Director MB ChB Programme
(0.8 FTE)

Fixed-term five-year appointment
(1 February 2018 to 31 January 2023)

Prime Function

To provide leadership and oversight of the MB ChB Programme and lead the implementation of ongoing developments within the Programme.

Key tasks

1. Chair the MB ChB Curriculum Committee (MCC) effectively in order to ensure that the overarching policies for the MB ChB curriculum are defined and that these policies reflect global best practice in medical education.
2. Chair MCC effectively in order ensure that MCC leads strategic direction, oversight and overall coordination of the MB ChB curriculum and the planning for its evolution and continued development.
3. Make recommendations to the Otago Medical School (OMS) Executive regarding ongoing developments within the Programme.
4. In collaboration with the Dean of OMS and Deans of Schools, consider the financial implications of current policies and new initiatives balancing the desirable with the feasible and, taking into account budget models, determine those aspects best funded by the OMS and those best funded by campuses.
5. Under delegated authority from the Dean of OMS and the OMS Executive, work with the Dean of OMS, Deans of Schools, ADMEs, Heads of Department, Module Convenors etc to implement innovations and projects in the areas of:
   a) core infrastructure to support the curriculum;
   b) curriculum content, and
   c) modes of delivery.
6. Ensure there are robust processes of evaluation, research, and continuing quality improvement of the curriculum.
7. Provide effective oversight and leadership of the MB ChB Programme Implementation Management Group incorporating Units for Education, ELM, ALM, Assessment, eLearning/IT and Student Support.
Relationships

Report directly to: Dean Otago Medical School

Supervision of:

- Director of the Education Development and Staff Support Unit
- Associate Dean and Director Early Learning in Medicine (ELM)
- Associate Dean ALM
- Assessment Convenor
- eLearning and IT Convenor
- Associate Dean Student Affairs (OMS role)
- Curriculum Map Academic Lead
- Medical Education Research Academic Lead

Functional Relationships:

- Deans of the School of Biomedical Sciences, Dunedin School of Medicine, University of Otago
  Christchurch, University of Otago Wellington
- Associate Deans (Medical Education) in Dunedin, Christchurch and Wellington
- OMS Manager
- Heads of Department of the Schools within the OMS.
- Chairs of the ALM Education Units for University of Otago Wellington, University of Otago Christchurch and Dunedin School of Medicine

Liaise with: Medical students.