

Report Addendum

Programme provider:	Royal College of Surgeons-LDS
Education Quality Assurance (EQA) Lead:	Natalie Watson
Education Associates (EAs)	N/A
Date of review:	18/01/2024

Summary

Following inspection activity, The Royal College of Surgeons England were given actions to address within a specified timeframe for the LDS programme. Progress monitoring has been undertaken by the EQA team to review what improvements have been made, to ensure that the actions outlined in the report have been appropriately addressed.

In January 2024, The Royal College of Surgeons England were subject to the EQA progress monitoring process. Updates were provided in relation to progress made against the report actions. The EQA team requested evidence to provide assurance of the progress made and to determine if any changes could be made to the requirements.

Out of the five “partly met” requirements outlined in the inspection reports, the following requirements have now been moved to “met”:

Requirements 9,10,11, 20 and 21.

Action Number	Progress
<p>1. RCS Eng must review/Audit the QAF at earliest opportunity</p>	<p>The LDS was subject to a QA Audit in July 2023. Evidence has been provided.</p>
<p>2. RCS Eng must formalise a process for auditing/reviewing QAF/policy docs within appropriate timeframes</p>	<p>A policy has been written that formalises the requirements for the review of policies relevant to Dental examinations.</p> <p>It states: <i>Review of examination policies of policy documents should include a date on which they were drafted, as well as a date for revision.</i> <i>This date should be three years from the original publication date, or sooner where circumstances necessitate review and/or revision.</i></p> <p><i>This applies to, but is not limited to, the following examination policy documents:</i></p> <ul style="list-style-type: none"> • <i>Appeals Policy</i> • <i>Candidate Code of Conduct</i> • <i>Examination Regulations</i> • <i>Mitigating Circumstances Policy</i> • <i>Reasonable Adjustments Policy</i> • <i>Suspected Candidate Misconduct Policy</i> <p>Review of examinations processes: The same periodic review approach should apply to the routine audit of quality assurance processes for each examination, as captured by the Quality Assurance Framework. Such audits should be carried out every three years for each examination, referencing each element of the framework to ensure that activity continues to comply with its requirements.</p>

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<p>3. RCS Eng must improve the recording of meeting minutes and action logs to improve the audit trail for part lead/core group/exam board meetings. These should be stored centrally.</p>	<p>A common agenda / action log document has been introduced for all Core Group meetings whereby a record of activity for each meeting must be recorded. This is used both for Quality Assurance purposes and to ensure examiners are appropriately reimbursed for any work carried out. Evidence has been provided.</p>
<p>4. RCS Eng should consider the terminology used in the mark sheets and ensure Examiners understand the descriptor language</p>	<p>Marksheets for the Part 3 were simplified for the September 2023 and December 2023 diets. Evidence of this change was captured in the Examiner and External Examiner feedback from the September 2023 diet and remains an ongoing focus for the Part 3 core group.</p>
<p>5. RCS Eng should require Examiner calibration with suitable artefacts, prior to marking Candidates clinical work.</p>	<p>Calibration was carried out with artefacts at both the September 2023 and December 2023 Part 3 diets. This is evidenced in the External Examiner feedback.</p>
<p>6. RCS Eng must formally acknowledge Candidate/Examiner and EE feedback and create an action log which is regularly reviewed to monitor progress of improvements made</p>	<p>An action log has been created to review EE comments and has been provided. It is not possible to acknowledge individual candidate feedback as this is submitted anonymously, however minutes of Exam Board meetings show that candidate feedback is routinely gathered and discussed. When deemed relevant, this is included on the action tracker.</p>

7. RCS Eng must Improve candidate Information on the website and in Exam scenarios.

Candidates now receive a prerecorded video briefing for the Part 3 examination, sent one week before the diet takes place. Additionally, new candidate guidance documents have been produced for the Part 2 OSCE, Part 2 Unseen Case examination and Part 3 Practical Clinical Skills examinations.

These are available on the College website:

<https://www.rcseng.ac.uk//media/Files/RCS/Educationandexams/Exams/ldsdocs/LDS2022DocsandRegs/LDSPart3-CandidateGuidance.pdf>

All of the examination pages of the College website are under review and will be restructured in Q1 of 2024 to improve navigation and availability of information for candidates across our surgical and dental examinations. The scope of this project means that it has not been possible to independently change the LDS pages. However, the guidance documents above have been produced in order to provide candidates with key information for each of the facetoface / practical elements.