

## **University of Otago Medical School**

### **MB ChB Curriculum Committee**

#### **Terms of Reference**

##### **Purpose / Whāinga**

The MB ChB Curriculum Committee (MCC) directs policy and coordination of an integrated MB ChB programme.

##### **Relationships / Hononga**

The MB ChB Curriculum Committee reports to the Otago Medical School (OMS) Executive on the operational and financial requirements needed to implement the medical curriculum.

The MB ChB Curriculum Committee reports to Otago Medical School Academic Board on MB ChB learning outcomes and opportunities, assessments and curriculum structure.

The MB ChB Curriculum Committee establishes, directs and receives advice from sub-committees and working parties within their designated areas of responsibility. (See Appendix 1: List of Sub-Committees).

##### **Functions and tasks / Mahi**

1. Define and lead the strategic direction, oversight and overall coordination of the MB ChB curriculum, and the planning for its evolution and continued development.
2. Determine, direct and delegate as required:
  - design of curriculum structure
  - content and staging of learning outcomes (through the domain sub-committees)
  - provision and distribution of learning opportunities and appropriate curriculum structure (through the Early Learning in Medicine, Advanced Learning in Medicine, and Curriculum Sub-Committees at each campus)
  - recommend and implement assessments and policy (through the MB ChB Assessment Sub-Committee)
  - implement and synthesise a process of continuing quality improvement of the curriculum (through the MB ChB Education Research and Evaluation Sub-Committee)
  - recommend and implement admissions strategy for the MB ChB (through the Admissions Committee)
  - support staff with professional educational development (through the Education Development and Staff Support Unit).
3. Identify and refer to the Otago Medical School Executive those activities affecting student support, resources, and any other aspects of the MB ChB that have implications for other OMS Otago Medical School functions.

4. Consult with and inform Deans, Heads of Department, academic staff and student representatives about plans for curriculum delivery and development.
5. Delegate detailed development and/or implementation of MB ChB Curriculum Committee decisions to sub-committees and Otago Medical School staff as required, and receive recommendations for development and reports on implementation.
6. Recommend to Otago Medical School Academic Board periodic external reviews of components of the curriculum.

Note

For the purposes of Otago Medical School, the MB ChB curriculum is defined as the education plan for the MB ChB encompassing the expected outcomes, content to be learned, (which may also be known as syllabus), and the programme of teaching and learning opportunities and assessment activities.

**Membership / Whakaurunga**

- MB ChB Programme Director (Convener)
- Conveners, Early Learning in Medicine and Advanced Learning in Medicine Sub-Committees
- Conveners, Curriculum Sub-Committees for Dunedin School of Medicine, University of Otago, Christchurch and University of Otago, Wellington
- Director, Education Development and Staff Support Unit
- Otago Medical School Manager
- Convener, Rural Medical Immersion Programme Sub-Committee
- Convener, MB ChB Assessment Sub-Committee
- Convener, MB ChB Education Research and Evaluation Sub-Committee
- Convener, eLearning and Information and Communications Technology Sub-Committee
- Curriculum Map Academic Lead
- Convener, MB ChB Clinical Skills, Diagnostics and Therapeutics Sub-Committee
- Convener, MB ChB Hauora Māori Sub-Committee
- Convener, MB ChB Professional Practice Sub-Committee
- Convener, MB ChB Population Health and Epidemiology Sub-Committee
- Co-Conveners, MB ChB Science, Scholarship and Research Sub-Committee
- Associate Dean (Academic), Division of Health Sciences
- One representative from the Health Sciences First Year programme
- Director, Centre for Pacific Health, Va'a o Tautai, or an appropriate delegate
- Director, Division of Health Sciences Inter Professional Education Centre, or an appropriate delegate
- Associate Dean for Medical Admissions
- Associate Dean Medical Education, School of Biomedical Sciences
- One Head of Department representative from each of the School of Biomedical Sciences, Dunedin School of Medicine, University of Otago Christchurch, and University of Otago,

Wellington, or an appropriate substitute

- One student representative from each of Early Learning in Medicine, Dunedin School of Medicine, University of Otago, Christchurch, and University of Otago, Wellington

Additional members may be co-opted with the consent of the Dean, Otago Medical School.

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

- Dean, University of Otago Medical School
- Dean, School of Biomedical Sciences
- Dean, Dunedin School of Medicine
- Dean, University of Otago, Christchurch
- Dean, University of Otago, Wellington

*As required attendees*

- Representatives of MB ChB Curriculum Committee working groups
- Associate Deans Undergraduate Student Affairs
- Associate Deans Regional

The MB ChB Programme Director will convene the committee, which will appoint a deputy convener from its membership.

