social media (Official Plymouth Marjon University Facebook and Twitter, a dedicated webpage and posters and advertising in the local radios, newspapers and magazines. A Clinic Flyer and promotional emails will again be sent to our collaborating partners at the local police and fire service, Plymouth City Council and a network of primary and secondary schools in August 2020 to prepare for the reopening of the clinic in September 2020.</p> <p>Promotional emails will also be sent out by Members of the Board of Governors at Plymouth Marjon University to their relevant organisations including Plymouth City Bus and Church of England schools and academies.</p>	
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<p>Condition 5 Implement, by August 2020, a revised five-year clinic resource and development plan to respond to the planned increase in student numbers, and the treatment of patients from specialist populations (paragraph 87, 88 and 89).</p>	<p>PL (Prof Gary Shum)</p>	<p>August 2020</p>	<p>By August 2020 in liaison with the Director of School and the Director of Finance implement a revised five-year clinic resource and development plan.</p> <p>To include contingency plans for the planned increase in student numbers and to ensure student access to patients from specialist populations</p>	<p>Paragraph 87, 89.</p> <p>On 28 January 2020, Simon Arthur (Director of Finance), Dr Saul Bloxham and Prof Gary Shum met and completed a Risk Assessment showing the viability and staffing costing/recruitment considering different scenarios of student recruitment for the year 1 cohort. This includes scenarios of 40, 25 and 10 new year 1 students. (please see the tab in the enclosed 'A8_Risk Assessment_Course costing tool_M.Ost_28 Jan 2020'</p> <p>The Marjon Osteopathy clinic will open 9am to 5pm Monday to Friday from September 2020 onwards (with 9 x year 4 students and 20 x year 3 students). Our Marjon Osteopathy clinic can cater for 30 students per cohort if we extend the clinic opening times to evenings and potentially weekends.</p> <p>Paragraph 88</p> <p>We currently have 11 firm accepts onto the M.Ost programme 2020-21, with more applicants expected during clearing. It is highly likely that our current facilities can accommodate our students.</p>	<p>Dr Saul Bloxham (Director of School) and University Board of Studies (UBOS)</p>
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				<p>Once our aspiration of recruiting 40 students per cohort has been achieved, there is a scope to expand the osteopathy clinic by converting the teaching room adjoining the current Marjon Osteopathy Clinic at the first floor of the Marjon Sport and Health Centre.</p> <p>One breakout room is available within the Marjon Osteopathy clinic, additional breakout rooms are also available on the first floor and ground floor of the Marjon Sport and Health Centre.</p> <p>Further meetings will be scheduled between Professor Ian Luke, Pro-Vice Chancellor (Academic), Simon Arthurs (Director of Finance) and Dr Saul Bloxham and Professor Gary Shum in June 2020 to formulate a revised five-year clinic resource and development plan.</p>	
<p>Condition 6</p> <p>Introduce a revised structure for external examining of the programme to ensure that, by September 2020, an additional</p>	PL (Prof Gary Shum)	September 2020	By September 2020, in liaison with the Quality and Academic Standards Unit ensure that an additional external examiner is appointed to the programme, so that two external examiners are in	<p>Ongoing –</p> <p>We have already approached an additional external examiner, who is a registered osteopath currently working in higher education. We are confident that an additional examiner will be appointed by September 2020.</p>	Quality and Academic Standards Unit

<p>examiner is appointed, so that two examiners are in post for the first graduating student cohort, and that in future at least one examiner is a registered osteopath (paragraph 114).</p>			<p>post for the first graduating cohort. Following this ensure that external examiners continue to be a registered osteopath for the duration of the appointment.</p>		
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