

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

THURSDAY 27th September 9.00
Discipline of General Practice Meeting Room

Present: Konrad Jamrozik (Convenor), Judy Magarey, Nigel Stocks, Jonathan Newbury, Jenni Caruso, Anne Tonkin, John Moss, Greg Bussell, Michel Devine (proxy for Sandy McFarlane) and Felicia Matthews (Minutes)

1. **Welcome and apologies**
2. **Minutes of previous meetings 13/9/07**

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

K Jamrozik apologised for the change of meeting dates from Wednesdays to Thursday, and after the next month, they will regularly be held at 9.00 am on Wednesdays.

3. **Review of Head of School Welcome**

The Committee discussed the Head of School Welcome.

- There was emphasis on quality of research and teaching which was positive
- It is useful for all staff to know who the Head of School is and his background
- A strategic document/questionnaire has been drafted to be distributed to all staff to follow up on what was discussed at the session
- A Teaching census has been drafted and given to Leanne Bragg and Frank Donnelly as part of the role of the L&T Committee
- There will be a review of inputs and outputs related to research which Gabriel Matzke is collecting

4. **School committees**

The HOS had not received any negative feedback on the committee structure proposed. Membership, roles and agenda of each committee was discussed.

The Advisory Committee

Alumnus
SADH – Panter, Buckett
PHERP – Jan Fenerley
~~Medical – Chris Baggerley~~
Nursing – Jenny Bewtel

Rural – Peter Rischbieth
Consumer – Ellis/Gallus/
Indigenous – AHCSA Mary Buckskin, April Lawrie-Smith, Tamara McKean
CNAHS – Rob Pegram
DP&C (Dept of Premier and Cabinet)
PHAA (SA) – Chris Morris
Leslye Long
DEST

L&T Committee

The main role of this committee is development, quality and evaluation. The purpose of the committee is to improve teaching skills at a School level, should be responsible for the teaching census and provide advice on how to gain significant equity across the School. The School will demonstrate that educational quality is taken seriously. It was suggested changing the name from Learning and Teaching to Education Quality Evaluation for example, however the School should be consistent with the Faculty L&T Committee. The role of the Faculty committee is uncertain. It was designed to give importance on learning and teaching.

Program Coordinators from the following areas could be approached:

MBBS
BHlthSci
Undergrad Nursing
MPH
BCA
OHS
Postgraduate Nursing
L&G
Rural
Indigenous

The immediate task is the census of teaching across the School.

The Internal Committee

HR	}	Florence
Finance		
Space		
IT		Peter Beilby/ Paul Carter
OHS		Chris Holton
Rural		Christine Knox

Space is extremely difficult to manage. Should this task be carried out by an academic staff member? The Disciplines manage their own space currently, and there will need to be an advocate at a higher level when we expand. The committee agreed to put space on the agenda for the External committee.

K Jamrozik met with Peter Beilby, Paul Carter and Mark Williams. He requested a report of the performance of ITS and has not had a response. K Jamrozik will not report to the FEC without this information; our School will remain sitting outside of IT services.

5. 4th Year MBBS Research Proposal

K Jamrozik received an email from Helen Payne requesting staff to suggest research topics and supervise students for their 4th year research. The number of students taken on can be time consuming. The previous form of research was for six weeks full time. The HOS will approach the Executive Dean regarding inclusion of an audit project in

MBBS 6 as part of training in quality and safety. This change would supersede the present research proposals in MBBS 4. *[This sentence requested to be deleted at the SEC Meeting 10/10/07].*

6. For noting:

Pilots: New staff development workshops
NHMRC Australia Scholarships
2007 Postgraduate Alumni University Medal
Profiling of Staff

7. Any other business

A Tonkin is concerned around the push to have all casual staff to be put on contract. This causes implications for casual staff during periods for the MLTU. A Tonkin will discuss with Greg Bussell, Florence Kalambokas and HR. K Jamrozik agreed that in certain situations staff will need to be employed casually.

8. Next meeting

Wednesday 10th October at 10.30 in the Discipline of Public Health Meeting Room.