FACULTY OF HEALTH SCIENCES
FACULTY UNDERGRADUATE EDUCATION COMMITTEE

GOVERNANCE STRUCTURE OF UNDERGRADUATE PROGRAMMES

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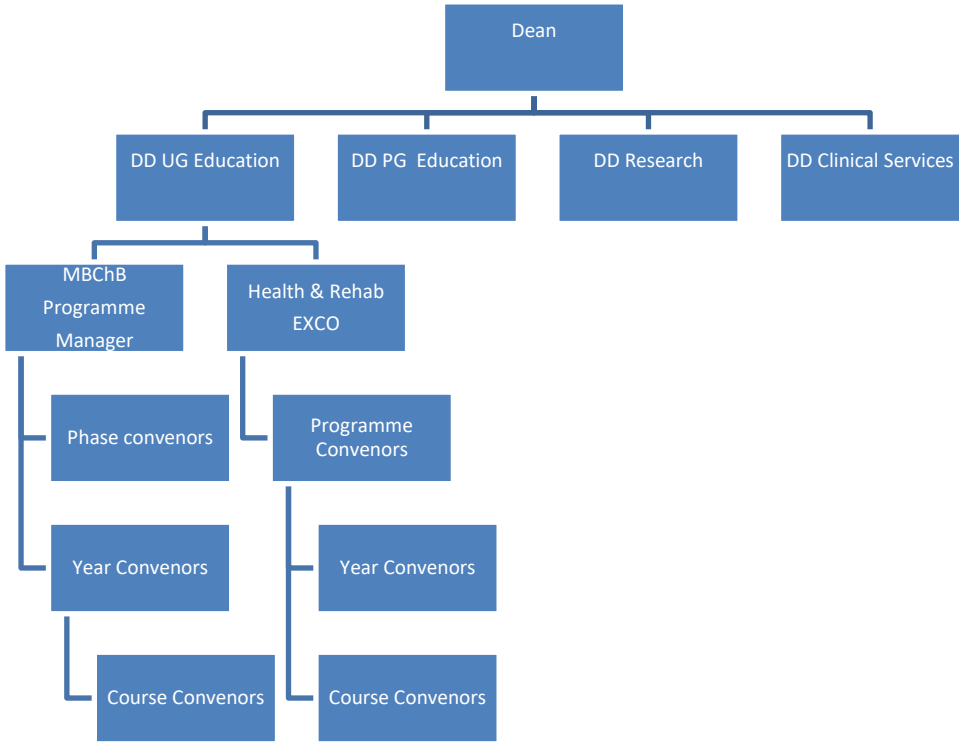
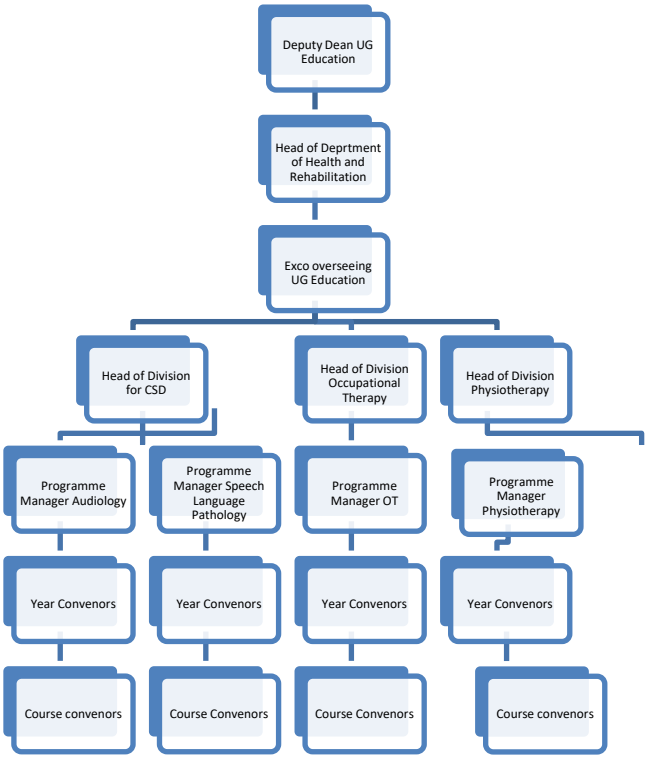
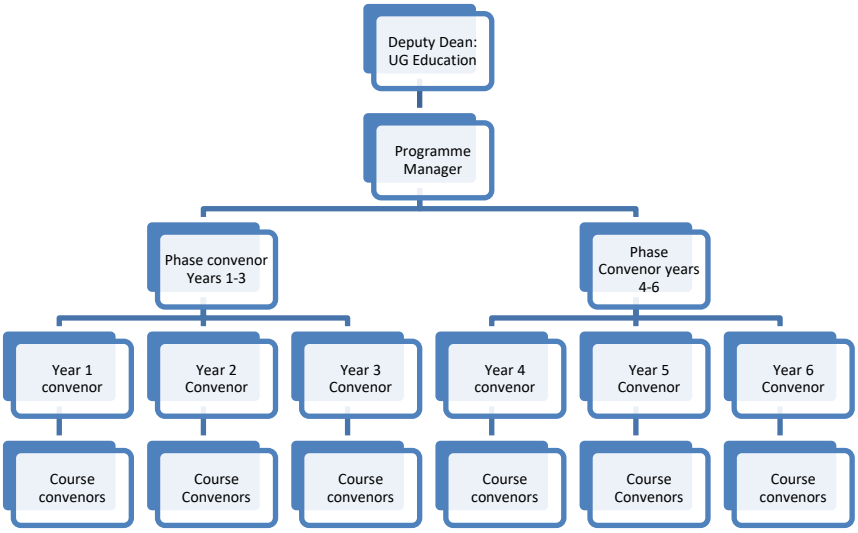
1. Governance structure of undergraduate education



