



School of Health & Medical Sciences

Practice Advisory Board: Terms of Reference and Composition

Equality and Diversity Statement

City St George's, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction".

Freedom of Speech

City St George's, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law. See:

<https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech>. Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail

The University recognises that PSRB requirements will apply when students and staff are undertaking work in the context of a placement or regulated professional activity. Students and staff should therefore also be mindful of the standards and requirements that PSRBs expect in such professional settings

Purpose

The Practice Advisory Board's primary purpose is to maintain an effective partnership between SMHS and its associated practice partners in relation to PSRB regulated programmes.

Practice Advisory Boards will:

- i. Act as an information exchange forum, allowing for school and programme updates and issues to be shared with practice partners, and vice versa
- ii. Support SHMS overall and Programme Teams to ensure that practice elements of the programmes meet both City St George's and Professional, Statutory and Regulatory standards and requirements
- iii. Ensure that City St George's students experience an effective and inclusive learning environment with practice partners

- iv. Identify and support the professional development needs of external staff involved in delivering the practice elements of SHMS programmes relating to teaching and education.

Reporting

Practice Advisory Boards report into individual Programme Committees and have a reporting line to the Practice Education Committee (PEC), which itself reports to the Board of Studies, to ensure that quality and standards of provision are met.

The Practice Advisory Board supports the Programme Director and Programme Team in the effective management of the practice elements of the programme.

Composition

- i. Programme Director (PD)/Divisional lead (or nominee) or Relevant Academic Director of Practice (Chair)
- ii. Members of SHMS staff with strategic and operational responsibilities for practice elements of the programme(s): Academic Directors for Practice (ADPs), Practice Education Leads or equivalents;
- iii. Other members of the Programme team responsible for:
 - quality assurance of practice elements of the programme;
 - financing of practice elements of the programme;
 - equality, diversity and inclusion in the programme;
 - other staff members by reason of their role as determined by the Programme Committee e.g. admissions tutors, link lecturers, assessment leads
- iv. Senior staff with responsibility for teaching and supervision of City St George's students at practice partners¹ (or their nominated representative)
- v. The Programme Committee can appoint associate members who receive minutes and the action log but who do not attend the meetings
- v. The Secretary will be a member of staff from the student and Academic Administration Team.

The Committee has the authority to invite other members of School staff and/or service user/carers representatives to meetings for discussion of specific matters.

Specific Duties

1. Sharing school and programme updates and issues with practice partners, and vice versa, including:
 - 1.1. Relevant institutional and SHMS updates and policy changes
 - 1.2. Personnel changes
 - 1.3. Relevant updates from Programme Committee and Student-Staff Liaison Committee
 - 1.4. Recruitment and selection processes for the programmes
 - 1.5. Assessment of the practice elements of the programmes, including reporting concerns regarding professional behaviour and/or fitness to practice
2. Ensuring that practice elements of the programmes meet both City St George's and Professional, Statutory and Regulatory standards and requirements, including:
 - 2.1. Identifying and reporting any issues relating to placement capacity

¹ It is not expected that all providers will be able to be represented at an individual PAB If deemed appropriate by the relevant Programme Committee; All providers should have a representative on the circulation list for minutes/actions.

- 2.2. Identifying and reporting issues in the quality of practice elements of the programme
- 2.3. Assisting the programme team in ensuring service user and carer involvement across all aspects of the programme as required by PSRBs
3. Ensuring that City St George's students experience an effective and inclusive learning environment with practice partners, including:
 - 3.1. Ensuring that appropriate structures are in place to provide students with access to suitable resources and educational opportunities
 - 3.2. Ensure appropriate health and safety at work policies are implemented and monitored with regard to students on placement
 - 3.3. Identify mandatory training requirements for students prior to learning in practice
 - 3.4. Monitor and reflect on student feedback relevant to practice elements of the programmes, escalating important issues to ADPs, PEC and the Programme Director(s)
 - 3.5. Ensure practice elements of the programme are inclusive; actively monitoring and responding to issues that impact Equality, Diversity and Inclusion and reporting these to Programme Directors and PEC and appropriate Associate Deans.
 - 3.6. Ensure the effective implementation of the SHMS Raising and Escalating Concerns on Placements policy, and awareness other placement related policies.
 - 3.7. Maintain a data base of educational audits for each placement provider if required
4. Identifying and supporting the professional development needs of external staff involved in delivering the practice elements of SHMS programmes relating to teaching and education.
5. Ensure any areas of concern or notable successes/innovations are highlighted to the Practice Education Committee throughout the year.

Frequency of Meetings

- At least once per term², or more frequently as determined by the relevant Programme Committee(s).

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² If approved by the relevant Programme Committee, and with the ADPP, for smaller programmes or those with very distributed partner providers, some "meetings" may be held asynchronously, but should still have any key actions/points for noting minuted and shared with the relevant distribution list.