

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 23rd January
School Meeting Room
Level 9 Tower Bld, 10 Pulteney St

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

1. Welcome and apologies

Apologies: Greg Bussell and Sandy McFarlane.

Due to large number of attachments, agenda items will be numbered and consolidated for future meetings.

2. Minutes of previous meetings 19/12/07

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

Business Arising from previous the minutes:

Colleen Wilson has asked Dentistry for it's wish list. Her document does not yet include our School's wish list. The Committee noted that it is extremely important that we get this document accurate before continuing to the next stage.

Action: The HOS asked for members to send any changes in the document to be sent directly to him.

The HOS asked the DVCR what a DEST paper is worth, and he was unable to answer.

Action: The HOS will come up with a proposition regarding provision of assistance with publications.

3. For Discussion or Action:

3.1 IT Centralisation (memo attached)

The memo sent to all members explains the outline of "Project Apollo", the proposed IT takeover. Phil Ryan has requested each HOS to nominate one member of their staff to sit on the user reference group. The Committee agreed to approach David Foley from Nursing to be involved.

Action: The HOS will ask David Foley to represent the School on the user reference group. If accepted, David Foley will need to speak with Paul Williams, Peter Beilby and Jon Salmon to find out more about their areas.

3.2 Websites Project (document attached)

A proposal to establish a working group to update the School website was discussed:

- The External Affairs committee aims to update the School's websites by establishing a working group.
- The purpose is to design the School website for end users, from a School point of view.
- The Committee thought it was important to include Discipline contacts; Sarah Scott (Nursing), Dino Pisaniello (Public Health), Warren McKenzie (SGRHS), Michel Devine and Ashley Kenny (CMVH), Nicky Bennett (General Practice) and Jon Salmon (MLTU).
- Shaun Lancaster will also be involved.

Action: The HOS will invite members in the proposal to join a working group.

3.3 AusAid (document attached)

A document outlining the potential role for the School with AusAid funded research/contract research was prepared by Afzal Mahmood, from Public Health:

- The major question was do academics of the school put themselves down as consultants or should there be a University of Adelaide node?
- There is the danger of individuals acting as consultants and visiting overseas, raising money for their consulting funds but not producing tangible academic outputs from the project.
- The positive turn on this is that those individuals will also create links with medical/international health (which will help teaching) and research.
- Output should include a lead into publication and HDRs and there is huge networking value, ie. the teaching of international health is very positive and leads on to Public Health.
- Both international courses were discussed.

Action: the HOS will thank Afzal for preparing the document. The HOS proposed that we focus on Option 1 in the document. The committee agreed that the School should continue with the current structure, monitor it and work towards a collaborative group to look at current rules and regulations. Four points for output including publications, collaborative grants, HDRs, and attracting Masters students were important. Jonathan Newbury and Gillian Laven will meet with those who wish to include students into the International Health course and John Moss will discuss with Afzal Mahmood and Christian Gericke.

3.4 OH&S Report (attached)

Andrew Gyory prepared a document highlighting issues required to get the School in order:

- There are issues with current refurbishments in the Pulteney Street premises and Medical School.
- The issue of the smell in the Medical School is appalling; it is a serious issue which needs attention.
- There are a number of vacancies to be filled. Janet Hiller said that these positions should be geographically based rather than discipline. This may difficult with resources; Nigel Stocks will approach Chris Holton again to be the OH&S rep for both EHB and Bice, which may take up half a day a week.
- CMVH will need to be changed to 'Frome St premises' (to include AHTA).
- Tracy Merlin will be moving to Frome, so vacancies in Bice will need to be filled.
- IHU is not mentioned in the document, but should be covered under the Medical School.
- JBI is not mentioned.
- Disciplines/units located in RAH buildings do not pay rent/electricity etc and the University should be contributing in relation to OH&S issues. We do have a duty of care as University, even if it is to ensure that RAH is sufficient. Is up to the rep to notify, but the School needs to follow up.

Action: the HOS to inform Dino Pisaniello that a vacancy exists for Thebarton. The Heads of Nursing and General Practice need to appoint a fire warden.

4. For Mention:

4.1 Research HDR and Research Cycle (documents attached)

- Sandy McFarlane may not be able to provide additional resources as initially thought.
- Administrative resources are vital to keep track of students which has not been done at a School level yet, apart from initial support to set up a spreadsheet by Felicia Matthews.
- The School Office has money to support the committees and there is a need to have longevity in the administrative support.
- The School needs to be more active with supervisors to ensure completions. The finances are structured this way so there is pressure. The HOS said that completion rates are mentioned at almost all Faculty Executive meetings, so we need to be realistic about deadlines and there needs to be a more hands-on approach to supervising, from start to completion.
- Jonathan Newbury was happy to report that Gillian Laven had received a successful letter of completion of her PhD, as a UniSA student. The Committee discussed the danger of losing current staff to UniSA as HDR students because the nature of their scholarships.
- The School Research Cycle was discussed, with importance placed on publications, reporting to DEST, media coverage and updating school website.
- Janet Hiller suggested the School needs to think about how we record our RFCD codes to build our reputation.

Action: Anne Tonkin and Annette Braunack-Mayer will discuss roles when Annette returns from study leave.

4.2 Learning & Teaching (document attached)

Frank Donnelly prepared a document outlining L&T matters for 2008.

The Committee agreed that a School prize was an excellent idea and will be supported.

4.3 Terms of References for Heads of Disciplines (document attached)

The role statement for Discipline Head was tabled by the HOS, (taken from the University HR website).

Action: The HOS asked members to look at the document and comment.

4.4 NHMRC Grants

The School office needs to be notified of all intentions to submit NHMRC and other grants.

4.5 Administration Review

When Janet Hiller was Acting Head of the School, she proposed a hub and spoke model. This model will be under review.

- SGRHS is currently undergoing a review.
- If there is anything that may bring about change, we need to inform all staff involved and include HR.
- We are not anticipating loss of positions in the metropolitan parts of the School, but creating more efficiency, including processes involving the Faculty and HR.

Action: Please give any immediate comments to HOS by Friday 25th.

4.6 Staff Development Reviews

The School has been collecting information on teaching, research and service which will be available for staff reviews. A Table of performance indicators versus levels was distributed, comments;

- This document needs to be put into context of the current workload.
- The impact factor target needs to be comparable to benchmarking with the disciplinary area.
- The HOS said people should be thinking creatively about a broader audience who may be interested.

- Leading journals in particular fields need to be highlighted.
- The number of citations should also be discussed.
- There is also a trade off with the number of publications vs impact factor. This may drive the importance on how our work is viewed.
- We need to include a document related with teaching.

Action: Judy Magarey and Anne Tonkin will provide a similar document on teaching for the next meeting.

For Noting:

- a. New Appointments: Nursing, Alcohol & Drugs, Head Yaitya Purrana
- b. Applications are invited for FHS Postgraduate Travelling Fellowships
- c. Shandong Visit (document attached)
- d. Briefing Paper - Colleen Wilson (document attached)
- e. DEST Publications

5. Any other business

The HOS received an email requesting one person from this School to showcase as an international leader: The Committee suggested Alan Crockett, Alan Pearson and Sandy McFarlane. Janet Hiller suggested speaking with Michael Horowitz.

Action: HOS will follow up.

The School office is working on induction process for new staff; this will include all new academics meeting with all HODs and the HOS.

6. Next meeting

Wednesday 6th Feb 9.00-10.30, in the School Meeting Room