

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 17th September 9.00am
School Meeting Room, Level 9, 10 Pulteney Street

Attendees: Konrad Jamrozik (Convenor), John Moss, Greg Bussell, Judy Magarey, Nigel Stocks, Carole Gannon (Proxy for Anne Tonkin), Michel Devine (Proxy for Sandy McFarlane), Jonathan Newbury and Tarryn Muller (minutes).

1. Welcome and apologies

Received: Janet Hiller and Rus Nasir.

2. Minutes of previous meetings 03/09/08

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:

School Seminars

Starting in February 2009 the School Seminars have been scheduled for Tuesday afternoon's on the first and third week of each month.

Action: Tarryn Muller to book the Robson LT.

Newsletter

Collecting news items for the School Newsletter will continue with ongoing monitoring and assistance from Heads of Disciplines.

Learning and Teaching Committee

K Jamrozik has a meeting arranged with Helen Fraser for Thursday 18th September to invite her formally to the Chair position of the Learning and Teaching Committee.

3. For Discussion or Action:

3.1 Staff Establishment and Budget for 2009

K Jamrozik circulated a briefing paper on the Staff Establishment and Budget for 2009 mentioning a number of suggestions to be adopted for next year, and seeking comments and feedback. Discussion followed:

- Funding for Casual teaching is supplied directly from Faculty.
- Staffing Establishment to be closely looked at for 2009 to represent the requirements for the Disciplines accurately.
- Approximate calculations were done on stationery, phones, equipment, photocopying, to look at non salary costs of operating to end of August pro rata approach \$500,000 that needs to be covered by the School Office for the Disciplines.
- School has 400 accounts. To drill each one takes 20 minutes; thus, it would take one FTE to be able to report on a monthly basis. Given this, the School Office responds to enquiries on a case by case basis.
- MBBS Committee work is not recognised in the Model currently.

Action: Heads of Disciplines can meet with F Kalambokas to discuss the Staffing Establishment for 2009, including to plan for casual teaching requirements.

3.2 Proposed Mary Potter Palliative Nursing Fellowship

Memo distributed regarding proposed Mary Potter Palliative Nursing Fellowship based at the Calvary Hospital and would sit under Nursing. This would make the third development that relates to palliative work. Discussion followed:

- Very good initiative as there is potential to develop something for nurses in the acute sector.
- Potential to develop strong links for the Calvary Hospital and the School.
- The potential additional costs are advertising, relocation for suitable candidate and media costs.

Action: K Jamrozik to respond that this is as a welcome development that it will very usefully augment our existing developments within our School.

3.3 PDR Cycle

The PDR Cycle process will be undertaken over September – October. K Jamrozik circulated a paper on Planning and Development Review and tabled a sample report highlighting the charts for Teaching panel from Teaching census, Research panel from Research workload, Service panel, overall and Research related activity which indicates where the individual sits against their peers. Such a profile will be supplied to each Academic for discussion with his/her supervisor in the review.

3.4 Coursework Fees for 2009

The Coursework Fees for 2009 document was tabled which indicated the percentage increase of domestic fees for all the courses within the Disciplines/ Areas. Discussion followed:

- Master of Public Health; very high increase from last year, inquiries not as strong this year.
- Fees not taking competition in our market into consideration.
- Market increase would be inflation on top of last year's fees.
- Not sure how these fees compare to the other South Australia Universities' Coursework fee increases.
- Agreed in the business plan with the Commonwealth contract for the Master of Public Health - $\frac{1}{4}$ fees, $\frac{3}{4}$ Commonwealth subsidies.
- Likelihood of going online for courses in the future depends on local resources and actions of competitors.
- These increases put UOA Nursing above the competitors.
- Another factor to be taken into consideration is that six of the Graduate Diplomas are coordinated by people who are not employed by University.
- Nursing have prepared a letter to go to the students explaining the fee increases with some suggestions to assist them.

Action: K Jamrozik to take feedback to Faculty Executive on Friday.

4. For Mention:

4.1. ARC Centres of Excellence - Call for Expressions of Interest

Paper tabled and distributed to Heads of Disciplines as requested.

4.2. Stage 2 Application – Cancer and Leukaemia Institute

In relation to the expressions of Interest for the Premiers Fund, none of the School's three proposals made it to stage 2 but in the University process the Cancer and Leukaemia Institute has been invited to go to the second round.

5. For Noting

5.1. ARI Workshop for project managers

Workshop for project managers on Friday and several people have been invited to discuss the issues around ARI.

5.2. International Scholarship Rankings (Due 10th October)

Two candidates from our School.

Action: Annette Braunack-Mayer to respond on the Schools behalf.

6. Reports from Disciplines

6.1. Nursing – Judy Magarey

- Nurses Board meeting yesterday – Registration of overseas qualified nurses, proposal to change IELTS to 7.0 across all bands.
- Student registration from next year and something involving fitness to practise.
- Bachelor of Nursing Honours – PAC will recommend approval to Academic Board.
- Working on Clinical placements agreement from Health SA and has responded to Faculty and they are preparing a joint response with Prudential Services.

6.2. Public Health – John Moss

Nothing to report.

6.3. General Practice – Nigel Stocks

Nothing to report.

6.4. MLTU – Carole Gannon

Meeting for the Inherent Requirements for Enrolment in Health Science, ongoing committee trying to get agreement between all three Universities' will probably go through the next 12 months to work through what will be on the admissions website for each of the courses.

6.5. CMVH – Michel Divine

- Dino Pisaniello and CMVH are running a toxinology workshop on 26th September.
- Cabinet has approved the MEAO funding of \$1.5M.

6.6. Rural Health – Jonathan Newbury

Praeceptors' weekend went very well. Rather than induct new teachers, its role appears to be that of a Rural reference group.

6.7. Indigenous Health Unit – Rus Nasir

Absent from Meeting

6.8. School Office – Konrad Jamrozik

Nothing to report.

7. Reports from Faculty Committees

7.1. Faculty Executive Committee – Konrad Jamrozik

Nothing to report.

7.2. Faculty Board Meeting - Konrad Jamrozik

Nothing to report.

7.3. Faculty Research Committee – Nigel Stocks

Nothing to report.

7.4. Faculty Learning and Teaching Committee – Helen Fraser (*To be discussed how to report back*)

Currently in transition to new representative.

7.5. Faculty Internationalisation Committee – Judy Magarey

Nothing to report.

7.6. Faculty Course and Program Approval Committee – Frank Donnelly (*To be discussed how to report back*)

Proposal going up is from Alan Pearson around Master of Evidence Based Health Care.

7.7. Postgraduate Coursework Committee – Judy Magarey

No recent meeting.

8. Reports from School Sub Committees

8.1. School Research Committee – Annette Braunack-Mayer (*To be discussed how to report back*)

At the School Seminars in the coming months K Jamrozik and Annette Braunack-Mayer are running a three part Research Grant submissions and advice on preparation sessions.

8.2. School Learning and Teaching Committee – Helen Fraser (*To be discussed how to report back*)

No recent meeting.

8.3. School External Affairs Committee - Konrad Jamrozik

Nothing to report.

9. Any other business

10. Next meeting

Wednesday 1st October, School Meeting Room