Membership aims to provide a relevant balance of skills and representation. Individual members may hold more than one role.

### **Working methods / Huarahi whakatutuki**

The MB ChB Curriculum Committee will meet 6-10 times per annum. Meetings will be by video conferencing or face-to-face, with at least one meeting each year in each of Wellington, Christchurch and Dunedin.

Quorum will comprise at least half the membership. 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.

Decisions should be by consensus. If this is not possible decisions will be made by a simple majority of votes, each member to have one vote for each role they represent on the Committee, as shown in Appendix 2. Any casting vote required will rest with the meeting's chair.

The committee will be supported by the Assistant Manager, Otago Medical School.

The committee will review its membership and terms of reference annually.

**Appendix 1****List of Sub-Committees**

MB ChB Early Learning in Medicine (2-3) Sub-Committee	ELMSC
MB ChB Advanced Learning in Medicine (4-6) Sub-Committee	ALMSC
MB ChB Rural Medical Immersion Programme Sub-Committee	RMIPSC
MB ChB Curriculum Sub-Committee, Dunedin School of Medicine	CSCD
MB ChB Curriculum Sub-Committee, University of Otago, Christchurch	CSCC
MB ChB Curriculum Sub-Committee, University of Otago, Wellington	CSCW
MB ChB Assessment Sub-Committee	MASC
MB ChB Education Research and Evaluation Sub-Committee	MEREC
MB ChB eLearning and Information and Communications Technology Sub-Committee	ELICT
MB ChB Clinical Skills, Diagnostics and Therapeutics Sub-Committee	CSDTSC
MB ChB Hauora Māori Sub-Committee	HMSC
MB ChB Professional Practice Sub-Committee	PPSC
MB ChB Science, Scholarship and Research Sub-Committee	SSRSC
MB ChB Population Health and Epidemiology Sub-Committee	PHESC

## Appendix 2

### Current Membership / Rārangī Kaiwhakauru

Name	Committee membership status
Professor Tim Wilkinson	MB ChB Programme Director (Convener)
Associate Professor Grant Butt (ELM)	Convener, Early Learning in Medicine Sub-Committee (Deputy convener)
Associate Professor Ralph Pinnock Professor Lutz Beckert Associate Professor Rebecca Grainger	Conveners, Curriculum Sub-Committees: Dunedin School of Medicine, University of Otago, Christchurch and University of Otago, Wellington
Joy Rudland	Director, Education Development and Staff Support Unit
Bruce Smith	Otago Medical School Manager
Dr Branko Sijnja	Convener, Rural Medical Immersion Programme Sub-Committee
Dr Mike Tweed	Convener, MB ChB Assessment Sub-Committee
Dr Linda Gulliver	Convener, MB ChB Education Research and Evaluation Sub-Committee
Dr Phil Blyth	Convener, eLearning and Information and Communications Technology Sub-Committee
Dr MaryLeigh Moore	Curriculum Map Academic Lead
Dr John Edmond	Convener, MB ChB Clinical Skills, Diagnostics and Therapeutics Sub-Committee
Associate Professor Suzanne Pitama	Convener, MB ChB Hauora Māori Sub-Committee
Dr Simon Walker	Convener, MB ChB Professional Practice Sub-Committee
Dr Phil Hider	Convener, MB ChB Population Health and Epidemiology Sub-Committee
Associate Professor Diane Kenwright /Associate Professor Ivan Sammut	Co-Conveners, MB ChB Science, Scholarship and Research Sub-Committee
Professor Lois Surgenor	Associate Dean (Academic), Division of Health Sciences
Associate Professor Tai Sopoaga	Director, Centre for Pacific Health, Va'a o Tautai, or an appropriate delegate
Professor John Reynolds	Director, Health Sciences First Year programme
Professor Sue Pullon	Director, Division of Health Sciences Inter Professional Education Centre, or an appropriate delegate
Professor Brian Hyland	Associate Dean for Medical Admissions
Associate Professor Ivan Saummut	Associate Dean Medical Education School of Biomedical Sciences
Professor Ted Shipton (UOC) Associate Professor David Reith (DSM) TBA (UOW) Professor Brian Hyland (BMS)	One Head of Department representative from each of School of Biomedical Sciences, Dunedin School of Medicine, University of Otago Christchurch, and University of Otago,

	Wellington, or an appropriate substitute
TBA	One student representative from each of Early Learning in Medicine, Dunedin School of Medicine, University of Otago, Christchurch, and University of Otago, Wellington

Membership updated April 2019

## Appendix 3. 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