

## MINUTES

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

**Wednesday 20<sup>TH</sup> JUNE at 9.00**  
**Discipline of Public Health**  
**10 Pulteney St, Level 9 Tower Bld**

Present: Annette Braunack-Mayer (A/Convenor), Nigel Stocks, John Moss, Judy Magarey, Greg Bussell, Anne Tonkin, Michel Devine, Jonathan Newbury and Felicia Matthews (Minutes)

#### 1. Welcome and apologies

Apologies from Frank Donnelly.

#### 2. Minutes of previous meetings 7/06/07

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

#### 3. Matters arising

Judy Magarey said that co-location of the Discipline of Nursing within the School needed to be questioned. The space issues need to be clarified with the Executive Dean to plan for the future.

#### 4. SA Care Plan (emailed) – Jonathan Newbury

J Newbury said that it is important that the School was informed about SA Care plans for the future. The plan for four existing hospitals to expand has great synergies for education. Closure of smaller country hospitals may cause difficulties. The city hospitals may have an effect on GPs playing a bigger role, which would benefit teaching but it would depend on the functionality of the hospital. J Newbury was asked to pass his views on to the Executive Dean. The committee agreed to be aware of the changes as they progress.

#### 5. PBL Tutoring

A number of people have been suggested. With respect to postgraduate students, A Braunack-Mayer asked about the impact of tutoring on students' progress with their theses. The Committee agreed that A Braunack-Mayer would review postgraduate students who have shown interest in being tutors and will confirm with supervisors if this is appropriate before forwarding details on to the Executive Dean.

The committee discussed the role of PBL tutoring in raising the profile of staff of the School within the medical curriculum. N Stocks said that General Practice currently have a number of people who give lectures, and provide services as the Assistant Dean (Students) and Convenor of first year to MBBS.

**F Matthews to email names to A Braunack-Mayer for review.**

## 6. HS Honours Breakdown

The attached table shows the number of honours students enrolled in the School and other Schools of the Faculty. A Braunack-Mayer asked about whether it would be possible for Disciplines in the School, particularly General Practice, Public Health and SGRHS, to share the common program that students take. It was agreed that supervision must remain at an individual level, but the core program could be combined. The Committee asked the Honours coordinators for the Disciplines (Chris Barton, Judith Rafferty and Gillian Laven, with a representative from Nursing) to meet together to discuss offering a shared program in 2008. **A Braunack-Mayer will write to Honours Coordinators.**

## 7. RQF

N Stocks reported that the Shadow Panel met recently for the first time with the aim reviewing possible health services and public health groups. It was a very positive meeting and the outcome was that a group, with membership from both within and outside the School, has been proposed. The initial sense is that this group will rate between 4 and 5.

## 8. Update on space and refurbishment – Greg Bussell

G Bussell reported that the cost of moving and renovations on level 9 of the Pulteney Tower has been decreased to \$150k, with \$50k contributed each by the School, the Faculty and the University. There are some problems with having a disabled toilet on this floor and noise from the main building renovation may be an issue as 9 of the 13 floors will be evacuated and renovated. The School is still expected to move in around 20<sup>th</sup> August. J Newbury said that we need to ensure that there are video conference facilities available. J Moss said that is also important that the server is located appropriately as the Public Health server is currently located in the Bice Building, which causes access delays. G Bussell confirmed that the School will have its own server located in the Tower Building. **Greg Bussell will pass noise concerns on to OHS and the Executive Dean and confirm that videoconference facilities will be available.**

## 9. Update on research KPIs - Greg Bussell

Konrad Jamrozik has asked for a report on research activities within the school over the past few years. J Moss said he has been working on similar data and said that there were errors in the data available. The Heads need to look at this data to confirm data is correct. We will report on the following to Konrad:

- Research hit rates
- Publications
- HDR students and supervisors

J Moss suggested that some action needs to be taken to ensure correct reporting. The Committee agreed that a letter needs to be sent to The Research Branch, with copies to DVCR, saying we have identified many errors and records need to be rectified. The Faculty also need to provide this information.