Governance Structure for the Health and Rehabilitation Programmes



Governance Structure for the MBChB Programme



2. Dean

The Dean of the Faculty of Health Sciences is expected to provide strategic and operational leadership, direction and management of the Faculty. This includes the area of UG Education. The Dean works within the complex internal and external environment to create an atmosphere of scholarship and research in the field of health sciences education. The internal environment consists of the University and the Senior Leadership Group, the various Departments in the Faculty, and the various Divisions and UG programmes. The Dean is expected to participate in University administration and represent Faculty UG Education interests there.

The Dean is expected to relate to the Deans of the other Health Science Faculties in the country, and to share issues and challenges with respect to UG Education.

The Dean works with the authorities of the Health Department of the Provincial Government of the Western Cape (WCG) and the National Health Laboratory Services (NHLS). The Dean is expected to engage with these authorities on negotiations and developments relating to the academic platform required by the Faculties in the Western Cape for teaching.

The Dean is expected to encourage the recruitment and appointment of the best possible academic staff and students. In so doing the Dean would be expected to fulfil the commitment of the University to employment equity and redress and to make appointments that would actively reflect the diversity of the country.

3. Deputy Dean UG Education

The Deputy Dean: UG Education provides leadership and strategic direction for all the UG programmes in the Faculty and oversees Student Development and Support.
In this regard the DD: UG Education is expected to:

- Develop a vision for UG Education in consultation with the Dean, Senior leadership of the Faculty and programme managers
- Provide strategic leadership in the area of UG teaching and learning in consultation and collaboration with Faculty Leadership and the Head of Department of Health Sciences Education
- Manage committees in the Faculty in relation to UG teaching and learning

- Consult with UG students through their representative bodies
- Provide support to student bodies
- Oversee HPCSA inspections of the UG programmes
- Oversee functioning of Early Warning Systems in the Faculty
- Represent the interests of UG Education at Faculty Board, senate and other university structures
- Attend to or delegate administrative matters of UG Education
- Chair or delegate Examination Boards related to UG education
- Ensure expenditure according to approved budget for UG Education
- Manage the administration around teaching and research in relation to UG Education
- Be responsible for equipment and assets assigned to the Faculty for UG Education
- Oversee of UG student placement on the clinical platform

4. Heads of Department and Heads of Division

Heads of Department and Heads of Division (those HODivs - responsible for UG Education programmes) are expected to provide strategic direction, relevant to South Africa and the African continent, for teaching within their departments. They are expected to promote teaching and clinical training that utilises interdisciplinary, multi-professional, collaborative approaches. They are also expected to:

- Develop appropriate curricula that includes a focus on the primary health care approach, issues related to human rights and equity and health service provision across the different levels of the health care system (primary, secondary, tertiary)
- To oversee regular reviews of the curriculum and that ensure the curriculum is modified to ensure relevance
- Appoint and deploy academic teaching staff to ensure effective teaching and learning
- Deploy academic teaching staff and administrative staff to ensure efficiency and effectiveness in the department's educational process
- Develop staff as part of the Department's approved equity plan and develop strategies for succession planning
- Ensure the appointment of a departmental education committee and ensure that it meets regularly to discuss issues related to undergraduate education
- Hold regular departmental seminars (at least once a month) to promote intellectual vigour and rigour in the discipline/profession. Teaching and learning should be a standing item on the agenda for such meetings
- Ensure that effective quality assurance processes are in place for all teaching. This includes regular assessments of programmes and teaching by students. Review assessments and external examiners' reports, to ensure that problems are addressed swiftly
- Ensure that external examiner recommendations, as well as relevant recommendations from the HPCSA Accreditation Team as reflected in the latter's accreditation report, are effectively addressed
- Have effective and efficient standard operating procedures (SOPs) for students to report potentially serious problems (such as non-arrival of lecturers) direct to the HODs office, to enable the HOD to deal with the problem immediately. Give speedy feedback to students
- Have effective and efficient SOPs for managing DPR and other disciplinary issues reported by convenors
- Approve all new courses and significant changes to curricula before submission to Faculty Board via Faculty Office
- Attend meetings of the UG Education Governance Committees to present new proposals when required
- Attend Faculty Examination Committee.

