

## MINUTES

### SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

**Wednesday 11<sup>th</sup> April 2007 at 9.00**  
**Room 1-23, Level 1 Eleanor Harrald Bld**

Present: Jeffrey Robinson (Convenor), John Moss, Judy Magarey, Nigel Stocks, Greg Bussell, Annette Braunack-Mayer and Felicia Matthews (Minutes)

#### 1. Welcome and apologies

Apologies: Anne Tonkin, Frank Donnelly, Amy Salter, Jonathan Newbury, Sandy McFarlane

#### 2. Minutes of previous meetings 28/03/07

Change Richie Gunn Fellowship to "JH&JD Gunn Foundation", Medical Research Fellowship position is being advertised.

With this change, the minutes were then accepted as true and accurate and will be available on the School website.

#### 3. Matters arising

Annette Braunack-Mayer wanted to clarify the Supervisor's list and the Five Unit training course as it has an impact on this School. The number of principal and co-supervisors and students were discussed and may create some difficulties. This list is being reviewed by the Research Secretariat, Faculty of Health Sciences and an update version will be forwarded to the School.

The Graduate Audit Survey percentages were discussed.

#### 4. Head of School visit

F Matthews has organised Konrad Jamrozik's visit to Adelaide on 26<sup>th</sup> and 27<sup>th</sup> April. The Executive will meet as a group on Thursday 26<sup>th</sup> at 11.30 and members can request individual meetings also. He will also be meeting with other members of the School and Faculty. **F Matthews to finalise all meetings.**

#### 5. Reports from Disciplines

*Public Health – John Moss*

John Moss is undertaking PDRs at the moment and getting an idea of staff career goals over next 12 months. J Moss will need to book a time to meet with J Robinson to discuss this further.

*Nursing – Judy Magarey*

Nursing will be holding a marking workshop tomorrow to teach assessment skills and guidelines to create consistency for new markers and people being paid to mark to keep up to date with university language and standards. They have also worked out an electronic form for marking with drop down menus.

One new PhD student has enrolled.

#### *General Practice – Nigel Stocks*

Simon Van Lint, who has been working for the Discipline has been employed as a Lecturer A (?) and will be mainly involved in teaching and take on the role of Associate Dean (students) .

General Practice held a Strategic Planning Day in March and is now working on the strategic plan to make it a usable document.

N Stocks said that the discipline is making a gradual change using Florence Kalambokas for HR and finance duties which is positive.

#### 6. Report from Sub Committee

##### *R&HD Committee – Annette Braunack-Mayer*

The Committee hasn't met since reporting at a previous meeting. The meetings this year will be held in line with the Faculty Research Committee.

A Braunack-Mayer said that there are a number of post graduate students that need to be reviewed because they will be running out of candidature by the end of the year, as this is a requirement from the graduate centre. The School will also be dealing with a number of CMVH students, sorting out the supervisor register and a number of issues.

#### **7. Report from Faculty Executive Committee**

*J Robinson attending the Faculty Board meeting and reported the following:*

- a marketing scheme of recruiting and completing higher degree students were discussed. J Robinson said that it is important to design PhD programs to be completed in four years.
- Andrew Somogyi said not to spend money on RQF within the School as the Faculty has money to contribute to this task. J Robinson suggested J Moss email him with money already committed.
- when designing new courses, ensure that they are designed as 3 units (or multiple of 3) only.
- there have been some issues with indemnity insurance for students going abroad and this sort of travel may not be approved by the University in the future. J Moss said that this has been an issue for Public Health in East Timor.
- J Robinson said to encourage the Vice Chancellor to visit the School and suggested he possibly open the new office when it happens.
- HDR load is about 20 down for the Faculty at the moment, but this School is the closest to the target.
- Staff renewal, retirement packages are available.
- Clinical and affiliate title holders, need to be reminded of the change of passwords and ID number.
- December graduations were discussed and may be for selected courses only.

- J Robinson presented a paper on the increase in graduates which will lead to increase in post graduate training in all disciplines. We need to plan for this in the future.

## 8. Any other business

J Robinson met with Greg Hampson from Aviation Medicine and he was very keen to hear about links to increase research.

The University is encouraging staff to be involved on NHMRC review panels and there is funding available from the Faculty Research Committee for panel members as in 2006.

The OHS Report (sent with the agenda) will be discussed at the next meeting. **J Robinson said that this is a very important document that needs to be looked at carefully to be discussed.**

Promotions from Lecturer Level B to C, workshops are approaching.

J Robinson said that Aviation Medicine are interested in Master of Psychology defence, interested in statistics, interested in people's performance under different conditions, expertise in acoustics, short term problem solving, and would like to have students from time to time and encourage links. J Robinson said this School could run an Honours evening/day/afternoon. N Stocks said that General Practice has had a booth at the Bachelor of Health Science Honours night, and they had some enquires so it was worthwhile. A Braunack-Mayer said that Public Health target students currently doing third year with them. J Magarey said that it is better to recruit Masters students for Nursing.

J Robinson said that data and reporting for space is very important. J Beilby will use this information to request for extra space for the Faculty. **J Robinson advised that disciplines/the School plan until 2010.**

G Bussell said that it is important to finalise the MLTU budget before the new HOS begins.

## 9. Next meeting

The next SEC meeting is due on ANZAC Day. The Committee decided to meet before the meeting with Konrad Jamrozik on **Thursday 26<sup>th</sup> April at 10.30.**

Action	Responsibility
Finalise meetings with Konrad Jamrozik	F Matthews
OHS report for discussion at next meeting	All members
Space plan/report until 2010	G Bussell/All members