



PPS SCM LEADERSHIP WORKSHOP AT THE HILTON HOTEL

Welcome to our May update. Our aim is to ensure that we keep our SCM members up to date with events as they unfold. If you have any suggestions, constructive feedback about how we can improve or add value to our update, please feel free to email: dlovan@ukzn.ac.za

SCHOOL NEWS

• UKZN/DOH JHE AGREEMENT

The College has made great strides this semester with regards to the Joint Health Agreement discussions with the Department of Health, expansion of our Decentralized Clinical Training Programme (DCTP) into Dundee and Hlabisa sites, ground-breaking research studies that received international recognition.

In terms of our "Grow Our people" strategy, the College has embarked on a number of training workshops for staff and students that would improve relations and develop strong leadership skills. These have been scheduled for the month of May and June and includes Leadership Development Training and Emotional Intelligence Courses. Each of the workshops have included aspects of team building. Please make use of these opportunities provided.

In an effort to save on transportation costs, especially in our DCTP sites, the College has purchased a number of Toyota Avanza's which will assist in the transportation of our students to and from hospitals within the sites. We continue to develop the DCTP sites and currently the implementation of refurbishment and development projects is in the pipeline at Port Shepstone Hospital, King Dinuzulu Hospital, Townhill Hospital, Northdale Hospital and Prince Mshiyeni Memorial Hospital. We are also in the process of expanding accommodation at each of the sites for our current students and in preparation for the new intake of Nelson Mandela-Fidel Castro Cuban Collaboration medical students.

GRADUATION STATISTICS

- 10.5% of the University's graduates were from the College of Health Sciences
- We awarded 387 Postgraduate qualifications and 652 Undergraduate degrees
- Top Achievers: 81 Cum Laudes and 53 Summa Cum Laudes
- Gender ratio: 70.74% female and 29.26% male
- Racial Demographics: 64.77% African, 27.16% Indian, 2.40% Coloured, 5% White and 0.67% Other

WORKSHOPS

The School of Clinical Medicine (SCM) partnered with PPS for professionals to host a Leadership Development workshop at Durban's Hilton Hotel for the heads of departments, and professional services staff as well as Department of Health Heads of Clinical Units. The workshop was well attended and we had very positive feedback from all the attendees and a request to have more of such workshops.

UNDERGRAD NEWS

• CUBAN COLLABORATION 2019 PLANS

There will be 126 students arriving from Cuba in July. The date of their arrival has not yet been confirmed. The Department of Health has confirmed the advertisements of posts over the weekend of the 1/2nd June in the local newspapers.

• LOCAL CONGRESS ATTENDANCE FOR UNDERGRADUATE MEDICAL STUDENTS

The following Disciplines will be hosting local Durban based congresses this year and will invite undergrad students to attend. An invitation will be sent out closer to the date. We are grateful to the HOD's of the following departments for creating once in a lifetime opportunities for our young doctors to be exposed to their specialities thus initiating an interest for future careers in their disciplines.

- o ENT – 5 students
- o Orthopaedics – 5

POSTGRADUATE NEWS

- **SUBSPECIALTY TRAINING**

The DOH has placed a moratorium on the registrar appointments for subspecialty training. The intake of subspecialty registrars needs approval via the combined Steering committee (UKZN and DOH) Head of DOH. The (SCM) UKZN cannot register students for subspecialty training and no paperwork (i.e. Form 9) will be completed unless the student is registered for a formal qualification in the school.

- **SECOND SEMESTER REGISTRATION DATES**

All registrars should be registered as students at the UKZN in accordance with the rules governing the MMED qualification. Semester 2 registration for 2019 is planned from 8 July 2019 -19th July 2019.

- **SUPERVISOR EVALUATIONS:** We are still awaiting feedback from QPA.

- **INTENTION TO SUBMIT FORM**

According to Rules MR8 for Masters and DR8 for Doctoral students, an "intention to submit" form MUST be submitted 3 months before the dissertation/thesis is to be submitted for examination. In the event that the student fails to submit the thesis for examination within the next six months following the submission, the notice will lapse and a further notice of intent must be submitted.

The PG administrative process, use the time between the students' submission of the intention to submit form and the actual submission of the thesis/dissertation to communicate with the supervisor to appoint suitable examiners and to confirm the availability of examiners for assessment. Some students are submitting the "intention to submit" form at the same time as when they present their research project report for assessment and mistakenly assume that the concurrent submission will fast-track the examination process.

- **MMED THESIS BY PUBLICATION FORMAT**

Is the preferred format to be used for the submission of the research component of the MMED dissertation. A template can be accessed from any PG administrative officer.

- **HPCSA UPDATE: MINIMUM REQUIREMENTS FOR RESEARCH (CIRCULAR 10.04.2019)**

The HPCSA board noted irregularities across institutions regarding the signing off of registrars which should happen after completion of ALL the modules of the MMED degree. The board resolved that the research component should only be considered as done, and the registrar can be signed off if the research:

1. was based on a relevant research protocol,
2. followed basic research methodology and,
3. the study/manuscript was marked by an **external examiner** or had been published.

- **THE HIGHER DEGREES MANAGEMENT SYSTEM (HDMS)**

This system is used at the UKZN to keep track of all registered students. It functions to ensure that each PG student is linked to a supervisor, and registered for a study/ module and/or degree. All module marks and the outcome of examiner reports are captured on the system and students' academic reports are generated from the system.

The system is electronically linked to all administrators (supervisor, Dean/Academic leader Research) who need to approve the module/study or other aspects of the degree.

The names of registered students all appear on this system and after capturing the final year results, the system is used to generate a graduation list.