## 10. School based management of website

A Braunack-Mayer reported that this issue came up at a Discipline of Public Health Research Committee meeting. N Stocks said that in the Discipline of General Practice staff has access to update their own areas and this works well. In Nursing one person is responsible. **G Bussell and J Moss will follow up access issues with Peter Beilby and Paul Carter and it will be the responsibility of the disciplines to update their own websites.**

## 11. Budget

G Bussell reported that there were some problems with billing for Nursing that has been sorted out with the Faculty. They will appoint a research position with this additional funding.

G Bussell will produce a mid year report.

G Bussell said that now Florence Kalambokas has returned from leave he will work with her on budgetary commitments and variations information. This should be a simple task and people managing the budgets should also have this access. **G Bussell and Florence Kalambokas will work towards this model.**

## 12. Report from Head of School

There is a planning meeting for Heads of Schools on 21<sup>st</sup> June that A Braunack-Mayer will attend. Other items were covered in other parts of the SEC meeting.

## 13. Reports from Disciplines

*SGRHS – Jonathan Newbury*

Funding of approximately \$2 million over four years has been announced for dental students in the rural areas, which will have a positive impact.

N Stocks asked about not meeting our targets of students going rurally and how this affects funding. J Newbury said that SGRHS have a marketing campaign to attract students to the country but if targets are not met, funding will be taken away. N Stocks asked if the AMSS are aware of the problem and J Newbury said that there had been change of leadership and their involvement has improved.

*Nursing - Judy Magarey*

J Magarey has been in Spain for a conference for two weeks; her paper went well and she has been invited back.

Nursing is preparing a proposal for DEST for undergraduate positions. Nursing has received more applicants for its mental health program.

Nursing will be advertising for Research Officer .6 for JBI who will have to be located in Room 36 which is currently a meeting room. The space will be divided into office space, so the meeting room will not be available and in future will have to share the General Practice meeting room.

Research week will be held next week.

*General Practice – Nigel Stocks*

The panel have interviewed for a Lecturer A/B position, and they are currently making appointments. Depending on finances, there may be two positions available. Chris Holton will be a representative for professional and research staff on the Discipline Executive Committee.

*CMVH – Michel Devine*

The Middle East program is very likely to be approved and will be worth \$14 million. The funding will be joint with QLD University but the Program will be run and coordinated in Adelaide.

CMVH have a new website which will be linked to the School webpage [www.adelaide.edu.au/school\\_phcp/cmvh](http://www.adelaide.edu.au/school_phcp/cmvh)

A Braunack-Mayer said that the PhD students in the process of being moved to the School.

*MLTU – Anne Tonkin*

The MLTU are busy coordinating exams and marking.

The Unit is one staff member down, as two administrative positions were advertised, one appointed and one didn't accept. The Unit funds need to be managed by the School so that this position is not taken away.

A Tonkin will be travelling to Malaysia next week to be external examiner for IMU. Carole Gannon will attend next meeting.

*Public Health - John Moss*

Linda Katselis has resigned from her position after her maternity leave and Public Health is in the process of replacing her position.

J Moss said that there has been a lot of time filling out of forms for various reasons which is immensely frustrating.

**14. Report from Sub Committee**

Nothing to report.

**15. Report from Faculty Executive Committee**

The last FEC was cancelled.

**16. Any other business**

Nil.

**17. Next meeting THURSDAY 5<sup>th</sup> July at 9.00**

John Moss will be an apology.

<b>Action</b>	<b>Responsibility</b>
Coordinate response to Justin Beilby re PBL tutors for 2008	F Matthews/A Braunack-Mayer
Honours Coordinators to combine the program for the School for 2008	A Braunack-Mayer
Raise noise concerns to OHS and the Executive Dean and confirm that videoconference facilities will be available in Pulteney Street Building	G Bussell
Access to the disciplines to update and maintain their own websites	John Moss/Paul Carter
Add an extra columns in the budget, which includes current expenditure and grouping of project codes	G Bussell