

University of Otago Medical School
MB ChB Clinical Skills, Diagnostics and Therapeutics Sub-Committee
Terms of Reference

Purpose / Whāinga

The MB ChB Clinical Skills, Diagnostics and Therapeutics Sub-Committee (CSDTSC) oversees the Clinical Skills, Diagnostics and Therapeutics curricula 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 clinical skills, diagnostics and therapeutics.

Represent the MB ChB programme in matters related to clinical skills in relationships with District Health Board groups and other clinical skills education providers.

Request information and advice from other sub-committees and from Associate Deans Medical Education and module conveners as required to fulfill the sub-committee's roles and functions.

Functions and tasks / Mahi

1. Propose and develop (including refining, reviewing and updating) clinical skills, diagnostics and therapeutics learning outcomes and their optimal staging and levels of learning within the MB ChB programme, in liaison with the Curriculum Map Academic Lead.
2. Work with MB ChB Curriculum Committee and other sub-committees to ensure clinical skills, diagnostics and therapeutics learning outcomes are integrated and delivered 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 clinical skills, diagnostics and therapeutics learning opportunities across the MB ChB programme in liaison with the relevant curriculum sub-committees.
5. Oversee and monitor assessment of clinical skills, diagnostics and therapeutics 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

- Clinical Skills Convener for Early Learning in Medicine
- Clinical Skills Director Dunedin School of Medicine
- Clinical Skills Director University of Otago, Christchurch
- Clinical Skills Adviser University of Otago, Wellington
- A representative Associate Dean Medical Education
- OMS Simulation Lead
- A medical professional in current clinical practice who is actively involved in clinical skills, and /or diagnostics and/or therapeutics teaching in Early Learning in Medicine
- A medical professional in current clinical practice who is actively involved in clinical skills, and/or diagnostics and/or therapeutics teaching in Advanced Learning in Medicine
- A rural (Rural Medical Immersion Programme) or regional (Regional Associate Dean) representative
- An Education Adviser
- A representative of the clinical pharmacology conveners group
- A representative of the pathology group
- A representative of the radiology group
- A non-medical health professional representative
- Other persons with specific responsibilities or expertise in the field may be co-opted as required.

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

- Associate Dean and Director, Early Learning in Medicine
- MB ChB Programme Director

The convener will be appointed by the MB ChB Curriculum Committee convener and will represent the sub-committee at the 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, but at least two meetings each year should be 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 Otago Medical School central administration.

Dates for the following year should be provided to Otago Medical School central administration for inclusion on the central meeting schedule by 1 December.

Appendix 1

Current membership / Rārangī kaiwhakauru (November 2018)

Name	Committee membership status
Dr John Edmond	Clinical Skills Director, Dunedin School of Medicine (Convener)
Dr Nicola Newman	Clinical Skills Director, University of Otago, Christchurch
Dr Sarah Rennie	Clinical Skills Adviser, University of Otago, Wellington
Dr Roshan Perera	Clinical Skills Convener, Early Learning in Medicine
Professor Lutz Beckert	Associate Dean Medical Education University of Otago, Christchurch

Dr MaryLeigh Moore	Otago Medical School Simulation Lead
Dr Ben Hudson	Teacher in Advanced Learning in Medicine
Dr Roshan Perera	Teacher in Early Learning in Medicine
Maree Steel	Regional / Rural Medical Immersion Programme representative
Dr Jon Cornwall	Education Adviser
Dr Matt Doogue	Representative of Clinical Pharmacology conveners
Dr Noelyn Hung	Representative of Pathology
Professor Terry Doyle	Representative of Radiology
Maree Steel	Non-medical health professional

Invited members

Associate Professor Grant Butt	Early Learning in Medicine Programme Director
Professor Tim Wilkinson	MB ChB Programme Director

Membership updated November 2018

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