5. Programme Convenor / Manager

The programme convenor or programme manager in the Faculty of Health Sciences is appointed by the Dean in consultation with the MBChB HODs Exco or the H & R Exco to oversee the efficient management and functioning of a programme e.g. the MBChB programme, BSc (Physio) etc.

A programme is defined by the university as a purposeful and structured set of learning experiences that leads to a qualification. It is the purpose of a programme which gives rise to its learning outcomes, assessment and structure. A programme is therefore defined as a coherent combination of courses/units of learning, expressed in an outcomes-based format, which leads to a qualification. A programme has recognised entry and exit points (qualifications) and usually comprises core courses (compulsory for all students on a particular programme in the Health Sciences Faculty).

The Programme Convenor is expected to provide leadership in the development and transformation of the curriculum within a programme and ensure that the courses in the programme are aligned with the programme philosophy and the graduate profile.

Responsibilities of Programme Convenors

- Liaise with the Dean and Deputy Dean (UG Education) and Heads of Department regarding the programme;
- Ensure that the aims of the curriculum are met and are based on the Lead Theme of the Faculty, the PHC Approach
- Manage all matters relating to the programme, including chairing the programme committee;
- In partnership with the HODs or HODiv, oversee an annual review of the curriculum, including all proposed changes to ensure continued adherence to the programme objectives as well as articulation and coherence
- Review and propose revisions to the relevant sections of the Faculty Handbook on an annual basis
- Oversee articulation and coherence of curriculum (including assessment) within the programme;
- Coordinate curriculum development and planning meetings;
- Liaise with phase, year and course convenors on the curriculum, content and the management of each year of the programme;
- Maintain all curricula documents;
- Represent the programme on the appropriate governance structures for UG education in the Faculty.
- Consult with and advise year and course convenors regarding student and external examiner feedback;
- Strategically address the external examiner recommendations;
- Liaison with year convenors or course convenors regarding guidelines and requirements of the programme;
- Maintain all curriculum documentation;
- Receive and address student concerns regarding the programme that cannot be dealt with by the course or year convenors; and

Reports to:

Dean and Deputy Dean responsible for UG Education and Heads of Department.

6. Phase convenor

A phase convenor, appointed by the MBChB HODs Exco, is a specially appointed co-ordinating convenor to assist with the management of the programme. The complexity of the MBChB programme means that it is no longer viable to manage this programme with just the programme manager, year convenors and course convenors. The phase convenors (looking after the phases of

years 1 – 3 and 4 – 6) are being appointed to assist the programme manager with the management of the programme, regular reviews of the programme and articulation of the programme between the two phases.

Responsibilities of the phase convenor

- Lead the design team for the phase;
- Annually review the design of the programme to ensure adherence to the programme objectives as well as coherence and articulation within the phase;
- Represent the phase in the structures of the educational governance system of the faculty;
- Work closely with the Programme Manager to ensure the overall objectives of the curriculum are met;
- Work with the Programme Manager and year convenors to ensure that the that the aims of the curriculum are met and is based on the PHC approach
- Convene and chair Test Board Meetings (years 1 – 3) where required, to monitor student progress;
- Act as Deputy Programme Managers and assume the duties of Programme Manager in the absence of the programme manager;
- In the modular system, in consultation with the year convenors and UG Administrator, sign off on progression of students to the next year of study or graduation.
- Work with the UG administrator appointed on specialised rotations for students with courses outstanding from the previous year;
- Work with the programme manager, the year and course convenors on the review of the rules for the programme; and
- Work with the HODs of the phase to ensure that adequate resources are allocated for teaching and learning.

Report to:
HODs of the phase, programme manager

7. Year convenor

The Year Convenor is a specially appointed co-ordinating convenor, introduced by the Faculty of Health Sciences in 2002. They are appointed by custodial departments (the department that takes responsibility for that year) and report to the Programme Manager, phase convenor and the HOD of the custodial department.

The Year convenor is responsible for ensuring that there is coordination between the various aspects of the courses in that year and that there is smooth functioning of all courses in that year of study.

