

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 14th February 2007 at 9.00

Discipline of General Practice Meeting Room, Level 3 Eleanor Harrald Bld

Present: Jeffrey Robinson (Convenor), Nigel Stocks, Anne Wilson (proxy for Judy Magarey), Greg Bussell, Anne Tonkin, John Moss, Annette Braunack-Mayer, Michel Devine (proxy for Sandy McFarlane), Felicia Matthews (Minutes).

1. Welcome and apologies

J Robinson welcomed both Anne Wilson (Nursing) and Michel Devine (CMVH) to the meeting. Michel Devine will be attending the meeting on behalf of Sandy McFarlane who will represent the CMVH on this committee in the future.

2. Minutes of previous meetings (31/01/07)

Judy Magarey asked Anne Wilson to note that due to teaching commitments, she was unable to undertake the space report before this week which was mentioned at the last meeting. J Robinson clarified that regardless; a report on School space will be submitted to the Executive Dean in the next two weeks. This will be discussed under item 4.

3. Matters arising

4. Space updates by disciplines

J Robinson insisted that the space report is completed by all disciplines by the deadline. **Greg Bussell will send a template used by the Faculty for their space audit in the Medical School.** The MLTU space was reviewed during this audit. J Robinson said that the CMVH and SGRHS will also need to complete a report. **A Tonkin to ask Stuart Matthews for MTLU report.**

J Robinson stressed the importance of a space plan if any discipline wants additional space. The university now requires a document outlining current space, empty spaces, and projected needs of space on a three and five year basis. The University is likely to require faculties and disciplines to provide a significant contribution to cover costs relating to refurbishment, etc of new space. A space plan should be part of all disciplines planning processes.

J Moss reported on his space report and highlighted a shortfall of 559 square metres. He said that Public Health will not pay for additional space as the funding is not available. It was noted that funding, venues and student intake is not recognised as dependant on one another and are separate issues.

N Stocks had three points; why there is a requirement to upgrade space, the Hospital space is no cost the university this should be taken into account and said that there is always an option to locate own space eg renting a house for PhD students or putting them in practices?

J Robinson said that all disciplines apart from one, are requesting more space on North Tce, but have not come up with a solution so it is vital that each discipline completes a report with projected funding and plans before requests will be considered.

5. RQF

A Braunack-Mayer said that the R&HD sub committee discussed this but the committee felt that they are not responsible for RQF because they do not have line management to report to. N Stocks said that Andrew Somogyi suggested that the university have a standardised template or format so that it will be easier to review for all of the schools and faculties. J Robinson said that other disciplines are following the RORA Scale. The Faculty asked who had spent money on the exercise so far and said that the school may need to fund this. J Robinson suggested disciplines have HEO5/6 with a science background to undertake the task. N Stocks reported that a template will be available from the Faculty Research Committee in the next week.

A Tonkin said that the MLTU cannot contribute to the School in RQF but can in the teaching load.

The University denominator: Academic staff employed by the university (before March 31st). It may be worth changing staff titles to academic.

6. Voice Project Survey Report

Collated responses from the University Staff Survey were tabled. **F Matthews will forward on to relevant Heads of Disciplines to look at.**

7. Reports from Disciplines

General Practice – Nigel Stocks

Currently writing NHMRC grants with applications closing shortly.

The Discipline will be holding a Planning day on 20th March.

N Stocks told the Committee that Andre Duszynski had resigned and will work at Western Division of GP on IT web based work. He said that Andre had been a valuable member of the Department/Discipline and wished him well on his new role and said that he will continue links he has with the Discipline.

The Discipline is currently advertising several positions; two research and development positions, worth 30K each, the Gunn Fellowship to replace Nicole Moulding, a part time Lubims Fellowship and a Lecturer/Senior Lecturer position.

CMVH – Michel Devine

The CMVH has completed Phase 1 of the Deployed Health surveillance project and it is expected to win the next three follow on stages, worth approximately \$10 million. G Bussell said that this income could be included in Category 2. The project will need to employ four new researchers. They have also been successful in gaining an NHMRC grant for the Port Pirie lead project. A couple of smaller projects are also underway.

