

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 28th March 2007

Discipline of General Practice, Level 3 Eleanor Harrald Bld

Present: Jeffrey Robinson (Convenor), Cate Howell (Nigel Stocks proxy), Frank Donnelly, Greg Bussell, Anne Tonkin, Jonathan Newbury, Sandy McFarlane, John Moss and Felicia Matthews (Minutes).

1. Welcome and apologies

Apologies: Judy Magarey, Amy Salter

2. Minutes of previous meetings 28/02/07 and 14/03/07

Both minutes were accepted as true and accurate and will be available on the School website.

3. Matters arising

Space Report

J Robinson was happy to announce that this task had been completed and there appears to be 35% under in space requirements in the Disciplines. This document will be forward on to the Executive Dean. G Bussell said that the figures from this report do not include teaching space.

4. Reports from Disciplines

Public Health - J Moss

The International committee are planning an influx of national students and understanding what their needs and requirements are.

Bachelor of Science, still waiting on announcement from the Faculty of reviewers and times. Currently planning a survey for students to fill out. **F Matthews to give out "Graduate Data Audit Survey"**.

J Moss is also trying to sort out work load issues with J Robinson.

Rural Health - J Newbury

J Newbury said that SGRHS biggest problem is finding ways to increase the percentage of students choosing the rural component of the course to meet Commonwealth requirements and this will lead to loss of funding. He has drafted a reply from the Executive Dean. 20% of next year's class will have to go next year, and 25% for the following year. Minimum length of placement for counting is one semester. The SGRHS is clearly under considerable pressure as the only Australian university not achieving the required percentages. J Newbury will suggest sharing the Barossa and using some Flinders tasks and set the options for the number for the year. They will continue to recruit the enthusiasts. A Tonkin suggested getting together with Christine Egglestone to discuss the

MLTU's assistance in this area. Dorothy O'Keefe agreed that the joint University tasks would be useful. The current fifth year students reported that they enjoyed a wide range of clinical problems presenting to them.

HR has decided to change the position to Level A not Level B for two lecture positions replacing John Yerxa and Vanessa Ryan and the Faculty process is holding up the whole Human Resources process.

Sandy McFarlane - CMVH

S McFarlane also noted the slow progress of documents relating to new appointments.

Property Services people have come up trumps, cheaply and efficiently to modify the new space.

The separation funds continue to be an issue and this is an issue for the Executive Dean to resolve.

S McFarlane wanted to confirm that that relationship is working out well with General Practices' Chris Barton. C Howell agreed.

Cate Howell – General Practice

Lecture Level A or B and JH&JD Gunn Foundation fellowship have been advertised.

The Discipline ran a Strategic Planning Day last week which was very successful.

Anne Tonkin - MLTU

A Tonkin reported that all business was going as usual with the headaches with HR and the recruiting process.

5. Report from Sub Committee

Learning and Teaching committee – Frank Donnelly

Frank Donnelly from Nursing will be taking over during Amy Salter's maternity leave. The Committee will have draft terms and reference available shortly.

R&HD Committee – Jeffrey Robinson

Minutes from the past meeting were distributed.

The School will need a Post Graduate Coordinator. A Braunack-Mayer will be going on sabbatical this year and there has been some discussion that Christian Gericke will take over as School Post grad coordinator to make sure that it happens. The current discipline coordinators were discussed:

Public Health – Christian Gericke
CMVH – Chris Barton
SGRHS – Gary Misan
Nursing – Rick Weichula
General Practice – Annette Braunack-Mayer
MLTU – Anne Tonkin

Anne Tonkin said that she may be happy to take on the School Coordinator role. J Moss said there needs to be a job statement. This role would not cover all of the reviews of the students. **J Robinson to create a Duty Statement.**

It was noted that international applicants from higher degrees will have to be ranked across the School.

6. Report from Faculty Executive Committee

J Robinson summarised some of the discussions relevant to this School:

- Several schools have submitted “Submission of PhD Thesis by Publication”
- Five Unit training course to become a recognised principal supervisor. **F Matthews to send this email on to all HODs and committee members.** S McFarlane asked about external supervisors. J Robinson said that the email will outline this.
- Graduate Data Audit Survey (discussed earlier). **F Matthews to forward hard copy on to HODS and committee members.**
- Andrew Somogyi had written to Janet Hiller to encourage a submission for a University Centre of Excellence in Health Technology Assessment. The interested parties discussed this proposal but were unable to find a solution in time for submission. It was agreed to seek ways to increase collaboration. **F Matthews will forward on the Guidelines for Research Institutes.**
- Reviews of courses for the next few years. Have a look at on your way out. **Write paragraph on research tasks on your discipline. Please follow up with HODs.**
- The big issue for the FEC is completion of PhDs and not enrolments.

7. Report from Vice Chancellor

Nil.

8. Any other business

Acting Head of School from May

J Robinson said that J Beilby intends appointing Janet Hiller from mid May as Acting Head of School. Professor Konrad Jamrozik will arrive April 26th and 27th for a visit in Adelaide. J Newbury thought that this committee had decided on sharing the role as Head of School. The budget would allow that funds will be made available for Public Health to be reimbursed for any teaching time. J Robinson said that he and Justin, all HODS, the Executive Committee, Nigel Stocks regarding RQF, Andrew Somogyi, Chris Soteriou and Stuart Matthews, Chairs of Committees should all meet with Konrad Jamrozik. **F Matthews to organise meetings.**

Provision of teaching courses within the School

J Moss wanted to indicate that changing/re changing to meet the cost of provisions of courses (eg intro of epidemiology). Public Health also has an arrangement with Nursing regarding another course and SGRHS. It was wondered weather the School could provide greater concessions in the future. J Robinson said that it will depend on the success of the School and its future.

9. Next meeting

Wednesday 11th April

Action	Responsibility
Send hard copy of Graduate Data Audit Survey	F Matthews
Duty Statement for School Post Grad Coordinator	J Robinson
Sent Five Unit training course email on to all HODs and committee members	F Matthews
Guideline for Research Institutes to all HODs and committee members	F Matthews
Write paragraph on research tasks on your discipline.	All members

Organise meetings with new HOS	F Matthews
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