

University of Otago Medical School
MB ChB Curriculum Sub-Committee
Dunedin School of Medicine / University of Otago, Christchurch /
University of Otago, Wellington

Terms of Reference

Purpose / Whāinga

The MB ChB Curriculum Sub-Committee (CSC) for each of the three Advanced Learning in Medicine (ALM) campuses oversees and coordinates the delivery of the MB ChB programme for its campus and associated regional sites.

Relationships / Hononga

The sub-committee is responsible 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 module conveners, and with the Otago Medical School Manager as required.

The sub-committee advises and takes direction from the MB ChB Advanced Learning in Medicine Sub-Committee (ALMSC) and liaises with other sub-committees as required.

The sub-committee for each campus has authority to:

Direct departments and modules on matters related to the delivery of the MB ChB Advanced Learning in Medicine curriculum on its campus and associated sites.

Recommend particular issues of programme delivery to the Advanced Learning in Medicine Sub-Committee and MB ChB Curriculum Committee.

Functions and tasks / Mahi

1. Recommend and oversee implementation of the curriculum structure on the campus, ensuring an appropriate balance and quality of modules.
2. Oversee and coordinate delivery of the MB ChB programme for the campus.
3. Ensure core learning outcomes are appropriately distributed and coordinated across the modules in the campus.
4. Ensure learning opportunities are appropriately distributed and coordinated across the modules in the campus.

5. Ensure assessments are appropriately distributed and coordinated across the modules in the campus (in liaison with MB ChB Assessment Committee).
6. Liaise with the Dean and Heads of Department on the relevant campus, by processes including participation in the Dean's Management Group / Executive.
7. Initiate, implement and respond to reports on evaluations of relevant components of the MB ChB programme, including feedback from student representatives.
8. Liaise with the Education Unit and education specialists to design and implement teaching and learning development, including staff and resources.
9. Report to the MB ChB Curriculum Committee on campus-specific curriculum delivery issues and opportunities.

Membership / Whakaurunga

- Associate Dean Medical Education (or equivalent) (Convener)
- Associate Dean Student Affairs
- Regional Associate Dean/s (or representative)
- Education Adviser(s)
- Clinical Education Adviser(s)
- eLearning Facilitator
- Clinical Skills Director/Adviser
- Associate Dean, Pacific
- Module conveners (in their absence, an academic deputy)
- Student representative/s
- Module administrator representative
- Inter Professional Education campus lead
- Librarian

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

- MB ChB Programme Director
- Dean of School/Campus
- Associate Dean, Advanced Learning in Medicine
- Director, Education Development and Staff Support Unit
- Heads of Department
- Associate Deans Medical Education from other campuses

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

- An Intern Supervisor
- Otago Medical School Education Adviser
- Module administrators

The convener will be a member of the MB ChB Curriculum Committee. The sub-committee will appoint a deputy convener from its 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 at least five times each year.

Quorum for each meeting will be nine, with at least five to be module conveners or their academic representatives. 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 sites 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 Education Unit of the school/campus will provide administrative support.

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

Each school/campus will maintain its membership/ mailing list.

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