

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 14th May
School Meeting Room, Level 9, 10 Pulteney Street

Present: Janet Hiller (Acting Convenor), Greg Bussell, Anne Tonkin, Jonathan Newbury (teleconference at 9.00), Judy Magarey, John Moss, Michel Devine (Proxy for Sandy McFarlane), Nigel Stocks, Peter Beilby (Left 9.35) and Tarryn Muller (Minutes)

1. Welcome and apologies

Apologies: received from Konrad Jamrozik.

2. Minutes of previous meetings 16/04/08 and 30/04/08

The minutes from 16/04/08 were accepted as true and accurate and will be available on the School website.

The minutes from 30/04/08 were accepted with the below changes and will be available on the School website.

J Magarey requested we change the paragraph under New School PHCP Brochure regarding Vietnam and replace it with –

J Beilby contacted J Magarey and told her that Department of Health are visiting Vietnam together with several University's.

Business carried over from previous meeting:

Open Day

To be put on the agenda for the next meeting for finalisation and administrative support.

Arrangements for new chair Learning and Teaching

To be put on the agenda for the next meeting to discuss the new chair and also the other School Sub Committees with K Jamrozik.

Research Grants

Action items from previous meeting to be carried over.

- Meeting to be arranged between J Hiller, Rob Chalmers and G Bussell to discuss the Research Grants issues.
- J Hiller to draft up a letter and forward to the Heads for their comments prior to sending it on to the Faculty in relation to time lines taken to process contracts.
- Business with Intellectual Property that S McFarlane had concerns about was going to be brought up at the Faculty Executive but there wasn't the opportunity, may need to be brought up via it next meeting.

3. For Discussion or Action:

3.1 Project Apollo – *By invite Peter Beilby attending at 9am*

J Hiller had been told by Phil Ryan that this is the last School to sign off but J Hiller advised that this due to the complexity of the School with its geography and the nature of it's computer use and we don't want to get caught out later because we signed and didn't look the reports in detail. A briefing paper was put together with the discipline areas comments that were provided to J Hiller as a starting point for discussions. Discussion followed:

- Strategically do we sign off on this with a covering letter stating the errors within the report or get the report corrected prior to signing.
- All in agreement that we hold off on signing to give time to get errors corrected and also give more time to have the reports properly looked into.
- When were the audits completed as some basic features were missed that should have been picked up.
- Advised audits completed within the last month.
- CMVH came back that the report was ok and was thought that Derek Brown looked through it as he is the ITS person there.
- Costing at this stage have not been provided, Peter Beilby is looking into this with Phil Ryan.
- Problem also regarding the transition funding that has also been put aside by the Faculty of \$400,000 across the whole faculty; G Bussell has been trying to ascertain how much is left and how much we would get.
- Need to clarify how much this cost and what assistance we are going to get.
- Public Health's comments mostly indirectly or directly relate to costs and around the machines that aren't Vista ready is a costing.
- No mention of AHTA confidentially issue and laptops at home.
- By the looks of it the have only audited the hard running software machines, missing information from reports on Web services MLTU and people with over 3GB of personal data.
- We could use our personal storage rather then purchase more space.
- SGRHS – Doesn't seem like they have any computers that plug into the UOA network. Other machines plug into the Uni SA system.
- JBI to be presented separately from our data.
- Will be issues with JBI licensing
- Printers have been missed in several areas.

Action: - J Hiller to advise Ian Wills that the report is not going to be signed until all the ITS and appropriate people have meet again discussed it and worked out our list of questions and concerns.

- J Hiller to gain comprehensive list of the audit.

- Peter Beilby, Paul Carter, David Foley, Jon Salmon and Derek Brown to meet and look at the reports and discuss what's been missed

- List of questions through Phil Ryan to Ian Wills.

3.2 Public Health Physician Post

Around 8 or so months ago J Hiller was visited by Michele Heriot, Head of Health Promotion, Department of Health and Kevin Bucks, Head of Public Health, Department of Health. They are obliged by legislation to have a physician; Angela McLain was their Public Health physician. They have not been able to recruit and had thought about revising the post so that it was half academic and half there to try and make more appealing. They need the post to stay within the Department of Health or they may lose it. At the time J Hiller had a conversation with Stuart Matthews and he advised that the best way to go forward would be to do a half time secondment. J Hiller has just recently received a first draft of paperwork, which has been sent to G Bussell to sort out the details to involve research and teaching with Stuart Matthews from Faculty. Very appealing post for an Academic.

Action: Stuart Matthew is sending some other examples of duel appointments to G Bussell to be able to have a look at and report back ASAP for J Hiller's response.

3.3 Grief and Palliative Care Review by Course Review Committee

Is being held on Thursday and Friday, J Hiller attending. J Hiller quite impressed with the papers and handbook and the work that has gone into it. A number of Counselling courses have folded at other Unis, not clear as to exactly why as they did have students and the field is opening up little more. Possibility that later on may need a name change to fit the program. J Hiller will meet the Coordinator at 11am today to review their submissions.

