

## MINUTES

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

**THURSDAY 30<sup>TH</sup> August at 9.00**  
**Discipline of Public Health Meeting Room**

Present: Janet Hiller (Convenor), Michel Devine (proxy for Sandy McFarlane), Jenni Caruso, Greg Bussell, John Moss, Jonathan Newbury (telephone), Anne Tonkin, Rick Weichula (proxy for Judy Magarey), Nigel Stocks and Felicia Matthews (minutes).

#### 1. Welcome and apologies

Apologies from Judy Magarey and Sandy McFarlane.

J Hiller welcomed Jenni Caruso from the Indigenous Health Unit to the committee.

#### 2. Minutes of previous meetings 15/08/07

Correct spelling of Mark Hopps and Carole Gannon.

John Moss asked to change sentence in his report to "advice had been sort" from the DVCA, Prof Fred McDougall, in regard to how we deal with this problem of international cross institution students.

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

#### 3. Matters arising

##### *Action Items*

J Hiller asked G Bussell for a briefing to the next meeting on interest bearing accounts that the Discipline of General Practice has used in the past. It was unclear that this was permitted in the University.

J Hiller invited Jenni Caruso to join the Committee.

#### 4. RQF Shadow Panel report (Janet Hiller)

J Hiller attended the RQF Shadow Panel meeting yesterday and reported that members expressed gratitude to Nigel Stocks for the job he had carried out to date.

#### 5. Budget

J Hiller handed out a document to be tabled. Chris Soteriou will meet with all Heads of Schools regarding 2008 budget when he returns from leave next week.

Anne Tonkin said that this report still did not reflect the true state of the MLTU. The casual teaching money will now be directed back to the MLTU after attempts by the Executive Dean to encourage internal staff to teach PBL was unsuccessful and this amount is not included in this report.

F Matthews fax this budget to JN at end of meeting. The SGRHS shows money owing, but this is incorrect. J Newbury said that their finance is operated through UniSA because it is a transparent system and J Hiller said this is what we are aiming for, a transparent system.

## **6. Report from Head of School**

J Hiller thanked Nigel for Acting Head of School last week. Konrad Jamrozik has been in Adelaide for a few days this week and he will be commuting from Brisbane for the first few weeks.

Justin Beilby has given approval for a new Nursing position, which was only given when the new administrative structure was in place. Greg Nankervis indicated that this was a good model and may go on the HR website as an example to other schools. The process of signing documents is working as signing is carried out first thing in the morning and this should stay in place when Konrad arrives rather than coming in via emails and in no particular routine.

The issue of space is ongoing, as the Bice Building is an OHS disaster with less than four square metres per FTE. Justin Beilby suggested AHTA move to Frome St, CMVH Bld, which has commuting issues but will be taken up. J Hiller currently spends more than half a day a week commuting. AHTA will move and costs will be associated. Rent will need to be paid from overhead the Faculty. Printers, photocopier etc will need to be purchased. One positive will be the co-location with CMVH.

## **7. Reports from Disciplines**

### *Public Health – John Moss*

Public Health held it's first meeting of the restructured discipline committee, which will be held every second Friday, with the intent to discuss teaching and research. The main issue at this meeting was the role of course coordinator and timetabling which is a difficult task.

AHTA has won a new contract with the Government to provide advice on any vaccines going to the PBC.

### *Anne Tonkin - MTLU*

A Tonkin expressed concern about transfer of workload from the Faculty to MLTU which is has had an impact on the Unit as resources have been limited. Justin Beilby will meet with Anne Tonkin to discuss.

G Bussell said that there have been reports that we as a School have too many professional (administration) staff. The way this information was gathered was by the number of Higher Education Officers (HEO) Levels but it is important to point out that our School has HEOs employed as research staff and this is reflected in the source of their income. A Tonkin added that MLTU admin staffs are looking after the whole MBBS course. A report can be produced mapping this information.

### *SGRHS - Jonathan Newbury*

The School needs to recruit 20% of students into rural sites for next year and 25% the year after but numbers volunteering is still not ideal. Professor J Beilby will consider conscripting enough students to meet the target if necessary. J Newbury was surprised that there were over 60 fourth year students requesting surgery in rural areas next year.

