



SYDNEY MEDICAL SCHOOL COMMUNITY ENGAGEMENT ADVISORY GROUP

TERMS OF REFERENCE

Community Engagement Advisory Group purpose:

The Community Engagement Advisory Group will be responsible for advising Head of School and Dean of Sydney Medical School (SMS) through the MD Program Director and the Program Director, Postgraduate Coursework Programs, on issues relevant to consumers in the MD Program and post-graduate coursework programs, partnerships in research and other matters as requested by the Head of School and Dean.

All matters discussed are confidential.

The Community Engagement Advisory Group will provide the school with advice on:

1. Potential community stakeholder involvement in teaching and learning activities relevant to the community it serves
2. The skills, knowledge and attributes required by the medical graduates who complete the MD
3. Coursework program development which provide medical graduates and other health graduates the knowledge and skills to meet the needs of the community
4. Facilitation of partnership opportunities in education where appropriate.
5. Other matters including research partnerships, as appropriate and requested by the Head of School and Dean of SMS.

Reporting lines

Community Engagement Advisory Group reports to the Head of School and Dean SMS through the Chair of the Group.

Frequency of Meetings

3 - 4 times yearly plus additional meetings as required.

Term of appointment

12 months with option for extension.

Maximal term of appointment: 3 years.

Quorum

Fifty percent of membership.

Community Engagement Advisory Group Membership

Position
Chair of Committee (nominated by HOS and Dean of SMS)
Director, Sydney Medical Program
Program Director, Postgraduate Coursework Programs
Community representatives: 6

Additional Members

Additional members will be invited to attend as required.

Record keeping

Meeting schedule, agendas, and minutes will be circulated by email to group members. Papers will be uploaded to Records Online as per current the University Recordkeeping Policy.

Committee contact

Operations Coordinator, SMS: ancella.cheung@sydney.edu.au