

## MINUTES

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

**Wednesday 23<sup>rd</sup> July 9.00am**  
**School Meeting Room, Level 9, 10 Pulteney Street**

Attendees: Janet Hiller (Acting Convenor), Greg Bussell, John Moss, Judy Magarey, Jonathan Newbury, Cate Howell (Proxy for Nigel Stocks), Rus Nasir, Anne Tonkin (arrived 9.20am) and Tarryn Muller (Minutes).

#### 1. Welcome and apologies

J Hiller welcomed Rus Nasir to his first meeting.

Apologies received from Konrad Jamrozik and Sandy McFarlane.

#### 2. Minutes of previous meetings 09/07/08

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

#### 3. For Discussion or Action:

##### 3.1 Banding of journals for the ERA.

The master list of the ERA banding of journals document was distributed to numerous key members around the School and suggestions for journal ranking alterations were submitted to the School Office. Tabled at the meeting was a collated list highlighting the journals where there were suggested ranking changes. There was a discussion on all the journals within the list and all were in agreement on a final list and what journal ranking changes were going to be submitted by the School Office.

**Action: ERA journal ranking changes document to be handed back to Annette Braunack-Mayer for coordinating and submission of our suggested ranking changes in the appropriate form.**

#### 4. For Mention:

##### 4.1. Submissions for new Institutes and Centres

There was a very well attended seminar held last Thursday which discussed the range of opportunities that are coming up at NHMRC and within the University. A draft diagram showing the outcomes of this meeting highlighting the projects being undertaken by the University was tabled.

**Action: Christian Gericke putting together a submission regarding a University Centre for Health Services Research; Sandy McFarlane leading an application on a Centre for Defence Health.**

##### 4.2. Review of Financial Delegations

The Faculty has recently reviewed the current list of financial delegations and the signatories have been reduced down to five, those being K Jamrozik, J Hiller, F Kalambokas and two staff members within the School Office for processing reasons. Effective immediately all documents are to be send to the School Office for processing.

## 5. For Noting

### 5.1. Travel and Entertainment Arrangements

Travel Approvers and Travel Arrangers have undertaken their training on the new systems and the roll out of the cards commences on Monday.

**Action: School Office to clarify to role of the Heads of Disciplines within this new process of approval.**

### 5.2. Financial Management Report – Variance Report / Statement

The half year variance report / statement was tabled showing actual revenue and expenditure, what had been budgeted for and whether the variance was favourable or unfavourable. We are doing relatively well at the moment especially in the research and grants areas. K Jamrozik is reporting through to Faculty Executive on the time and effort it takes to prepare the responses back to Faculty on our variance reports.

## 6. Reports from Disciplines

### 6.1. Nursing – Judy Magarey

- J Magarey travelled to Singapore last week to talk about starting a conversion course for a Bachelor program in Nursing and is working on a program for mid 2009.
- Anne Wilson went to Vietnam with Minister John Hill, a report to be included in the School newsletter.

### 6.2. Public Health – John Moss

- Peng Bi tenure has been confirmed.
- Ongoing discussions are continuing about where the OEH is going.
- Clear interest from World Bank and WHO in Health Technology Assessment capacity building in our region.

### 6.3. General Practice – Cate Howell

Nigel Stocks still away until the end of the month.

### 6.4. MLTU – Anne Tonkin

Nothing to report.

### 6.5. CMVH – Sandy McFarlane

Absent from meeting.

### 6.6. Rural Health – Jonathan Newbury

Minister John Hill visited on Friday to discuss Country Health Care plan.

### 6.7. Indigenous Health Unit – Rus Nasir

- Been with the University four weeks now.
- Working through the Indigenous Health elective to be running in three weeks for second semester.
- Some money received from Central Northern Adelaide Health Services, matched by VC Fund and the Faculty.

### 6.8. School Office – Greg Bussell

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 – Cate Howell**

Nothing to report.

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

Nothing to report.

**7.5. Faculty Internationalisation Committee – Judy Magarey**

- Stage One proposal form has been developed by the University Internationalisation Strategy Committee, it's been adapted by the Faculty and slightly modified and this form has to be filled out for any International agreement as a record.
- Some money for International ambassadors so if people are visiting overseas and are prepared to do some work on behalf of the Faculty they can get some extra funding for their travel.

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

Nothing to report.

**8. Reports from School Sub Committees**

**8.1. School Research Committee – (To be determined)**

Next meeting 26<sup>th</sup> August. The 2008 Faculty of Health Sciences Postgraduate Research Expo was held on the 22<sup>nd</sup> July and Jo Dollard won \$1000 prize and others were commended on their posters and presentations.

**8.2. School Learning and Teaching Committee – (To be determined)**

Nothing to report.

**8.3. School External Affairs Committee - Konrad Jamrozik**

Meeting arranged in August.

**9. Any other business**

**10. Next meeting**

**Wednesday 6<sup>th</sup> August, School Meeting Room**