

University of Otago Medical School
MB ChB Early Learning in Medicine (Years 2-3) Curriculum Sub-Committee
Terms of Reference

Purpose / Whāinga

The MB ChB Early Learning in Medicine Curriculum Sub-Committee (ELMCSC) oversees and coordinates an integrated curriculum for Years 2-3 of 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, Heads of Departments and Early Learning in Medicine module conveners 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:

Direct Associate Deans Medical Education, Departments, module conveners and the Early Learning in Medicine Education Adviser on the development and delivery of a coordinated and integrated curriculum in Years 2 and 3.

Functions and tasks / Mahi

1. Design and implement the curriculum structure within Early Learning in Medicine.
2. Ensure core learning outcomes are optimally distributed across Early Learning in Medicine modules.
3. Determine and direct the distribution and coordination of learning opportunities across Early Learning in Medicine.
4. Ensure assessments are appropriately distributed across Early Learning in Medicine modules and end of year examinations (in liaison with the MB ChB Assessment Sub-Committee).
5. Liaise with Deans and Heads of contributing Schools and Departments on their role in Early Learning in Medicine development and delivery, individually and by participation in appropriate groups.

6. Liaise with the MB ChB Advanced Learning in Medicine Sub-Committee (ALMSC) and the relevant Health Sciences First Year Committee(s) to promote integration of the MB ChB curriculum as a whole.
7. Implement and respond to findings of evaluations of relevant components of Early Learning in Medicine, including feedback from student representatives.
8. Lead preparation of material for external reviews and audits of Early Learning in Medicine.
9. Liaise with Centre for Early Learning in Medicine and education specialists to design and implement teaching and learning development, including staff and resources.
10. Recommend innovations in delivery of Early Learning in Medicine to the MB ChB Curriculum Committee.

Membership / Whakaurunga

- Associate Dean and Director, Early Learning in Medicine (Convener)
- Associate Dean Medical Education, School of Biomedical Sciences
- Associate Dean Medical Education, Dunedin School of Medicine
- Assessment Programme Coordinator, Early Learning in Medicine (Years 2/3)
- Programme Module Conveners: Early Professional Experience, Integrated Cases, Clinical Skills
- Four representative Early Learning in Medicine Module Conveners
- Education Adviser, Early Learning in Medicine
- One representative from the Hauora Māori Sub-Committee
- Convener, Health Sciences First Year Operational Committee
- Associate Dean Student Affairs, Dunedin
- Inter Professional Education campus lead
- One student representative from Year 2 and one from Year 3 nominated by Otago University Medical Students' Association.

Invited members (welcome to attend any meeting but do not contribute to quorum)

- MB ChB Programme Director
- Associate Dean, Advanced Learning in Medicine
- Associate Dean, Pacific
- Director, Health Sciences First Year
- Director, Medical Education Staff Development and Support
- Dean, School of Biomedical Sciences or nominee
- Dean, Dunedin School of Medicine or nominee
- Heads of Departments contributing to the MB ChB
- Early Learning in Medicine Module Conveners
- Librarian

Ad hoc members (to be invited to specific meetings as required)

- Module administrators
- eLearning Facilitator/e case writer

The Associate Dean and Director, Early Learning in Medicine will convene the sub-committee and represent it as a member of the MB ChB Curriculum Committee. The sub-committee will appoint a deputy convener from the membership.

The sub-committee may co-opt additional members; these additional members may include but are not restricted to the ad hoc members identified above.

Working methods / Huarahi whakatutuki

The sub-committee will meet regularly, at least five times each year.

Quorum for each meeting will be eight, including the convener (or deputy convener), at least one programme module convener, at least two block or vertical module conveners. 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.

The sub-committee will aim to work in a collegial manner, through its members and across the schools and constituent groups.

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 / Rārangi kaiwhakauru**

| Name | Committee membership status |
|--|--|
| Associate Professor Grant Butt | Associate Dean and Director Early Learning in Medicine (Year 2/3) Programme (Convener) |
| Associate Professor Ivan Sammut | Associate Dean Medical Education, School of Biomedical Sciences |
| Associate Professor Ralph Pinnock | Associate Dean Medical Education, Dunedin School of Medicine |
| Tony Zaharic | Assessment Programme Coordinator, Early Learning in Medicine (Year 2/3) |
| Dr Hamish Wilson Dr Linda Gulliver Dr Roshan Perera | Programme Module Conveners: Early Professional Education, Integrated Cases, Clinical Skills |
| Dr James Ussher, Dr Charlene Rapsey, Dr Nada Guirguis, Associate Professor Lynley Anderson | Four representative Early Learning in Medicine Module Conveners (in their absence, an academic deputy) |
| Dr Jon Cornwall | Education Adviser, Early Learning in Medicine |
| Associate Professor Jo Baxter | One representative from the Hauora Māori sub-committee |
| Professor Brian Hyland | Convener, Health Science First Year Operational Committee |
| Dr Tess Patterson | Associate Dean for Student Affairs, Dunedin |
| Dr Samantha Farrimond | Inter Professional Education campus lead |
| TBA | One student representative from Years 2 and Y3 nominated by Otago University Medical Students' Association |

Invited members

| | |
|---------------------------------------|--|
| Professor Tim Wilkinson | MB ChB Programme Director |
| N/A | Associate Dean, Advanced Learning in Medicine |
| Professor John Reynolds | Director, Health Sciences First Year |
| Associate Professor Fa'afetai Sopoaga | Associate Dean Pacific |
| Joy Rudland | Director, Education Staff Development and Support Unit |
| Professor Vernon Ward | Dean, School of Biomedical Sciences or nominee |
| Professor Barry Taylor | Dean, Dunedin School of Medicine or nominee |
| | Heads of Departments contributing to the MB ChB |
| | Early Learning in Medicine Module Conveners |
| Christy Ballard | Librarian |

Membership updated July 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