

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 16th April
School Meeting Room, Level 9, 10 Pulteney Street

Present: Janet Hiller (Acting Convenor), Greg Bussell, Judy Magarey, John Moss, Michel Devine (Proxy for Sandy McFarlane), Jonathan Newbury (teleconference at 9.00), Felicia Matthews and Tarryn Muller (Minutes)

1. Welcome and apologies

Apologies: received from Konrad Jamrozik, Nigel Stocks and Anne Tonkin.

2. Minutes of previous meetings 2/04/08

The minutes from the previous meeting were accepted as true and accurate and will be available on the School website.

Business carried over from previous meeting:

Graduate Program in Grief and Palliative Care

J Hiller needs more detailed information about the submission to the Grief and Palliative Care Program.

Fellowship

G Bussell to follow up for HOS regarding the University Post doctoral fellowships.

3. For Discussion or Action:

3.1 2008 Call for Abstracts for State Population Health Conference

J Hiller gave a brief background on the Abstracts for State Population Health Conference. Every year the conference brings together PHD masters, internship students and senior members. Discussion followed:

- Very constructive approach to presentations.
- Was about capacity building amongst students,
- Included qualitative research.

Action: J Hiller encouraged HOD's to encourage their staff / students to nominate to attend.

3.2 AusAID Australian Leadership Award Scholarship intake for 2009

The University had previously lost its AusAID contract and since its reinstatement is closely monitoring the quality of student support . There are a number of research awards, one being the prestigious Leadership award.

Discussion followed:

- we need to build this up within the School.
- at least one person per year relevant to the school should be nominated.

3.3 2008 Postgraduate Research Expo July 22nd

- The leaflet has been distributed widely.
- Disappointing feedback was received from last year's expo on judges' understanding of research/posters.
- Need to have more judges from our School involved, perhaps could ask Clinical Title Holders.

Action: Leaflet to be sent to all PhDs within the School.

3.4 Professional Development Reviews

PDRs need to be carried out during May – June. HODs / Units and line managers need to think when they are going to do this and how they are going to do this. All supervisors should have had initial round of training. The training is useful and need to look into what training is available.

- HODs do not need to do all staff, other supervisors can take over this role.

Action: Florence Kalambokas will organise training sessions with HR.

4. For Mention:

4.1 NCRIS Data Linkage application

Action: To be discussed at next meeting.

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

- Nursing – Two applications will be interview in June.
- Alcohol and Drugs – Appointment has been made.
- OEH – An offer will be made.
- Head of Yaitya Purruna – Offer has been made and negotiations under way. Veronica Arbon is leaving June 14th to go to Deacon University.

5. For Noting

G Bussell reported that there is 1.5 Million invested in the Composite Fund from Lubims, dedicated to the Lubims Fellow, not a new position.

6. Any other business

Human Research Ethics Approval

J Hiller said that should staff be doing research through the hospital; the Faculty needs to be informed.

Action: Add note in next School Newsletter.

Budget Faculty

The School has been over budget with salaries and asked to explain. The growth in salaries was required to service the increased income. We have generated more income than the School has spent which is positive.

J Moss asked if there was an update on 2008 Budget. G Bussell reported that the Faculty do not have a budget from central Finance yet. The Staff Establishment List has been given to Chris Soteriou, and we are operating to this.

Open Day

The Faculty will soon ask for a School representative and we need to organise this process.

Action: This will be put on the next agenda.

Acting HOS

J Hiller is Acting HOS for the next 6 weeks and no backfill has been allocated. Janet will sign documents first thing in the morning but papers are not to be sent to J Hiller directly. The School office will deal with any documents prior to meeting with J Hiller.

Honours Group

- Initially lead by Judith Raftery, now Chris Barton.
- A PAC proposal is now being sent to the Faculty but has not been reviewed by School Exec.
- Attendance at meetings have been difficult with informing and making decisions.
- J Magarey said that Chris Barton to contact J Moss.

7. Next meeting

Wednesday 30th April, School Meeting Room