

## MINUTES

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

**Wednesday 28<sup>th</sup> February 2007 at 2.00pm**  
**Room 1-23, Level 3 Eleanor Harrald Bld**

Present: Jeffrey Robinson (Convenor), Nigel Stocks, Judy Magarey, Greg Bussell, Carole Gannon, John Moss, Annette Braunack-Mayer, Michel Devine (proxy for Sandy McFarlane), Amy Salter, Jonathan Newbury (Video conference) and Felicia Matthews (Minutes).

By invitation: Justin Beilby

J Robinson announced that item 4 Future plans for the School (Executive Dean) will be discussed first.

Justin Beilby reported that Konrad Jamrozik has informally accepted the position of Head of School and will begin his role in Adelaide in September. It is a very positive appointment for the School but unfortunately the starting date in September will slow the School process down and it is important that this transitional period during J Robinson's retirement and the commencement of the new Head is managed efficiently. J Beilby proposed two possible models; a discipline Head could be Acting Head in the interim with J Beilby's support or J Beilby take on the role of Acting HOS.

After some discussion the committee decided that the role of Acting HOS will be a shared role between HODs and one person will be responsible to report to J Beilby. The following responsibilities needed to be allocated but will be decided at the next meeting:

- Attendance at Faculty Executive and Planning Meetings
- Space
- HRD completions
- RQF
- Budgets
- Forms/emails

Other discussions included:

#### *Clinical Skills Lab*

J Beilby said that J Magarey should be included in the planning process and J Newbury asked that Dee Whitford also be involved. **J Beilby said that Stuart Matthews will be in contact with both parties.**

#### *Health Economist Initiative*

J Beilby reported that a new full time Health Economist position will be funded for five years and the position will be based part time at the Repat Hospital and part time in the School.

#### *MBBS Teaching Load*

J Beilby reported that submissions will not influence any budgeting this year. Shane McGregor, the University Chief Financial Officer will carry out a costing model for some of the programs and will put together a consistent framework, to improve the costing out of MBBS funds. He will set up a working group and take a model from two other universities who have been through the process with detailed analysis. J Beilby is currently benchmarking the MBBS course against Newcastle and Tasmania universities.

J Robinson thanked Justin for attending the meeting.

### **1. Welcome and apologies**

J Robinson welcomed Carole Gannon to her first meeting, attending as proxy for Anne Tonkin.

### **2. Minutes of previous meetings (14/02/07)**

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

### **3. Matters arising**

Nil.

### **4. Future plans for the School (Executive Dean)**

Discussed above.

### **5. Space updates by disciplines**

J Robinson said that a serious problem for this School is that the Executive members are still not housed in the same office and unfortunately this will slow down the process. It is important that the Space Plan report is submitted to the Executive Dean as soon as possible so that he has something to work with. J Beilby has offered his full support to finding extra space.

### **6. RQF**

J Robinson said that the framework for RQF is constantly changing. One big issue that concerns this School and Schools of Medicine and Paediatrics and Reproductive Health is the inclusion of clinical title holders and affiliates and this is an ongoing debate. J Robinson asked for a volunteer to be a leader to represent this School and suggested that there will be a lot of central administration required and the School will need to set aside some funds to cover this. N Stocks said that he may be able to focus on the RQF and it would be appropriate for him to do so given that he is on the Faculty and School Research committees and would fit in with his Fellowship. Nigel suggested a working group be set up and look at it quite objectively from a School perspective. The role of the person who the School may employ will be chasing up evidence, summarising the importance of an article etc. A Braunack-Mayer suggested that we wait until the template is final, although it may be worth advising academics that may be included to start gathering information. N Stocks said that there will be a Faculty Research committee meeting this Friday with an RQF update and Nigel will update this group after that meeting. J Moss said that Public Health have employed a part time employee, Anne Hayes, who is currently working on RQF preparation, on a "guess" proforma. J Newbury informed members that Veronic Arbon is the Indigenous person on the RQF National panel who could be a useful resource. **The committee agreed that Nigel Stocks represent the School on RQF.**

### **7. Reports from Disciplines**

*Public Health - John Moss*

J Moss reported that Public Health have been busy during Orientation week and with NHMRC applications and was thrilled to have a number of international students, 9 full fee paying students.

