

## MINUTES

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

Thursday 5<sup>TH</sup> July at 9.00  
Discipline of Public Health Meeting Room

Present: Janet Hiller (Convenor), Nigel Stocks, Frank Donnelly, Judy Magarey, Greg Bussell, Carole Gannon (proxy for Anne Tonkin), Michel Devine (proxy for Sandy McFarlane), Jonathan Newbury and Felicia Matthews (Minutes)

#### 1. Welcome and apologies

Apologies: John Moss, Jonathan Newbury, Sandy McFarlane, Anne Tonkin, Annette Braunack-Mayer

#### 2. Minutes of previous meetings 20/06/07

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

#### 3. Matters arising

F Matthews reported that Annette Braunack-Mayer was confirming with supervisors whether possible PBL tutors who are PhD candidates should be offered these positions.

J Hiller has notified OHS Acting Director Jane Knipe and Executive Dean Justin Beilby regarding noise concerns during renovations of the Tower Building. Greg Bussell has organised a meeting with Ryan McMahon, Business Manager Property Services, as vibration, dust, transport, building equipment etc will be an issue.

J Moss has shifted overall coordination of the Public Health website to Dino Pisaniello, and will give access to relevant staff to ensure that it is updated regularly.

G Bussell reported that the addition of extra columns on the budget report is in train.

#### 4. Honours Program (Janet Hiller)

Judith Raftery, an experienced academic in Public Health, is a Visiting Senior Lecturer at the University, has taken over the honours program in Public Health and will be asked to coordinate the School's Honours Coordinators group to work on a shared program for 2008.

#### 5. Academic Staff Recruitment (Janet Hiller)

New academic appointments need to have KPIs set that are appropriate to the level of appointment. The incoming HOS is keen to introduce KPIs for all academic posts.

#### 6. Research Strengths (Janet Hiller)

The School of Medicine produced a booklet of research activities as part of a HDR recruitment activity. The current list of strengths for our School needs to be worked on professionally and integrated across the School. A School wide document needs to be developed to match the university strategies. **The School R&HD committee could work on this further.**

## **7. Strategic Plan (Janet Hiller)**

The Committee agreed to take the word “draft” off the document and call it a “working document”. It is important to engage people across the School to implement the strategy. The L&T committee and R&HD will be involved and it is pertinent to the Executive Committee. The Committee agreed that said the SEC need to look at the administrative area. J Hiller would like to put the plan on the website to ask for feedback. Greg Bussell said that there are key groups that could be asked and we need the key committees to develop the goals and targets and who are doing it. N Stocks said that GP has worked on strategic planning for the next few years and is measuring outcomes against the plan. The Committee agreed that the Strategic Plan will be a regular agenda item as we are behind the other schools because of the time it has taken to set up a school office. **Take “draft” off the Strategic Plan and remove appendix 1.**

## **8. Budget (Greg Bussell)**

J Hiller tabled an interim project position summary for the entire School. This showed income for each discipline/unit, expenses at year to date, the salary costs, other expenses and the total encumbered (committed money). Balances are always difficult to interpret. G Bussell said that this bears no relationship to real money. We need to add income projected. N Stocks would like to receive reports presenting total expected income across the year and the known expenses (salaries), as early as possible to make some plans to appoint or not to continue to appoint. **FMatthews to send interim project position summary to J Newbury and John Moss.**

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

J Hiller noted the results from the Voice Survey in the weekly email from HOS. Focus groups will be conducted within schools to look at particular issues and encouraged any staff invited to attend. J Hiller will report some results of the Survey at a discipline level rather than school level.

J Hiller was involved in the CMVH review and asked for CMVH to be integrated with the rest of the School. Core funding was discussed. It is clear that the Adelaide node is a success. There was confusion by the panel about people sitting with the CMVH who were not engaged in CMVH activities.

The winner of the \$50 Unibooks voucher was drawn for submitting ideas about how the School could operate, one of a few suggested holding a social function. The social drinks and nibbles will be delayed until Konrad Jamrozik begins in September and will be organised by the group who suggested a function.

