

**University of Otago Medical School**  
**MB ChB Hauora Māori Sub-Committee**  
**Terms of Reference**

**Purpose / Whāinga**

The MB ChB Hauora Māori Sub-Committee (HMSC) oversees a coordinated Hauora Māori curriculum 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 Hauora Māori.

Represent the MB ChB programme in matters related to Hauora Māori in relationships with District Health Board groups, other Hauora Māori education providers, Hauora Māori health service providers and iwi.

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) Hauora Māori 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 Hauora Māori 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 Hauora Māori learning opportunities across the MB ChB programme in liaison with the relevant curriculum sub-committees.
5. Oversee and monitor assessment of Hauora Māori across the MB ChB programme in liaison with the MB ChB Assessment Sub-Committee.
6. Ensure an indigenous position is retained within the MB ChB Curriculum Committee and across its sub-committees.
7. Make regular reports and recommendations to the MB ChB Curriculum Committee.

### **Membership / Whakaurunga**

- Associate Dean Māori, University of Otago, Christchurch
- Associate Dean Māori, University of Otago, Wellington
- Associate Dean Māori, Dunedin School of Medicine
- Hauora Māori course convener representatives (Early Learning in Medicine, Dunedin School of Medicine, University of Otago Christchurch and University of Otago Wellington)
- An Education Adviser

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

- Hauora Māori clinical teachers
- MB ChB Programme Director [moved from general membership]

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, but at least two meetings each year should be face to face.

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 / Rārangi kaiwhakauru**

<b>Name</b>	<b>Current membership status</b>
Associate Professor Joanne Baxter	Associate Dean Māori, Dunedin School of Medicine
Associate Professor Suzanne Pitama	Associate Dean Māori, University of Otago, Christchurch (Convener)
Bridget Robson	Associate Dean Māori, University of Otago
Tania Huria/ Maia Melbourne-Wilcox / Dr Cameron Lacey/ Maira Patu	University of Otago, Christchurch conveners
Jeannine Stairmand	University of Otago Wellington conveners
Francis Kewene	Early Learning in Medicine convener
Anna Tiatia Fa'atoese Latu	Dunedin School of Medicine convener
Joy Rudland	Education Development and Staff Support Unit representative

### **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
<b>Strategy</b>	Review & endorse		Define and lead									
<b>Admissions</b>			Determine and direct								Recommend and implement	
<b>Learning outcomes</b>		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
<b>opportunities</b>		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
<b>assessment</b>		Approve significant changes	Determine & approve	Oversee	Ensure distribution across modules in ELM	Ensure distribution / coordination across modules in campus		Oversee / monitor	Recommend & direct			Support
<b>Curriculum structure</b>		Approve significant changes	Determine and direct	Design within ALM	Design within ELM	Recommend and oversee implementation						
<b>Course evaluation/QA</b>			Determine and direct	Respond	Implement and respond	Implement and respond			Recommend, Implement and respond	Recommend, implement & synthesise		Support
<b>Staff support</b>	Direct		Determine and recommend									Education support
<b>Student support</b>	Direct		Recommend									
<b>Resources</b>	Provide		Recommend									

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