4. For Mention:

4.1 New positions – Nursing, Alcohol & Drugs, OEH, Coordinator of Yaitya Purruna

- Nursing – Two applications will be interviewed in June.
- Alcohol and Drugs – Appointment has been made of Professor Charlotte de Crespigny.
- OEH – An offer will be made and negotiations are still in the process of amending the post to include clinical increase, reducing the amount of time to make more of a half time teaching post. The candidate is to get back later in the week.
- Head of Yaitya Purruna – Rus Nasir has accepted the offer and has delayed the start date by a week so the new start date is 5th June.
- Research Fellow in Indigenous Health – Have received some inquiries from the interviewees regarding the outcome. Limited information available regarding when the interviews were held, who was on the panel and information from the interviews.

Action: G Bussell to follow up with HR regarding the Research Fellow in Indigenous Health interviews.

4.2 Next School Seminar – 21st May

J Newbury raised the issue that Rural School and Yaitya Purruna are on the agenda to present at the next School Seminar although no one is available to present from Yaitya Purruna for the other half of the seminar. Asked the panel whether it was possible to cancel the upcoming School Seminar and reschedule them for July when Yaitya Purruna is back up and running.

5. For Noting

Felicia Matthews had a healthy baby girl last Wednesday night named "Ruby Kate" weighing 3.4kg. The School Office has sent her flowers and congratulations.

6. Reports from Disciplines

6.1. Nursing – Judy Magarey

- Seminar coming up.
- Frank Donnelly won grant to look at the mapping of Mental Health in the Undergraduate Program.
- Daniel Foley won a grant in the Undergraduate Program.
- PAC – 3 x new programs put up.
- PAC Proforma is a time consuming process for making minor changes to calendar entries.

Action: Resolution for J Magarey to draft and send to J Hiller a response to the problem being experienced with the PAC and then it will be sent to Deb Turnbull, Johann De Vries, John Moss and get their signatures and then send to Faculty Executive Committee to try and get this issue addressed.

6.2. Public Health – John Moss

- Great to see this structure of reports back on the agenda
- Discipline Planning Day on 29th August, envision our Strategic Planning, Time Management and the two reviews next year
- Currently preparing the three reports to SA Health for PHERP don't know if this support can be sustained in the discipline. Wonder if the School needs to take on the reporting.
- School has been in discussions about the external reports and handing back to ARI

Action: G Bussell and F Kalombokas to discuss and report back on the reporting for SA Health for PHERP.

6.3. General Practice – Nigel Stocks

- Peter Mansfeild obtained a NICS Fellowship.
- Appointed two RDP Research Fellows for the Research Development Program, run through PHC-RED
- Appoint a Post Doc student, which have received special permission from the Commonwealth, she did a PhD on Infertility and Deb Turnbull as part of her 6 month attachment some work on Meta analysis around Infertility and Complementary Medicine
- ASPREN has been refunded and contracts have gone through - Money has been received. DMAC has to also bill money to them.

6.4. MLTU – Anne Tonkin

- Two new staff started at 0.5fte.
- Also GP registration from GPET learning about Medical Teaching.
- DOHA Specialist Training – Extended session submissions going on.

6.5. CMVH – Sandy McFarlane

- MEAO Study partly signed but they want DVA to fund Veterans part of it.
- Climate Change grant in Disaster and Emergency Management (Dino Pisaniello and Peng Bi).
- 1 PHD student been accepted.

6.6. Rural Health – Jonathan Newbury

- Advertising shortly for the new Executive Manager position – Replacing Christine Knox
- Moving into recruiting new Medical students for next year.

6.7. School Office – Greg Bussell

- Two new staff members started over the last few weeks to assist with the School Office finances.
- Currently undertaking structure and reorganising changes and also several process changes.
- Currently managing the Leave Management response for the School.
- New Induction Pack template being created for the whole School including for short term visitors.

7. Reports from Faculty Committees

7.1. Faculty Executive Committee – John Moss (Acting HOS)

Nil to report. Next Meeting 30th May.

7.2. Faculty Research Committee – Nigel Stocks

Nil to report. Next Meeting 6th June.

7.3. Faculty Learning and Teaching Committee – Frank Donnelly (*To be discussed how to report back*)

Nil to report. Next Meeting 21st May.

7.4. Faculty Internationalisation Committee – Judy Magarey

Nil to report. Next meeting 26th May.

8. Reports from School Sub Committees

8.1. School Research Committee – Annette Braunack-Mayer

Nil to report. Next Meeting 17th June.

8.2. School Learning and Teaching Committee – (To be determined on Konrad's return)

Nil to report. Next Meeting - Date to be determined.

8.3. School External Affairs Committee - Konrad Jamrozik

Nil to report. Next Meeting - Date to be determined.

9. Any other business

Draft Committee Flow Chart – as requested by members of SEC

Post Graduate Coursework Committee – Doesn't report to Learning and Teaching Committee anymore, reports directly to Faculty Executive Committee. Committee had positive feedback regarding the flow chart and also the plan that it will be put onto the School website also.

Action: To be discussed at next meeting proxy's for each Faculty Committees and Sub Committee and also about how School representatives not involved in this meeting report back to. Discussed that the School representatives put together a paragraph to be table at the School Executive Committee.

10. Next meeting

Wednesday 28th May, School Meeting Room