### *Nursing – Judy Magarey*

J Magarey said that 59 new undergraduates have started the BN, over 260 post grad students have commenced and over 500 study guides have been posted out to students. They also have about 29 Public Health students studying a masters course Interpretive & Critical Research. Peter Beilby has spoken to staff about managing computing issues and requirements.

There will be two nurses from Germany visiting the Discipline from 1st March to 10th April.

Two Doctor of Nursing students are nearing completion.

J Magarey will be attending the Council of Deans meeting in Darwin on Thursday and Friday, and has been invited to present a paper in Spain in June.

### *CMVH – Michel Devine*

M Devine said that they held a meeting with DSTO from Melbourne this week and discussed possible collaboration on research opportunities.

Several Research Assistant positions have been advertised.

The issue of space seems to be sorted with the organisation next door moving out allowing CMVH to rent their office space.

### *MLTU – Carole Gannon*

C Gannon said that the Committee secretary has started which will get things underway for this year. The Clinical Skills Coordinator has been appointed and will not commence until the 2<sup>nd</sup> April, but has agreed to start two days per week before then. The MLTU are still waiting on an IT, Year 6 Coordinator and half time HEO3 (to support Clinical Skills) positions.

C Gannon said that the Review of the MBBS course has created more sessions, more timetabling, and requires more administrative support and the increase in student intake has added extra numbers on the first floor mezzanine area where students gather.

### *General Practice – Nigel Stocks*

N Stocks was pleased to announce three new honours students and one international scholarship student have started, and that the Discipline has reached it's 7% increase target.

General Practice will appoint Simon Van Lint 0.6FTE to take on teaching and the Assistant Dean (Students) role, from Nigel's duties. They will be advertising for a number of positions including a new Coordinator for the ASPREN Project.

### *SGRHS – Jonathan Newbury*

J Newbury was pleased that the Education Team are busy with students moving to the country and said that more opportunities are available for them now after several new initiatives have come into fruition.

The Research team are moving more into collaborating with UniSA in Whyalla and could be possible to link with the University of Adelaide.

Applications received for the Coordinator positions have been of a good quality.

J Newbury attended the Indigenous Research Conference last week with Alan Johnson and Veronica Arbon and he spent one week in Malaysia at IMU as an external examiner, and was impressed with the high quality of their knowledge and said that it is much about the change of culture when moving to Australia rather than knowledge. C Gannon agreed and said that the MLTU has just finished an 8 day cultural program and found that students had a hard time with history taking as well as the cultural change. J Newbury suggested he meets with Anne Tonkin before she leaves to be an examiner at IMU and encouraged anyone who is approached to take on the opportunity.

## **8. Report from Sub Committee**

*L&T Committee – Amy Salter*

A Salter announced that Frank Donnelly has been appointed as Convenor of the Committee during Amy's maternity leave period. Frank will attend these meetings after April.

## **9. Report from Faculty Executive Committee**

J Robinson said the following issues were discussed:

- Annual leave costs that weren't included in the budget for 2007 and the importance of Academics filling out Leave Forms
- Faculty request for nominations for those who might be put forward for an Order of Australia
- Higher Education Support Act
- Contract research and consulting activities
- A Planning session was held last Thursday, starting with a presentation by Shane McGregor on university funding lines over the last 10 years and the plan to rebuild.

## **10. Any other business**

J Moss said that it was important that Discipline and School seminars be advertised to all staff. F Matthews can email discipline programs to all staff and students. C Gannon said that the MLTU run a School seminar session.

## **11. Next meeting ( Wednesday 14<sup>th</sup> March)**

Chris Soteriou will attend the next meeting to discuss the School budget.