



# Department of Obstetrics & Gynaecology Learning and Teaching Committee (LTC)

---

## Purpose

The Department of O&G Learning and Teaching Committee (LTC) has overall responsibility for oversight and enhancement of education and training capacity and capability across Women's and Newborn Health for the benefit of our MD students throughout their course, for our partner hospitals and for the medical and wider community through other course offerings.

The Committee aims to strengthen a departmental culture that encourages:

- Mentoring and professional development of our teachers, to encourage and facilitate teaching of the highest quality
- Develop and facilitate career enhancement activities for DOG clinician-educators

## Values

The Department of O&G Learning and Teaching Committee is committed to ensuring that all Committee activities are carried out in a manner consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.**

## Terms of Reference

- To oversee and coordinate the development and engagement with curriculum development, teaching delivery and assessment for the new MD, in support of the Melbourne Medical School, including:
  - The development of DOG discovery units;
  - The development of defined Rotation Intended Learning Outcomes in nominated domains;
  - Input and support for women's and newborn health related units in MD1, MD2 and MD4
  - Student mentorship/support
- To help drive continuous improvement and innovation in the MD course – Women's Health rotation

- To develop Learning and Teaching initiatives to optimise student engagement and learning; e.g., MOGCAST podcasts; simulation based learning, online learning tools, teaching on the run programs, and resident led teaching
- To liaise with MD3 coordinators and clinical school directors in the management of students with academic progress or professional behaviour issues
- To develop and oversee the annual teaching awards program within the Department
- To promote professional development for educators in the Department, and engage with Director of Clinician- Educator Pathways
- To assist in the identification of funding opportunities in the L&T space; to advocate for department grant funding for L&T initiatives
- To develop or support learning and teaching events across the department, including the Teaching update and Strategy Planning sessions
- To assist with opportunities for medical students to work in 'clinical assistant' roles in women's and newborn health in collaboration with our clinical partners
- Identify opportunities for improved integration within and between MD subjects
- To assist with promotion, review and assessment of awards and prizes pertaining to student performance, where applicable
- To develop and coordinate opportunities for non-MD courses such as online courses through MSpace or the Mobile Learning Unit (MLU)
- To assist with communication on Learning and Teaching matters across the School
- To engage with student bodies such as MUOGS for student engagement
- To link in with wellness and student support programs across the MMS
- 

## Membership

- Chair
- Deputy Chair
- Clinical Teaching Fellows – representatives from each site
- Senior Teaching Staff – may be on a rotational basis
- Member/s from MUOGS - The Melbourne University Obstetrics and Gynaecology Society
- The Department Manager – TBC
- MD Programs Officer
- Clinical Programs Coordinator - Women's Health

The L&T leadership portfolio Chair and Deputy Chair position have been formally appointed by the Head and Deputy Heads of Department for a term of 2 years, commencing 2022, with the option for a third year.

From 2024: Subsequent memberships will be advertised by call for nominations for vacancies from the Head of Department and/or Learning and Teaching Committee. Candidates will be selected by the Head of Department and the Committee Chair.

The L&T committee should aim to comprise a minimum of one representative from each precinct within the Department of O&G, including our smaller sites as far as practicable.

## Reporting line

- Chair reports via O&G Executive Committee to the HoD

## Meeting cycle

- Bi-Monthly for one hour via Teleconference

## Reports for tabling bi-monthly

- L&T Leadership Portfolio Reports
  - to provide a detailed report to the O&G Executive Committee twice per year as follows
    - Learning and Teaching – March and August
  - To provide a short report on current actions within Portfolio bi-monthly.
  - Reports to be submitted to the Secretariat of O&G Executive Committee no later than 7 days prior to the meeting to enable consolidation and circulation with other meeting papers.

## Meeting procedures

- **Quorum**
  - A majority of current members.
  - Members participating by videoconference or teleconference will be deemed to be in attendance
- **Standard agenda items**
  - Attendance and Apologies
  - Actions Arising
  - Chair report against portfolio initiatives and action plan
  - Matters for discussion
    - Any matters raised prior to meeting by attendees
  - Other business
  - Reports for information tabled monthly
- **Meeting process**
  - Items must be submitted one week before meeting date
  - Agenda items will be allocated set times by the Chair
  - Priority will be given to matters for decision rather than just discussion
  - Decisions will be by majority vote
  - The Chair may be rotated
  - Other staff may be invited to attend meetings to present matters as required
  - Communications between meetings will be via email by default

- All committee members will have the opportunity to contribute to the setting of the meeting agenda; a call for agenda items will be made at least one week prior to the forthcoming meeting
- **Secretariat**
  - Clinical Programs Coordinator - Women's Health will provide secretariat support to the committee.
  - Minutes will only record attendance, key decisions and items for action (including staff responsible and timelines)

## Review

The Terms of Reference is a live document and will expire on 31 December 2023. They are then to be reviewed every two years by the Learning and Teaching Committee, and upon finalisation, will be reported to the Department Executive by the Chair.