

University of Otago Medical School
MB ChB Advanced Learning in Medicine (Years 4-6) Sub-Committee
Terms of Reference

Purpose / Whāinga

The MB ChB Advanced Learning in Medicine Sub-Committee (ALMSC) oversees and coordinates an integrated curriculum for years 4-6 of the MB ChB programme.

Relationships / Hononga

The sub-committee is responsible to, and reports to, the MB ChB Curriculum Committee (MCC).

The sub-committee liaises with the MB ChB Programme Director, Deans/Associate Deans, Heads of Departments and Advanced Learning in Medicine module conveners, and with the Otago Medical School Manager as required.

The sub-committee liaises with other sub-committees as required.

The sub-committee has authority to:

Direct Associate Deans Medical Education, Education Advisers and campus Curriculum Sub-Committees on the development of a coordinated and integrated curriculum throughout Years 4-6 of the MB ChB programme.

Represent the MB ChB programme in matters related to the transition to postgraduate practice.

Functions and tasks / Mahi

1. Design and implement the curriculum structure within Advanced Learning in Medicine.
2. Ensure core learning outcomes are optimally distributed across modules in Advanced Learning in Medicine for all sites.
3. Determine and direct distribution and coordination of learning opportunities across Advanced Learning in Medicine modules, and ensure equivalence across sites.
4. Ensure assessments are appropriately distributed across Advanced Learning in Medicine modules and end of year examinations (in liaison with MB ChB Assessment Committee).
5. Liaise with all sites on infrastructure, support and other matters relating to years 4-6 of the medical programme, as appropriate.

6. Develop, enhance and facilitate collaboration across sites to increase sharing of resources, expertise and good practice.
7. Liaise with the MB ChB Early Learning in Medicine Sub-Committee to promote integration of the MB ChB curriculum as a whole.
8. Initiate and receive reports on evaluations of relevant components of Advanced Learning in Medicine, and respond to the findings.
9. Recommend innovations in delivery of Advanced Learning in Medicine to the MB ChB Curriculum Committee.

Membership / Whakaurunga

- Associate Dean, Advanced Learning in Medicine
- MB ChB Programme Director
- Associate Deans Medical Education
- Director, Education Development and Staff Support Unit
- Education Advisers
- Director, Rural Medical Immersion Programme (or nominee)
- One regional Associate Dean
- One Associate Dean Student Affairs
- One Associate Dean Hauora Māori
- Associate Dean and Director, Early Learning in Medicine
- Co-opted members as required.

The convener will be appointed by the MB ChB Curriculum Committee convener and will represent the sub-committee as a member of the MB ChB Curriculum Committee, and on other committees as required.

As agreed with the Otago University Medical Students' Association, instead of student representation on this sub-committee, students' views are conveyed through their membership of school/campus curriculum sub-committees and the MB ChB Curriculum Committee.

Working methods / Huarahi whakatutuki

The sub-committee will meet regularly during the year, primarily by videoconference, but at least two meetings each year should be face to face.

Quorum for each meeting will be at least half the sub-committee. Each individual committee member will be counted for quorum and voting by the role/s held. If quorum cannot be reached, the convener has discretion to proceed with informal meetings.

With the convener's prior permission, a nominee may attend for a committee member to ensure representation of a specific role, subject to meeting the committee's need for balance of skills and continuity of attendance.

The sub-committee will aim to work in a collegial manner, through its members and across the sites and constituent groups.

When appropriate, a report of key points from each meeting will be provided to the MB ChB Curriculum Committee, including issues requiring consultation with other committees.

The sub-committee will develop and regularly review a schedule of goals and priorities, and review its membership and terms of reference annually.

The sub-committee will be supported by arrangement with the Otago Medical School central administration.

Dates for the following year should be provided to the Otago Medical School central administration for inclusion on the central meeting schedule by 1 December.

Appendix 1

Current membership / Rārangi kaiwhakauru

Name	Committee membership status
Appointment pending	Associate Dean, Advanced Learning in Medicine
Professor Tim Wilkinson	MB ChB Programme Director (Acting convener)
Professor Lutz Beckert	Associate Dean Medical Education, University of Otago, Christchurch
Associate Professor Rebecca Grainger	Associate Dean Medical Education, University of Otago, Wellington
Associate Professor Ralph Pinnock	Associate Dean Medical Education, Dunedin School of Medicine
Dr Branko Sijnja	Director, Rural Medical Immersion Programme
Associate Professor Grant Butt	Associate Dean and Director Early Learning in Medicine
Joy Rudland	Director, Education Development and Staff Support
Professor Don Wilson	Regional Associate Dean
Dr John Adams	Associate Dean Student Affairs
Associate Professor Suzanne Pitama	Associate Dean Māori
Dr Tehmina Gladman	Education Adviser, University of Otago, Wellington
Anthony Ali	Education Adviser, University of Otago, Christchurch
Dr Megan Anakin	Education Adviser, Dunedin School of Medicine

Membership updated January 2019

Appendix 2: Delegations and authorities

	OMS level		MCC and subcommittees									
	OMS exec	OMS academic board	MCC	ALM csc	ELM csc	Campus csc	Map sc	Domain sc	MASC	MEREC	Admissions	eLICIT
Strategy	Review & endorse		Define and lead									
Admissions			Determine and direct									
Learning outcomes	Approve significant changes		Determine and direct	Ensure distribution across modules in ALM	Ensure distribution across modules in ELM	Ensure distribution / coordination across modules in campus	Moderate & recommend content and staging	Propose learning outcomes and staging				Support
opportunities	Approve significant changes		Delegate & approve	Determine & direct distribution / coordination across modules, and provision of equivalence across campuses	Determine & direct distribution / coordination across modules in ELM	Ensure distribution / coordination across modules in campus				Oversee / monitor	Create / enable	
assessment	Approve significant changes		Determine & approve	Oversee	Ensure distribution across modules in ELM	Ensure distribution / coordination across modules in campus				Oversee / monitor	Recommend & direct	Support
Curriculum structure	Approve significant changes		Determine and direct	Design within ALM	Design within ELM	Recommend and oversee implementation						
Course evaluation/QA			Determine and direct	Respond	Implement and respond	Implement and respond				Recommend, Implement and respond	Recommend, implement & synthesise	Support
Staff support	Direct		Determine and recommend									
Student support	Direct		Recommend									
Resources	Provide		Recommend									

Where any cell is blank, a committee can suggest/contribute