

University of Otago Medical School
MB ChB Science, Research and Scholarship Sub-Committee
Terms of Reference

Purpose / Whāinga

The MB ChB Science, Research and Scholarship Sub-Committee (SRSSC) oversees a coordinated biomedical and social sciences, scholarship and research 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 biomedical and social sciences, scholarship and research.

Represent the MB ChB programme in relationships with District Health Board groups and other relevant education providers in matters related to biomedical and social sciences, scholarship and research.

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) learning outcomes for biomedical and social sciences, scholarship and research 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 biomedical and social sciences, scholarship and research content 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 learning opportunities for biomedical and social sciences, scholarship and research across the MB ChB programme in liaison with the relevant curriculum sub-committees.
5. Oversee and monitor assessment of biomedical and social sciences, scholarship and research 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

- Associate Dean Medical Education, School of Biomedical Sciences
- Associate Dean and Director, Early Learning in Medicine
- Specialist conveners from each campus and stage, or subject representative from each campus and stage, to include a geographic and disciplinary mix
- Population health specialist
- 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 MB ChB Curriculum Committee convener will appoint one member from Advanced Learning in Medicine and one from Early Learning in Medicine to co-convene the sub-committee and represent it as members of 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 / Rāangi kaiwhakauru (as at March 2019)

Name	Committee membership status
Associate Professor Diane Kenwright	Specialist convener, Advanced Learning in Medicine / University of Otago, Wellington (Co-convener)
Associate Professor Ivan Sammut	Associate Dean Medical Education, School of Biomedical Sciences (Co-convener)
Associate Professor Grant Butt	Associate Dean and Director, Early Learning in Medicine
Dr Phil Blyth	eLearning specialist, Otago Medical School
Associate Professor Ralph Pinnock	Associate Dean Medical Education, Dunedin School of Medicine
Dr Phil Hider	Population health specialist
Dr Charlene Rapsey	Social science specialist
Dr Megan Anakin	Education Adviser, Dunedin School of Medicine
Invited member	
Professor Tim Wilkinson	MB ChB Programme Director

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