

University of Otago Medical School
MB ChB Education Research and Evaluation Sub-Committee
Terms of Reference

Purpose / Whāinga

The MB ChB Education Research and Evaluation Sub-Committee (MERECE) develops, implements and oversees strategies to ensure the MB ChB programme meets expectations of research-informed quality and innovation in student learning.

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:

Request and guide input from staff involved in the course to enable continuous quality auditing.

Request information and advice from other sub-committees on how quality is managed in their areas of responsibility.

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

Functions and tasks / Mahi

1. Recommend, implement and synthesise a strategy for ongoing quality improvement of the MB ChB programme:
 - a. Oversee the regular evaluation programme
 - Guide and support an evaluation system and schedule for the MB ChB programme and its modules
 - Monitor module evaluation cycles
 - Coordinate broader MB ChB programme evaluations
 - Ensure that students have opportunities for input into the activities of quality improvement

- Ensure outcomes from such evaluation processes are communicated with relevant stakeholders.
 - b. Commission and coordinate evaluations and research into specific areas of the MB ChB programme and its delivery. (Renumbered)
2. Encourage and support research into medical education
 - Develop, maintain and implement an education research strategy.
 - Disseminate significant education research.
 3. Make regular reports and recommendations to the MB ChB Curriculum Committee.

Membership / Whakaurunga

- Director, Education Development and Staff Support Unit
- MB ChB Programme Director
- At least one representative from each School/campus Education Unit (i.e. either Associate Dean Medical Education or Education Adviser)
- At least one module convener from Early Learning in Medicine and one from Advanced Learning in Medicine
- Medical Education Research Academic Lead
- A Hauora Māori Sub-Committee representative
- 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, student representation on this sub-committee is 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 its membership, but at least once each year 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

Name	Committee membership status
Dr Linda Gulliver	Convener
Joy Rudland	Director, Education Development and Staff Support Unit
Professor Tim Wilkinson	MB ChB Programme Director, Associate Dean Medical Education, University of Otago, Christchurch
Associate Professor Ralph Pinnock	Associate Dean Medical Education, Dunedin School of Medicine
Associate Professor Grant Butt	Associate Dean and Director, Early Learning in Medicine
Associate Professor Rebecca Grainger	Associate Dean Medical Education, University of Otago Wellington
Professor Lutz Beckert	Associate Dean Medical Education, University of Otago Christchurch
Associate Professor Ivan Sammut	Associate Dean Medical Education, School of Biomedical Sciences, Early Learning in Medicine module convener
Dr Kelby Smith-Han	Medical Education Research Academic Lead
Associate Professor Diane Kenwright	Advanced Learning in Medicine module convener
Dr Jon Cornwall	Education Adviser, Early Learning in Medicine
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
Anaru Waa	Hauora Māori Sub-Committee representative

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