

## **UKMED Advisory Board**

### **Terms of reference – to be confirmed**

#### **Background**

- 1** The UK Medical Education Database (UKMED) reflects a shared vision of data contributors, students and doctors to raise standards in medical education through a high quality database which can improve our understanding training pathways and support robust research into students' and doctors' progress and the assessment hurdles at each point on the pathway.
- 2** Each organisation involved in UKMED has a separate set of responsibilities and priorities but each also has a large stake in ensuring medical education is fair and supported by high quality evaluation.
- 3** In the pathfinder pilot phase the development of UKMED was guided closely by the UKMED Development Group, comprised of data contributors across the four countries, data subjects and independent academic input supported by the Medical Schools Council (MSC) and the General Medical Council (GMC). This ensured that the development of the database has been guided by those responsible for regulating, funding and delivering medical education as well and the students and doctors engaged in it.
- 4** As UKMED moves to a business as usual model, it is proposed that the UKMED Development Group is formalised and renamed the UKMED Advisory Board to reflect the continuing importance of this forum in providing advice on the development and use of the database.

#### **Legal Arrangements**

- 5** Those contributing data will remain data controllers according to their existing arrangements for using the data they hold. This means that they can receive and deal with research requests for their own information independently of UKMED.
- 6** The UKMED database is held at the GMC and data are shared by contributors with the GMC under data sharing agreements. The GMC is then sole data controller in respect of the use of the data shared into the UKMED database by UKMED participants.

- 7** As such the GMC has the legal responsibility to ensure that all agreements with data providers are adhered to absolutely. None of the boards, sub-groups or organisations participating in this project may require the GMC to take any action which would compromise its role as the Data Controller.

## **Purpose**

- 8** The overarching purposes are:
- a** To provide advice to the GMC as data controller on the development and use of the database.
  - b** Support the MSC in the development of the website and communications.
  - c** To work within members' own organisations and together across organisations and networks to promote UKMED and optimise the use of the database within financial constraints to secure fair, high quality medical education.
- 9** Specifically, the UKMED Advisory Board will:
- d** Support the strategic development of the database, and provide advice on data use, including:
    - i** The prioritisation of issues or research questions for exploration
    - ii** The development of routine or ad hoc reports on education and training or training pathways, and consequently,
    - iii** The prioritisation of new data sets.
    - iv** Identification of any requirements their organisations or stakeholder networks may have that could affect the collecting, storing, sharing and reporting on the data.
  - e** Receive reports and recommendations from the Research sub-group as to outputs and future research avenues and provide advice on any risks, concerns and opportunities presented by the findings
  - f** Work closely within members' own organisations and networks to enhance the quality of medical education data.

## **Frequency**

- 10** The Advisory Board will meet approximately two times per year, in line with the database development and research application cycles.

## **Approach**

- 11** Advisory Board members are responsible for consultation within their respective organisations. The UKMED Advisory Board assumes that they are representing their organisation as whole and have the required mandates so to do.
- 12** To ensure that each organisation's and stakeholder networks' views are taken into account, in the event that members are not able to attend, they will endeavour to provide feedback on papers and/or nominate a representative to attend in their place.
- 13** The GMC and MSC are committed to seeking the advice of the Advisory Board at each stage, and particularly with regard to the reports that are published and the research proposals that are approved.
- 14** The Research sub-group's review of emerging research findings will be discussed in the Advisory Board prior to publication. Advisory Board members agree to not disclose discussions in order not to prejudice the publication of research reports.
- 15** The Advisory Board will be informed of research findings and may make recommendations but it will NOT block any unfavourable or controversial findings.

## **Membership**

- 16** The Advisory Board will be chaired by Professor Steve Thornton Vice Principal (Health) Queen Mary's University London.
- 17** The Board will include data contributors and organisations who may, in time contribute data which will help future-proof the UKMED database. Table 1 indicates the current and future proposed membership of the Board.

**Table 1 UKMED Advisory Board membership**

Organisation	Data Contributor
Academy of Medical Royal Colleges	Yes – on behalf of individual medical colleges and faculties.
AoMRC Academy Trainee Doctors Conference of Postgraduate Deans	No - representing the data subjects
BMA Medical Students Committee.	No - representing the data subjects
BioMedical Admissions Test (BMAT),	Potential future data contributor
Conference of Postgraduate Medical Deans of the United Kingdom (COPMeD)	Yes
Graduate Australian Medical School Admissions Test (GAMSAT)	Yes
General Medical Council	Yes
Health Education England	Yes
Medical Schools Council	Yes
NHS Education Scotland	Yes
NIMDTA	Yes
UK Clinical Aptitude Test (UKCAT)	Yes
UKFPO	Yes
Wales Deanery	Yes
Independent academic	No
Research subgroup chair	No

**18** The representatives named in Table 1 may nominate deputies to attend a given meeting by contacting [Info@ukmed.ac.uk](mailto:Info@ukmed.ac.uk) in advance.

## Review

**19** The chairmanship and membership of the group will be reviewed in 2018, following one full cycle of business as usual activity. The current Chair would be permitted to stand for election for one further term of three years.