After the Acting HOS met with Jane Knipe and Chris Holton, it was decided that the School will set up a committee, which may meet initially and then communicate via email. The group has been chosen based on geographic location:

- Chris Holton, Bice Bld and Eleanor Harrald Bld
- He Wang, Tower Bld, Pulteney Street and Thebarton
- MLTU and Indigenous Health Unit – J Hiller has emailed Anne Tonkin and Jenni Caruso to select a representative
- Nursing will provide the administration support to the committee

The Dean of Graduate Studies, Richard Russell stated in a letter to J Hiller that all supervisors who do not meet the requirements of the Principal Supervisor Register will have to complete the Effective Supervision Program before the end of June 2008. N Stocks said that he will contact the Dean to discuss this further.

A Braunack-Mayer attended the University Planning evening for J Hiller. Julie Owens discussed the impact restructuring and challenges with the revenue based model particularly around efficiencies. Julie is undertaking a review of key activities in the School to examine which activities are viable in the long term. This process should be undertaken for the School of Population Health and Clinical Practice.

J Hiller sent off a space report to the Executive Dean and Stuart Matthews reporting the School's income per square meter of space. J Hiller will continue to follow up.

J Hiller will be reporting for the Faculty on the Library Review.

The Executive Dean was in China in June and visited Shandong and Fudan Universities with which the University has evolving relationships. J Hiller has an Aus Aid youth ambassador in Shandong. A MOU is being drawn up regarding collaborative teaching and research activity with the Centre for Health Policy and Management at Shandong University. J Hiller will return to China in August for one week and asked if any disciplines wanted to use this opportunity to make contact with cognate disciplines in Shandong. **J Hiller will ask Sandy McConachy, from the Pro Vice Chancellor (International) office, to make enquires about possible links with disciplines within the School.**

There will be a review of the title holder process, coordinated by Andi Sebastian and Sue Grebner which will address consistent standards, expectations, training needs, access to university resources, etc. This has been a concern for years with consistency and required standards; there are risk management issues and no performance management.

Post Graduate Information Open Night will be held on 3<sup>rd</sup> August and Anne Tonkin will be attending. The School R&HD Committee will need to get something together by Friday 13<sup>th</sup> July. It is important that the School is represented. **FM to send email to the Research Committee.**

## **10. Reports from Disciplines**

*MLTU – Carole Gannon*

The marking has been overwhelming with the increased number in 1<sup>st</sup> year. The MLTU has to take over running the Boards of Examiners.

Workloads and delaying appointments make things difficult. **J Hiller asked if the MLTU filled out the Voice survey and will check if results have been sent to another School/discipline.**

*General Practice – Nigel Stocks*

The POCT project has been given an extension to the middle of 2008.

PhD panel reviews will be starting soon.

*Nursing – Judy Magarey*

The Doctoral School was held last week and went very well. Students from all over Australia attended.

Marking is close to completion.

Leanne Bragg has been appointed as Administration Officer for Bachelor of Nursing who will commence part time in six weeks time.

Nursing have put in bid for student places to DEST and have received international applications.

Maree O'Keefe will do research on post graduate learning, which will be managed by Teresa Burgess.

CMVH – Michel Devine

The Review was held yesterday and the main message was the imbalance of academic staff and infrastructure between UQ and Adelaide, and the review committee apparently will bring this up as a major recommendation.

The Middle East study has 1<sup>st</sup> phase accepted, but the 2<sup>nd</sup> phase has been put off, which will delay the process for six months.

The OEH course starts next week.

Michel Devine will be going on maternity leave in October.

*Public Health*

No report given.

#### **11. Report from Sub Committee (L&T Committee Terms of Reference attached) (Frank Donnelly)**

The draft Terms of Reference was table. J Hiller thought it focused on collecting information and reporting, but the cross school synergies need to be more explicit. F Donnelly happy to have any comments from members. The committee could examine teaching methods for health practitioners broadly, public health, nurses, GPs, teaching for practice.

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

No report given.

#### **13. Any other business**

Nil.

#### **14. Next meeting WEDNESDAY 18<sup>th</sup> July at 9.00**

<b>Action</b>	<b>Responsibility</b>
School wide document on research within the School	R&HD Committee
Strategic Plan on as regular agenda item, remove appendix 1 and Draft	F Matthews
Interim Project Position summary sent to J Moss and J Newbury	F Matthews
Voice Survey – MLTU	J Hiller
Approach Sandy McConachy to make enquires about possible links with disciplines within the School.	J Hiller
Post Graduate Information Open Night material email request to R&HD Committee	F Matthews