

## MINUTES

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

**Wednesday 17<sup>TH</sup> January 2007 at 9.00**  
**Conference Room, Level 9, 10 Pulteney Street**

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

#### 1. Welcome and apologies

J Robinson welcomed members and acknowledged Prof Rob Barrett's sudden death; a tragedy to the Faculty and University as a whole. He announced that a funeral service will be held on Monday 22<sup>nd</sup> January in Bonython Hall. The Committee agreed that the School will offer any support to the Discipline of Psychiatry.

#### 2. Minutes of previous meetings (06/12/06)

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

#### 3. Matters arising

Nil.

#### 4. School & Faculty Committee Membership

The Faculty requested a nomination from the School to sit on the MBBS Policy and Finance Committee. J Moss suggested Prof Christian Gericke from Public Health; the committee agreed that Prof Gericke will represent the School until the Head of School is appointed and nominations will be revisited at a later date.

The Faculty also requires nominations for the OH&S Officer and elected Health and Safety representative to sit on the Faculty OH&S Committee. The committee had previously agreed that Ganyk Jankewicz (Public Health) be the School OH&S Officer; and J Moss suggested He Wang be the School Representative as he is currently on the Faculty OH&S Committee representing the Discipline of Public Health.

Other Faculty committees include the Post Graduate Coursework Committee and Timetabling Committee. The School also needed to replace current members of School Committees. Membership of all committees were tabled.

#### 5. Reports from Disciplines

*Nursing – Judy Magarey*

A panel have interviewed 10 applicants for the replacement position of the Administrative Officer for the Flexible Learning Unit; the successful applicant will commence on the 7<sup>th</sup> February. Currently interviewing for a Research officer 0.4FTE and Lecturer Level A/B.

The discipline has offered 40 undergraduate placements and will be holding more oral assessments on Monday 22<sup>nd</sup> and Tuesday 23<sup>rd</sup> January.

Amanda Rischbieth and Jane Warland have both completed their PhDs in the Discipline of Nursing.

#### *Public Health - John Moss*

J Moss reported 160 student intake for Bachelor of Health Science which is an increase and over 20 applications have been received for the Master of Public Health; there may be 3 or 4 o/s students and there have been a number of inquires for the PhD Program.

Vivienne Moore has obtained a grant from the National Heart Foundation. Two groups in the Discipline have been short listed for the Department of Health's Strategic Health Research Program and are currently preparing their final applications. Research staff are currently developing NHMRC grant proposals. J Robinson stressed the importance of increasing Category 1 grant holders and said that the School needs to create a list. He added that the School has few members on the provisional list of staff for the RQF assessments. If additional staff can be added, these should be forwarded to Felicia Matthews. This may have significant funding implications for the School in 2008 and beyond. **F Matthews to send the provisional list of staff for the RQF assessments to HODs for checking. Cut off date 31<sup>st</sup> March.**

#### *General Practice – Nigel Stocks*

N Stocks announced that the temporary position of Director of the Grief and Palliative Care course has been filled by Michelle Sexton; however the position will now be Co-Director, sharing the role with Cate Howell. Two PHCRED research associates/senior research associate positions will be advertised shortly which is an opportunity for primary health care workers to undertake their own research, training or evaluation. Two seeding grants will also be available worth \$10-12k to pilot their own research but this will only be available internally.

One practice from the group of five that make up Lubims, has been sold.

Three honours students have enrolled through the Discipline of General Practice this year.

Dr Oliver Frank has been awarded a PhD and Dr James Alan awarded a Masters.

#### *MLTU – Anne Tonkin*

The MLTU is finalising last year's results and reviewing student appeals.

IT staff are working towards the delivery of MBBS through MyUni; coursework and academic material will be available and tutors will be able to upload their own teaching material online. It was stressed that both attendance at lectures and clinics will still be required and an additional 75 lectures in years 1-3 have been programmed with the new MBBS review.

The MLTU is three staff down at the moment after rationalising IT resources. A Committee Secretary has been advertised.

#### *SGRHS – Jonathan Newbury*

SGRHS have 4 years funding to appoint a Senior lecturer in mental health, at Level C; Vanessa Ryan's position (Lecturer Level B) will be advertised for a replacement; and HEO6 or Lecturer Placements Coordinator will be advertised as part of follow up results from the Year 12 study. Duties for an IT/video conference/online Coordinator are being discussed with Peter Beilby.

It is possible that SGRHS has won a State Health grant, which is a collaborative grant with a group of senior researchers, looking at a holistic view around population health which has the potential to have significant impact on future students.

The official opening of the new SGRHS building in Port Lincoln will be held on Thursday 1<sup>st</sup> February.

## **6. Report from Sub Committee**

*Research Committee – Annette Braunack-Mayer*

The review panel will move on to next stage for NHMRC/ARC grant applications in the next few weeks. The first stage reviewed six grants in various stages; feedback from applicants was that it was a positive process. All but one was recommended to go on to the next stage. A two page synopsis will now be submitted to the reviewers before being forwarded on to the Faculty. The School has been flexible with some who have missed out on deadlines however faculty may not be favourable.

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

The Faculty Executive has not met since the last School meeting. N Stocks will attend the next FEC on Friday 19<sup>th</sup> January.

## **8. Any other business**

G Bussell and J Robinson will meet with all HODs for an “Understanding of Budgets” meeting.

J Robinson will only sign Request to Advertise and HR related forms if G Bussell has authorised first. G Bussell said that Chris Soteriou still has control over all new school positions.

J Robinson asked for feedback on the office space requested for the School office in Pulteney St, however there will still be some time before the space is available.

J Robinson reminded HODs that time sheets now need to be filled out and a summary sheet forwarded on to Greg Bussell for Jeffrey’s signature. **G Bussell will send an example proforma to the MLTU to put into practice as soon as possible.** It was also noted that academic annual leave also needed to be approved by the HOS.

## **9. Next meeting**

**Wednesday 31<sup>st</sup> January, Room 1-23, Level 1 Eleanor Harrald Bld**