

University of Otago Medical School
MB ChB Professional Practice Sub-Committee
Terms of Reference

Purpose / Whāinga

The MB ChB Professional Practice Sub-Committee (PPSC) oversees a coordinated curriculum on medical professionalism, professional practice and related subjects throughout 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 and module conveners at each site 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:

Oversee, propose and monitor learning outcomes, learning opportunities, learning resources and assessments as they relate to professional practice.

Represent the MB ChB programme in matters related to professional practice in relationships with District Health Board groups and other relevant education providers.

Request information and advice from other sub-committees and from Associate Deans Medical Education and module conveners as required to fulfil the sub-committee's roles and functions.

Functions and tasks / Mahi

1. Propose and develop (including refining, reviewing and updating) professional practice learning outcomes and their optimal staging and levels of learning within the MB ChB programme, in liaison with the Curriculum Map Academic Lead.
2. Work with the MB ChB Curriculum Committee and other sub-committees to ensure professional practice is integrated in a coordinated manner within the overall MB ChB curriculum.
3. Liaise with other domain sub-committees to agree on curriculum outcomes of shared relevance.

4. Oversee and monitor professional practice learning opportunities across the MB ChB programme in liaison with the relevant curriculum sub-committees.

5. Oversee and monitor assessment of professional practice across the MB ChB programme in liaison with the MB ChB Assessment Sub-Committee.

6. Make regular reports and recommendations to the MB ChB Curriculum Committee.

Membership / Whakaurunga

- Specialist conveners from each School, or subject representatives from each School
- A representative Associate Dean Medical Education as required (also representing MB ChB Assessment Sub-Committee)
- Other persons with specific responsibilities or expertise in the field
- An Education Adviser

Invited members (welcome but not expected to attend all meetings, to receive all documents but not counted in quorum)

- MB ChB Programme Director

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 video or audio conference as preferred by the membership.

Quorum will comprise half the sub-committee, including at least one representative from each campus. 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.

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 / Rārangī kaiwhakauru (as at December 2018)

Name	Committee membership status
Dr Simon Walker	Convener, Ethics, Early Learning in Medicine (Convener)
Associate Professor Hamish Wilson	Convener, Early Professional Education, Early Learning in Medicine
Associate Professor Lynley Anderson	Convener, Professional Development, Early Learning in Medicine
Dr Nigel Thompson	Convener, Professional Development, Dunedin School of Medicine
Associate Professor Tony Walls Professor Bridget Robinson Dr Martin de Bock	Co-conveners Professional Development, University of Otago, Christchurch
Lis Latta	Convener, Palliative and End of Life Care module
Dr Ben Gray	Convener, Professional Skills and Ethics, University of Otago, Wellington
Associate Professor Angela Ballantyne	Co-convener, Professional Skills and Ethics, University of Otago, Wellington
Anthony Ali	Education Adviser

Invited member

Professor Tim Wilkinson	MB ChB Programme Director
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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								Recommend and implement	
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									Education support
Student support	Direct		Recommend									
Resources	Provide		Recommend									

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