Responsibilities of the year convenor

- Lead the team of course convenors for the year;
- Represent the year on the relevant committee structures in the educational governance system of the faculty e.g. Programme Committee, Phase Committee;
- Work closely with the phase convenor to ensure the overall objectives of the curriculum are met for that year;
- Management of the programme for that year in collaboration with course convenors;
- Ensure that all important information and decisions made at the programme committee level are relayed to the course convenors of the year and meet regularly with course convenors of that year;
- Consult and cooperate with academic staff and have power to act in consultation with the HOD, the phase convenor and the Programme Manager;

- In the modular system, work with the phase convenor and the UG Admin office on rotations for those students who have courses outstanding in the year and sign off on students who have completed all courses for the year;
- Ensure that students have access to Student Support Services if required;
- Monitor student performance across the year and ensure that students have access to appropriate academic support if required;
- Receive and address student concerns regarding the year that cannot be dealt with by the course convenors;
- Meet regularly with student class reps; and
- Attend and participate in relevant Test and Exam Board Meetings.

Report to:
To custodial HODs, Phase convenor and Programme Manager

8. Course Convenors

A course convenor is appointed by the HOD or Head of Division (HODiv) to manage the course and is responsible for determining the course content in collaboration with the HOD, the year and phase convenors and the programme manager.

Responsibilities

- Liaise with the HOD, HODiv, Programme Manager, phase and year convenors and teaching staff on the selection of Syllabus (course content) and appropriate timetabling;
- Provide a course outline and review and update this regularly;
- Liaise with lecturers on the course and ensure lecturers are informed of their teaching commitments;
- Schedule teaching for the course;
- Track student performance and arrange for academic support, if necessary;
- Ensure alignment of teaching and assessment methods with learning outcomes for the course;
- Ensure that teaching, assessment and learning outcomes are aligned for the course with those of the previous years;
- Oversee the teaching processes (including: selection of lecturers and facilitators, assisting the EDU with training of clinical educators and PBL facilitators, refining the teaching material, attend curriculum design meetings, oversee production of teaching materials);
- Ensure that assessment methods are reliable and valid in terms of UCT's Assessment Policy;
- Ensure that arrangements for assessments (numbers of invigilators, processes) are in keeping with UCT policies;
- Oversee assessment activities (including: call for questions, compile examinations, ensure internal and external moderation processes, run exams, oversee marking procedures, preparation of spreadsheets of marks, submission of marks, present at test and exam boards).
- Submit nominations of external examiners to the Faculty Academic Admin office by due dates;
- Design and implementation of course/module evaluations and appropriate follow-up on findings from evaluations;
- Preparation of course timetables and attend timetabling meetings;
- Liaison with external examiners and follow up of external examiners reports;
- To attend meetings of year committee and phase committee;
- Maintain all communications on Vula;
- Attend and participate in relevant Test Board Meetings;
- Ensure that students have access to Student Support Services if required; and

- Monitor student performance and report to the HOD/HODiv any difficulties.

Report to:
To HOD or HODiv, Year convenor, phase convenor and Programme Manager

9. Departmental course administrators

Operational:

- Go on all relevant PeopleSoft training, including refresher training every year.
- Immediately after registration, print class lists from PeopleSoft and send unregistered students to the Faculty Office.
- MBChB years 4 to 6: On receipt of block rotations from Faculty Office, break down groups into sub-groups for placement at clinical sites.
- In term of tests and examinations:
  - Work with course conveners to plan examination dates.
  - Upload raw marks after a test or exam and first print out a schedule for physical checking and sign-off by course convener before posting results.
  - Meet due dates for all requests for test board and examination results (including sup and DE results direct to central Exams Office)
  - Submit nominations for external examiners. Submit claims forms with all support documents to Faculty Office and track payments with Exams Office. Ensure that external examiners reports are obtained.
  - Enter invigilators on Exams website and confirm final timetable by printing and signing web-based confirmation form.

  What administrators may not do (this is responsibility of a course convener):
  - Work out or apply formulas to calculate year marks.
  - Add up marks in exam scripts.
- After consultation with course conveners, capture teaching patterns into PeopleSoft during Scheduling of Classes (August). Fix errors referred back by Faculty Office.
- Serve as contact person for student queries. Liaise with course convener and Student Support in Faculty Office about short and long leave of absence.
- Obtain “extra time” approvals from Student Records (for Health Sciences courses) and Exams Office (for service courses that we offer to other faculties) in advance of examinations and inform conveners.
- Work with course convener and Faculty Office to ensure that course conveners submit handbook updates by due dates, to ensure publication of Faculty Handbooks by due dates.

Report to:
To HOD or HODiv, Senior Departmental Administrator, Course Convener