

University of Otago Medical School
Rural Medical Immersion Programme Sub-Committee
Terms of Reference

Purpose / Whāinga

The Rural Medical Immersion Programme Sub-Committee oversees and coordinates the Year 5 Rural Medical Immersion Programme (RMIP) within the Otago MB ChB.

Relationships / Hononga

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

The sub-committee reports to the Year 4-5 Board of Censors on student progress and achievement.

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

The sub-committee advises and takes direction from the MB ChB Advanced Learning in Medicine Sub-Committee (ALMSC) and other sub-committees as required.

The Rural Medical Immersion Programme Sub-Committee has authority to:

Direct the activities of staff contributing to the Rural Medical Immersion Programme.

Represent the interests of the Rural Medical Immersion Programme internally and in external forums as delegated by the Otago Medical School.

Functions and tasks / Mahi

1. Promote equivalence across all Rural Medical Immersion Programme sites, of core learning of objectives, outcomes, opportunities and assessments, and mechanisms to support this.
2. Develop and enhance collaboration across sites to increase sharing of resources, expertise and good practice.
3. Liaise with the Advanced Learning in Medicine Sub-Committee to ensure that Rural Medical Immersion Programme learning remains fully aligned with other developments in the Year 5 course.
4. Recommend further development of and any changes to the programme requirements.

5. Oversee assessment procedures to be used in the Rural Medical Immersion Programme, in liaison with the MB ChB Assessment Sub-Committee (MASC).
6. Regularly review student progress/achievement and report as required to the Year 4-5 Board of Censors.
7. Oversee selection of candidates into the Rural Medical Immersion Programme, ensuring the criteria for admission remain current.
8. Liaise with all sites on infrastructure, support and other matters relating to the needs of Rural Medical Immersion Programme students.
9. Liaise with MB ChB Curriculum Committee sub-committees as required on their specific areas of responsibility.
10. Liaise with sites and request action in response to concerns and opportunities.
11. Lead preparation of review material for evaluations of the Rural Medical Immersion Programme.
12. Promote an environment that supports the health and wellbeing of its students and personnel.

Membership / Whakaurunga

- Director, Rural Medical Immersion Programme (Convener)
- Rural Medical Immersion Programme Regional Coordinators
- An Associate Dean Medical Education for Advanced Learning in Medicine
- An Associate Dean Student Affairs
- Rural Medical Immersion Programme Assistant to the Director, Assessment
- An academic representative, University of Otago, Wellington
- An academic representative, University of Otago, Christchurch
- Clinical Education Adviser, Rural Medical Immersion Programme
- Student representative (excluded when an individual student is discussed)

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

- MB ChB Programme Director
- Dean, Dunedin School of Medicine
- Associate Dean, Advanced Learning in Medicine

The Director, Rural Medical Immersion Programme, will convene the sub-committee and represent it as a member of the MB ChB Curriculum Committee, and on other committees as required.

Working methods / Huarahi whakatutuki

The sub-committee will meet regularly during the year, primarily by video conference, but at least one meeting each year should be face to face.

Quorum for each meeting will comprise 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.

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 the Rural Medical Immersion Programme administrator.

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 Branko Sijnja	Director, Rural Medical Immersion Programme
Dr Rebecca Canner	Regional Coordinator
Dr Jez Leftley	
Dr Emma Boddington	
Dr David Heard	
Dr Marta Kroo	
Dr Buzz Boothman-Burrell	
Associate Professor Ralph Pinnock	An Associate Dean Medical Education for Advanced Learning in Medicine
Dr John Adams	Associate Dean Student Affairs, Otago Medical School
Dr John Hillock	Rural Medical Immersion Programme Assistant to the Director, Assessment
Dr Lynn McBain	Academic representative, University of Otago, Wellington
Professor Tim Wilkinson	Academic representative, University of Otago, Christchurch
Dr Sean Hanna	Clinical Education Adviser, Rural Medical Immersion Programme
Tba	Student representative
Invited members	
Professor Tim Wilkinson	MB ChB Programme Director
Professor Barry Taylor	Dean, Dunedin School of Medicine
Professor Pete Ellis	Associate Dean, Advanced Learning in Medicine

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