Sandy is supervising 17 PhD students, which causes major space issues. The students currently work from their homes and visit Sandy regularly.

Public Health - John Moss

The Discipline is currently preparing for the teaching and academic year.

Nursing - Anne Wilson

A Wilson reported that the Discipline is busy with the start of semester, teaching and getting learning materials together; the Flexible Learning Unit manager started last Friday which will take the pressure off with external learning materials. Approximately 28 post grad students have attended the PhD school; presentations, discussions, supervision etc during the week.

The Undergrad Bachelor of Nursing has 52 students enrolled, including 1 international. The number of international students enrolled is disappointing as only two international offers were made from the 10-15 applications who applied as only two met the requirements. They will be meeting with the international office to work around this the future. G Bussell said that it may be worth building the relationship with Malaysia to get this sorted.

MLTU – Anne Tonkin

The Committee secretary position is close to being appointed and they will be looking to replace Sue Sharrad in the near future.

A Tonkin has been invited to IMU in Malaysia as an external examiner which will be a useful experience. She has also been invited to the Sunshine coast to be a facilitator in the Harvard Leadership Program in December.

8. Report from Sub Committee

A Braunack-Mayer said that the applications for NHMRC grants are currently being reviewed by School reviewers.

The committee discussed RQF and post grad student targets, but did not have a lot to offer at this stage. J Robinson discussed board performance targets needing to be met and N Stocks said Ted Nettlebeck agreed that the targets are unrealistic. J Robinson said that you can be principal supervisor for six students (FTE's). The committee asked for documentation on numbers and requirements of PhD students. **J Robinson will send this information to all HODs.**

9. Report from Faculty Executive Committee

Anne Tonkin attended the FEC on J Robinson's behalf;

There was discussion around unit value and workload issue.

HODs to nominate three to four staff to sit on panels (shadow with NHMRC panel) for the RQF assessment process. Christian Gericke, Phil Ryan (on study leave until 30th Jan), Janet Hiller, Nigel Stocks, Sandy McFarlane, Annette Braunack-Mayer, Vivienne Moore and Alan Pearson were suggested. J Robinson will approach these mentioned and said that there may be money allocated for the exercise.

10. Any other business

J Robinson presented the Faculty Health Sciences KPIs for all schools. **F Matthews to send power point presentation on to HODs.**

The MBBS Policy planning and review committee met. The Executive Dean is looking at the 600,000k MLTU budget for casual teaching, and would like to return that to the School in response to the schools providing the clinical teaching. He has identified a number of disciplines who have a number of academic staff who he wants to be involved in teaching.

The Faculty is seeking submissions for the regular feature Health-E Research Colum in The Advertiser. Magda Kaziniec, is working two days a week (Wednesdays & Fridays) in the Faculty Research Secretariat assisting with marketing and media activities. She can be contacted on ext 38171.

J Moss said that the IT issue is still in flux. Phil Ryan was concerned about IT changes as there will be major implications with the introduction of Microsoft Vista. Phil Ryan said the server requirements may change radically in the middle of the year, so he advised holding off on making those decisions. Regardless, the School will proceed

with the current plan with IT services and the Committee agreed that we should be able to assure our staff that this will not be reviewed at present.

J Moss wanted to note at this Committee that the process of accounts is taking a lot more time than it used to because of requirements from the Faculty. This is not a school issue, but it is taking up a lot of staff time.

Anne Tonkin thanked J Robinson and G Bussell's for attending intervention meetings with the Faculty over HR issues and said that this support was very positive for the School and the disciplines.

J Robinson announced the new Head of School, Konrad Jamrozik will visit Adelaide some time soon and would like to meet with the disciplines to work on plans for the future. The Executive Dean will need to meet with this Committee before the HOS begins in May.

11. Next meeting

The next meeting will be determined by the Executive Dean's availability.

Chris Soteriou will attend the following meeting on 14th March.

Action	Responsibility
Greg Bussell will send a template used by the Faculty for their space audit in the Medical School.	G Bussell
A Tonkin to ask Stuart Matthews for MTLU report.	A Tonkin
Voice Project results forward on to relevant Heads of Disciplines	F Matthews
Information on supervisor/student requirements	J Robinson