Evidence from students who withdraw, or suspend their studies for legitimate reasons are linked to the system and re-applications are also noted. Students who are not registered students for the prerequisite number of semesters as specified by the rules will not be permitted to graduate.

The Higher Degrees Management System (HDMS) is thus essential in the processing and managing of the higher degree qualifications from inception to examination. All users should be able to attach documents and make submissions online, and review information such as the current status of a submission or comment on decisions made by other users.

The main phases of the HDMS include:

1. Application approvals (by supervisors/ALR)
2. Proposal and Ethical approval phase - decision integration with the Research Ethics RIG online system
3. Suspension Requests
4. Intention To Submit Notifications
5. Examination Submissions

- **RESEARCH IN GREATNESS (RIG) SYSTEM**

The Ethics module of the RIG system has been opened for use since 4 April 2019. This system allows researchers to submit Ethics applications to the Biomedical Research Ethics Committee (BREC) and the Human and Social Sciences Research Ethics Committee (HSSREC). Training has been offered and continue to be offered to staff/researchers

and members who deal with Ethics applications in each College, School, Centre and Unit. DOH supervisors/co-supervisors must be listed as honorary members of staff. Please provide a list to the PG administrator.

The RIG system will eventually consists of many modules and it is also the platform where staff update their Research Productivity. All supervisors, co- supervisors, honorary lecturers who are supervising projects must activate their profiles and update their qualifications on the system.

Members of staff are urged to log into the RIG system and verify each and every 2018 journal paper record submitted and validated thus far. All journal papers validated by the Research Office will have “Research Office review complete” status as shown in yellow below.

Should there be any of your 2018 paper with a status different to “Research Office review complete” at this stage, please query that by sending an email to “Productivity@ukzn.ac.za”. The annual PU record of staff will only reflect after all output categories (including books, chapters, conference proceedings, graduated students, NRF ratings...) have been validated by the Research Office.

- **THE MMED STANDARDISATION PROCESS**

The HPCSA board noted irregularities in the weighting assigned to the MMED qualification across institutions nationally. Institutions were requested to review the credits in the light of the Higher Education Qualification framework where a Masters qualification can received a min of 180 credits. The MMED at the UKZN was weighted at 720 credits and advice from QPA was to realign the MMED programmes as per SAQA guideline. The research component should be weighted at 25% of the overall number of credits. The schools in the CHS are in the process to get approval from the CAAB to amend the weighting of the 4 components of the MMED qualification as indicated below. The proposed change will not have any subsidy implications nor will it affect the content or quality of the programmes.

Component Parts of the MMED qualification	Credit weighting: Total 384 credits (%)
1. Research methodology	16 credits (4.16%)
2. Clinical and professional practice I	136 credits (35.25%)
3. Clinical and professional practice II	136 credits (35.25%)
4. Research Project	96 credits (25%)

- **HPCSA ACCREDITATION**

The date for the accreditation is on the 13th – 16th August 2019. The programme will be circulated once it has been received from the HPCSA.

- **INTERNATIONAL RECOGNITION OF STAFF**

The CIHR Canadian HIV Trials Network (CTN) awarded Dr Tivani Mashamba-Thompson a CTN Postdoctoral International Fellowship Award.

FACILITIES MANAGEMENT

- **Aircon** – Phase 2 has been completed. If there are any air conditioners or other facilities issues please contact cmsfm@ukzn.ac.za to report it.
- **Wi-Fi at teaching sites** – a meeting was held by the DCPS with ICS on 27 May 2019 to discuss all the network and Wi-Fi needs at all the relevant hospitals. A detailed plan of action with a priority list is being developed and work will begin shortly. Please Note: with the impending arrival of more NMFC students, it's imperative that the sites at which these students will be taught are up and running as a matter of urgency therefore established sites which require a small extension of connectivity may be further down the priority list BUT are on the list and will be attended to ASAP.
- **Electronic Noticeboard** – this has been installed at the Umbilo facing entrance to the Main Building. Disciplines wanting to advertise upcoming events are encouraged to engage with the College PR Manager, Maryann Francis, regarding the design and thereafter submit to the School Manager for publication. This is a great platform for advertising your meetings or any educational material. Please make us of it.
- **Investec Lounge** – this was damaged in the recent rains. The carpets have been cleaned, however, the other repairs to the wall, ceiling tiles, TV and decoder are part of an insurance claim and are with the central University office awaiting processing. The venue is, however, available for use.
- **Indoor Gym** – Due to the large scale of this project, the matter is being dealt with by UKZN IPP section and work is in progress.
- **Outdoor Gym** – This has been logged with CMS. Awaiting feedback.
- **Canteen Upgrade** – work is in progress and the current tenant will vacate the premises around September or

so. The vision is to also create a bigger canteen so that our KEH patients also have some kind of a convenience store. Logistics and planning will be discussed however our current CEO has given us full support.

- **New CEO:** Dr Thami Mayise who is our ex-graduate has been appointed as our new KEH CEO. Let us support him and give him a chance to implement his vision. He is young, energetic and full of bright ideas .Please feel free to engage with him.



HUMAN RESOURCE NEWS

Staff are requested to please take cognisance of the University Recruitment & Selection policy, Fixed Term appointment policy and Equity policy when embarking on the recruitment of research assistants/data capturers/field workers, etc. Please Note: The Equity Target is African Male and Female. Please ensure you submit a copy of the following documents with the appointment form: advert, selection panel report, CV of the appointee, certified copy of qualifications of the appointee which have been verified by College HR, certified copy of ID and proof of banking details of the appointee. If for some valid reason you need to employ a non-equity candidate, a completed “Employment Equity Target Deviation Report” must also be submitted.

Please Note: Such an appointment will require Dean and the DVC approval.

