

Glossary of Terms		
A&E	Accident & Emergency	The health emergency services.
AMU	Acute Medical Unit	This is the area of the hospital where patients referred by general practitioners attend.
BST	Bedside Teaching	Bedside teaching is any teaching that takes place at or near the patient whether the patient is in bed, in clinic or in theatre.
CEC	Clinical Education Centre	There are currently 3 main medical school buildings. The CEC is the larger of the two buildings either side of the bridge at the South East corner of the Royal Stoke University Hospital site and it, along with the undergraduate medical school building (UGMS1) which is the other side of the bridge are shared with the nursing school and training for other professions allied to medicine. The final building is the David Weatherall building at the entrance to Keele university Campus 3 miles from hospital site.
Celcat	Timetabling Software	This allows staff to know what rooms are booked at any one time and what the teaching sessions planned for those rooms are.
DBS	Disclosure & Barring Service	A British government run system to check the background of volunteers, students and employee for criminal or vulnerable person safeguarding issues so that the organisation can reassure our clients that all reasonable steps are taken to protect them. This used to be known as the 'CRB check'.

		There are currently 3 main medical school buildings. The David Weatherall building is at the entrance to Keele university Campus 3 miles from hospital site and is the 'headquarters' of the medical school. The majority of first and second year medical school teaching is carried out here and much health related research is based here. On the hospital site the clinical education centre CEC is the larger of the two buildings either side of the bridge at the South East corner of the Royal Stoke University Hospital site and it, along with the undergraduate medical school building UGMS1) which is the other side of the bridge are shared with the nursing school and training for other professions allied to medicine.
DWB	David Weatherall Building	
ED	Emergency Department	The preferred name for the Accident and Emergency service premises
FEC Diary	Full Economic Costing Diary	
HEFCE	Higher Education Funding Council for England	The body that allocate funding for post 18 teaching
HFAC	Health Faculty	The group of teachers and administrators that offer health teaching and
HOS	Head of School	The person who leads the medical school and with whom the buck stops! Currently Professor Andrew Hassell.
KLE	Keele Learning Environment	A web based repository of course materials including timetables, reference documents and learning resources. This now has access to email, portals for submitting assignments and many other student information resources.
KMS	Keele Medical School	The official name of our medical school at Keele.
LP	Longitudinal Patient Component	A part of Year 3 of the medical course in which students are encouraged to follow up all significant patients that they encounter on the wards, clinic and theatre in order to find out the outcomes of illnesses, signs, symptoms and treatments. They should use these patients to view wider health provisions than just their current placement e.g. imaging department procedures, and also to observe patients in their community settings on discharge.

OSCAR	Objective Structured Clinical Assessment Report	This is a written assignment that students complete around a clinical case with preset areas for the report to include and a specified format.
OSCE	Objective Structured Clinical Examination	This is an examination format for testing skills and applied knowledge. It involves students going through a number of 'stations' where different skills are tested against set criteria. Clinical skills include practical procedures and any aspect of consultation from history taking and physical patient examination to explanation, data interpretation and treatment planning.
OSSE	Objective Structured Skills Examination	This is an examination format for testing skills and applied knowledge. It involves students going through a number of 'stations' where different skills are tested against set criteria. The skills may be clinical skills (see OSCE) or applied science skills.
RP	Real Patient	Real patients have kindly volunteered to take part in teaching and clinical student assessments "exams".
RSUH	Royal Stoke University Hospital	
SaTH	Shrewsbury & Telford Hospitals	The health trust that runs Shrewsbury and Telford hospitals
SCIMS	Student Database	This has names, addresses and examination results.
SIFT	Service Increment for Teaching	A sum of money given to a health care trust in order to carry out its teaching responsibilities
SLA	Service Level Agreement	The actions that a particular part of the organisation are signed up to delivering
SOM	School of Medicine	The administrative group that organises and delivers teaching and qualification in medicine i.e. the qualification that leads to becoming a doctor in medical practice.

SOP	Standard Operating Procedures	The written down steps that we should follow that relate to particular tasks.
SP	Simulated Patient	We are fortunate in Keele that simulated patient roles are often taken by professional actors for maximum fidelity to real life. Other times real patients are used and sometimes healthy volunteers can be used for non-acting roles.
SPRE	Staff Performance Review and Enhancement	This is the name of the Keele University staff appraisal system. All Keele staff are expected to have a yearly appraisal using this system.
SSC	Student Selected Component	This is a portion of the curriculum where students can choose from various options what clinical area they want to attend or activity that they want to carry out. Often student's can arrange their own period and topic of study within the parameters that are set by the medical school so long as these are agreed in advance. At Keele Medical School currently most SSCs are 4 weeks long and the students are expected to produce a written report which is marked by their supervisor along with attendance and work habits scores.
SSLC	Staff Student Liason Committee	A committee which meets 3 times a year to discuss student raised issues regarding the medical course. Issues for this committee are meant to be raised with year and site leads in a preparatory meeting that takes place approximately one month prior the SSLC
UGMS1	Undergraduate Medical School building	There are currently 3 main medical school buildings. UGMS1 is the smaller of the two buildings either side of the bridge at the South East corner of the Royal Stoke University Hospital site and it, along with the Clinical Education Centre (CEC) which is the other side of the bridge are shared with the nursing school and training for other professions allied to medicine. The final building is the David Weatherall building at the entrance to Keele university Campus 3 miles from hospital site.

UHNM	University Hospiptals of North Midlands NHS Trust	The hospital Trust encompassing the Royal Stoke University Hospital and the County Hospital.
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