

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 19th March
Discipline of General Practice Meeting Room
Level 3, Eleanor Harrald Bld

Present: Konrad Jamrozik (Convenor), Nigel Stocks, Greg Bussell, Judy Magarey, John Moss, Anne Tonkin, Janet Hiller, Jenny Dowling (proxy for Sandy McFarlane) and Felicia Matthews (Minutes).

1. Welcome and apologies

Apologies from Jonathan Newbury.

2. Minutes of previous meeting 5/03/08

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:

Nigel Stocks *is* the working party for the Keith Sheridan Prize.

Rewards for teaching: J Magarey noted that the process is a long process for nominees and it may not be worth nominating staff if they are not going to be selected. The HOS agreed and suggested speaking with Anne Tonkin regarding the other nominee from the MLTU.

Review of postgraduate coursework awards: the HOS has prepared, drafted and submitted a document.

The HOS reported to AMC that the Executive Committee opposed use of conceded passes in Undergraduate courses.

3. For Discussion or Action:

3.1 Faculty and University Postdoctoral Fellowships (Excel spreadsheet attached)

There were questions raised about Postdoctoral Faculty Fellowships and their success and we now have the data – no internal Fellowships have been awarded to applicants from SPHCP in the last five years:

- There was a sense that people are not being encouraged to apply because they only have a slim chance of being successful
- Panels and the School's representation was discussed; J Hiller has been on a panel previously.
- The number of fellowships awarded is on average two or three per year.

- Applicants should apply for other Fellowships including NHMRC, ARC, National Heart Foundation in the same process, with the same applications.
- A rotation across Schools and/or parallel panels was discussed.

Action: The HOS will approach the Faculty Executive Committee and/or Research Committee to discuss the possibility of a rotation across Schools and/or parallel panels.

3.2 IMG Program

The HOS received an email from the International Medical Graduates (IMG) Program Coordinator, Vanessa Ryan, from Adelaide to Outback, requesting names of staff who could present a session on population health and the Australian health system and services at an educational retreat;

- Public Health have access to good quality information that could be passed on.
- Iain Everett may be able to offer something from Nursing.
- David Scrimgeour may provide some training on Indigenous health.
- The HOS asked if there were junior staff or research fellows who would like the opportunity? Adam Elshaug and Adrianna Milazzo were suggested.

Action: the HOS will respond stating that the School has potential presenters and course material. The most suitable dates would be in November as the July date clashes with the national Population Health Congress.

3.3 Vice Chancellor's Visit

The Committee discussed other possible PhD students to present a case study subject to availability. All staff will be invited to join for afternoon tea in the Bice building.

3.4 Communications Officer

The HOS drafted a proposal for comment and input and asked if the School created this position, how do we use it? There was lengthy discussion around the role of the position:

- The School has 30 FTE at HDR level and should be completing 10-15 a year.
- It may be lecturer Level A and Bs who need the help rather than the HDR students. C's also require help, especially in Public Health where English is often a second language, the service would be extremely useful.
- The Committee agreed that supervisors need to encourage PhD students to publish, but this should not be part of the role.
- It would be difficult to determine who needs the help, how much they are entitled to and when; there needs to be a time limit and a system worked out in advance. It could work on a volunteer roster. Staff who think they need help writing could apply to the HOD who could nominate them regardless of what level.
- The position will be embedded under research.
- General Practice has a writing group to help all research related staff.
- Does the position need someone with editing skills or content skills, the latter involving a very wide spectrum?
- Should there be a well written first draft to present and then the Communications Officer would assist with editing/focus on audience target? May lead the person through the process of selecting the journal.
- It could be a mentoring position but this could be a higher level than a communications officer.
- GP had someone with a PhD who was able to coordinate CVs etc for a grant submission, but also collating information for writing. She has been part of an academic group, but with the function of bringing it all together. She searches for literature, can contribute to the main writing of grant applications. The HOS said that a PhD student could be hired casually to do this task for a month.
- John Moss suggested we need a needs analysis before we can work out this position.
- The HOS suggested, staff development reviews will show some concerns about a modesty of publication outputs, and look at the blockages. Many will say that they do not have time to write. What is the most time consuming? The English language. Putting the ideas on paper (construction of argument). Looking at the

information you have. Temptations to take on other tasks rather than write. Commitment to writing time. We need to facilitate by providing this important resource.

Action: A needs analysis needs to be carried out. Judy Magarey said that the Faculty has someone in a similar position who would be useful to follow up.

3.5 ERA (Excellence in Research for Australia)

ERA is to the phoenix arising from the ashes of the RQF. The process will include **all** academics. A number of people are classed as "other", but there are people classified as academics who should be appointed as a business manager for example on the HEO scale. The academic scale may not reflect what they are doing and this School needs to sort this out sooner rather than later. J Hiller will demonstrate on-line database tools for summarising records of publication.

The solution to the classification level is that there is the academic status (40.40.20 role), professional work for research and professional work for infrastructure. We may need to introduce this distinction through the Enterprise Bargaining Agreement but it is something that needs to be addressed. This University is currently looking at the UQ model, which includes 'teaching-focussed academics'.

Action: HOS to suggest three streams of classification to the Dean.

4. For Mention:

- 4.1 Management of leave: As the School receives salaries for worked weeks only and leave is paid centrally, it is important that all staff take their allocated leave.
- 4.2 Program of internal audits: Heads should be aware of the program of internal audits to be conducted by Deloittes on behalf of the University over 2008-10.
- 4.3 Students with blood-borne viruses: The State is moving to compulsory registration of all trainee health professionals with their respective professional registration boards. There are also requirements for trainees to undergo testing for BBVs and to inform the relevant Board if they are infected. The Faculty is presently developing a document setting out these requirements, the protocol for testing (including pre- and post-test counselling, and the legal requirements on individuals, the diagnosing doctor, and university officers to notify various authorities about the results of testing).
- 4.4 Faculty is moving to web-based tools for collection of feedback from students on teaching and learning, and is contemplating adoption of a policy whereby provision of feedback is a necessary step for gaining electronic access to additional teaching materials or the results of assessment.
- 4.5 Visit by Australian Universities Quality Agency. Preparations for the audit by AUQA have begun. Key topics are curriculum and assessment, and internationalisation.

5. For Noting

- 5.1 ARC Linkage Infrastructure (LIEF) Application Information-Take 2 (copy attached - previously sent by HOS).

6. Any other business

Judy Magarey reported on matters from the Internationalisation Committee:

- Travel survey and development of 'University ambassadors'
- There will be a new process for international agreements in the Faculty
- Funding is available for projects and push for central funding
- The Faculty website will be updated

- The Faculty will look into student exchanges and why they are not occurring as much as they should
- The number of EPIRS will fall next year

7. Next meeting

Wednesday 2nd April, School Meeting Room