J Newbury asked A Tonkin if the MLTU will become a discipline after initial discussions with Neville Marsh. A Tonkin replied that they are a "registered unit" within the University.

### *General Practice – Nigel Stocks*

The Discipline Executive will meet this afternoon and will be revising strategic plan and it will be a working document.

### *Jenni Caruso – Indigenous Health Unit*

J Caruso thanked Janet for the invitation to join the Committee. She explained that there has been a lot of frustration over the last few months in consolidating the place of the Unit and clarifying process for finances and particularly for communication for and with Unit. One of the aims in the unit is that in the long term they will become their own Discipline and they need support to know how to do this, at present there is no faculty or discipline operating budget for the Unit

The Unit has had ongoing support from GP and SGRHS but at this stage any money they get in is funds they are able to bring in. They have been able to secure \$100,000. per year for five years from CNAHS to be matched by \$50,000 from the Faculty and \$50,000 from Research Branch., Processes around the distribution of funds to the Unit need to be clarified and consolidated to ensure that the funds allocated to Unit are lodged with Unit budget in a timely manner and in line with original agreements.

The Unit has been in operation for 7 years. The Unit's profile has grown across the country and needs further support for development and growth and planning to become an individual discipline. The Unit will have a carry over budget of 27k For 2007, the first time there has been a surplus since the Unit was established, and an estimated roll over budget for 2008.

Currently the Unit supports 13 Indigenous students studying within the Faculty, teaches cultural awareness and is involved in 2nd year teaching. They are a very small unit, which represents a much broader Aboriginal community. Both J Newbury and Konrad Jamrozik are aware of the issues faced by the Unit going into this next phase of growth.

### *CMVH - Michel Devine*

Sandy McFarlane will be on leave for a month.

CMVH are working on a Masters of Psychology, with Deb Turnbull and may include the University of Queensland.

The Middle East project still stalled and this may change with the election.

The Quarterly Board meeting was held last week. They will be looking at the contract with UA and UQ which was done three years ago, and has been a good relationship, but may need to be changed for future.

The Defence and Industry Conference was held last week.

Michel will still be here for the next eight weeks.

### *Nursing – Rick Weichula*

Nursing have been given permission to recruit an academic for the undergrad program. The Administration Officer for the Flexible Learning Unit will be leaving which is very disappointing; she was very valuable and will need to be replaced.

Many staff in the Discipline have been hit by the flu. The flu shot was discussed.

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

Anne Tonkin reported that the next Post Graduate Coordinator's meeting will be held on Monday 10<sup>th</sup> Sep. It will be a busy time for postgraduate matters with annual reviews being held in October. The annual review process and who will be seeing who will be discussed at this next meeting. F Matthews will work on the spreadsheet received from the graduate centre to make it a more useful document for the School.

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

*Nigel Stocks*

There was discussion around the L&T and Faculty Health Science decrease in terms of ratings. Anne Tonkin was not aware of this because there is no communication passed on to the MLTU.

The University will provide funding for international scholarships and are attempting to attract 50 PhD students from China. J Hiller said that there needed to be some information about split enrolment as not anything available on the website to direct enquires to and she has received had a lot of interest.

The future of IT services was discussed. Nigel reported on our position. J Hiller met with Sandy McFarlane and Derek from CMVH, Peter Beilby and Paul Williams from GP. They made it clear that CMVH cannot operate in isolation. They talked about the transition of moving from Macs to PCs. M Devine said that Apple Macs have been purchased and they were part of a service agreement. The LCO positions were discussed with Konrad Jamrozik.

There was a report on future capital developments.

DEST data was discussed and the School had an increase of 10-12%, due to better reporting.

Corporate cards for travel were discussed. There was consensus that this should be issued to senior academics and used for staff bookings.

## **10. Any other business**

Anne Tonkin thanked Janet for Acting Head of School during this period.

Media Training session was held with 10 students attending.

There was an Honours Coordinators meeting held.

Janet thanked the committee and Greg and Felicia for their work over the last few months.

## **11. Next meeting**

To be confirmed.