

## **MODULE, STRAND and BVETMED ROTATION, RP2 and ELECTIVE REVIEW**

### **1. PURPOSE**

- 1.1 The purpose of this procedure is to ensure that there is a systematic annual process of review for the Modules and the Strands, Intramural Clinical Rotations, Electives and Research Project 2 of the BVetMed.

### **2. SCOPE**

- 2.1 This procedure currently encompasses the taught modules in the FdSc, BSc, MSc, PG Dip, PG Cert and Grad Dip Courses, and the Strands, Intramural Clinical Rotations, Electives and Research Project 2 of the BVetMed.
- 2.2 Module Reviews are not currently requested for the MVetMed 'B' Modules (old MVetMed curriculum).

### **3. ASSOCIATED DOCUMENTS**

Module or Strand Review forms  
BVetMed: Rotation Review forms  
Annual Quality Improvement Report forms

### **4. PROCEDURE**

#### **Modules**

- 4.1 After the conclusion of each module, when the analyses of the student module surveys have been received, the Module Leader should seek the comments of teaching staff involved in the module to complete the Module Review. The PG Dip in Veterinary Clinical Practice Module Leaders will complete one Module Review per academic year to cover all four modules within each of the specialist areas, such as Equine, Production Animal, Small Animal, Exotic Animal and Pathology.
- 4.2 The Module Review form should detail any proposed changes to the module and to assess how successfully it ran. The Module Leader will forward the completed Module Review form to the Academic Quality Administrator and to the Course Director/Year Leader for consideration when they write their Annual Quality Improvement Report.
- 4.3 The Academic Quality Administrator will file and upload the Module Review form to the intranet for internal access only. Module Reviews will be used for Institutional Audit, quality assessment and accreditation.
- 4.4 Annual Quality Improvement Reports (AQIRs) are submitted to a sub-group of the Teaching Quality Committee and also to the relevant Course Management Committee. Please refer to the quality procedure for 'Monitoring and Review of Courses' for further details on how AQIRs are

processed. Changes to modules are outlined in the AQIR Action Plan which is forwarded to the Learning, Teaching and Assessment Committee.

### **Strands 'BVetMed'**

- 4.5 All Strands will be reviewed annually at the end of teaching in each academic year, when the analyses of the strand survey has been received. The Strand Leader should seek the comments of teaching staff involved in the strand to complete the Strand Review.
- 4.6 The Strand Review should detail any proposed changes to the strand and to assess how successfully it ran. The Strand Leader will forward the completed Strand Review form to the Academic Quality Administrator and to the Year Leaders for incorporation of relevant material in their Annual Quality Improvement Reports.
- 4.7 The Academic Quality Administrator will file and upload the Strand Review forms to the intranet for internal access only. Strand Reviews will be used for Institutional Audit, quality assessment and accreditation.
- 4.8 Annual Quality Improvement Reports (AQIRs) are submitted to a sub-group of the Teaching Quality Committee and also to the Undergraduate Medicine Course Management Committee. Please refer to the quality procedure for 'Monitoring and Review of Courses' for further details on how AQIRs are processed. Changes to strands are outlined in the AQIR Action Plan which is forwarded to the Learning, Teaching and Assessment Committee.

### **BVetMed - Intramural Clinical Rotations (IMR)**

- 4.9 All Rotations will be reviewed annually by the Rotation Leader, once rotations are complete for the intake of BVetMed students.
- 4.10 The Rotation Director receives Rotation Reviews from each Rotation Leader in order to write their Annual Quality Improvement Report for IMR.
- 4.11 The Academic Quality Administrator coordinates forwarding all Rotation Reviews to the Rotation Director.

### **BVetMed - Electives**

- 4.12 The Elective Director receives student and staff survey results and uses these to inform their Elective Annual Quality Improvement Report.

### **BVetMed – Research Project 2**

- 4.13 The Research Project 2 Director receives student survey data throughout the fourth and fifth year of the BVetMed (Intramural Clinical Rotation Cycle). They record general points of praise, concern and forward looking action and provide this to the BVetMed Course Director for inclusion into their Annual Quality Improvement Overview Report.