

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

THURSDAY 6th December

School of Population Health and Clinical Practice Meeting Room

10 Pulteney Street, Level 9

Present: Konrad Jamrozik (Convenor), Nigel Stocks, Rick Weichula (proxy for Judy Magarey), Greg Bussell John Moss, Jonathan Newbury (teleconference), Janet Hiller (from 9.30), Jill Brooking (MLTU from 9.45) and Felicia Matthews (Minutes).

Invited: Colleen Wilson, Colleen Wilson Health Strategies.

1. Welcome and apologies

Apologies were received from Jenni Caruso and Jenny Dowling.

The HOS welcomed the Committee to the School's meeting room for the first time. He also welcomed Rick Weichula to his first meeting and Colleen Wilson from Colleen Wilson Health Strategies (CWHS).

2. Minutes of previous meetings 21/11/07

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

Matters arising:

IT was discussed under item 4.

Work will continue to be undertaken on HDR students and expectations from both directions when Annette Braunack-Mayer returns from study leave.

3. Space Planning – Colleen Wilson (Colleen Wilson Health Strategies)

The HOS introduced Colleen who is a health service planner engaged by the University and Faculty to help the School weigh up options to co-locate. This will be part of developmental work.

- Colleen said that this is a highly important component and critical for the University to promote the School and the services it can offer.
- The briefing distributed is at a very early stage to put down some direction and request feedback.
- The fact is you need the organisational structure and plan into the future. We need to plan 10 years out and ask where are we going to be in 10 years time?
- CWHS is here to represent the School in the best possible way.
- The HOS added that the momentum is moving within the University and this information will be presented to the University for a starting point in March 2008.

- Our model could include provision for extended primary care to provide both service and training. Co-location would assist this model and would be strongly supported by the Commonwealth.
- A new structure should have the facilities to offer these services and possibly public dental services as well. A new structure and location would offer additional collaboration.
- N Stocks said that research is not listed in this document which is extremely important to consider.
- There are different preferences for each group and the new Marjorie Jackson Hospital will be taken into account.
- JM asked about the market for space in the CBD in Adelaide as there is plenty of space available and we might have a problem renting space out.

Action: There needs to be a core document tailored to different audiences. Colleen will put into the document what this team requires. She will create a service document, with operating costs and funding streams and establish business cases. The final document will be a service/planning document that will go to the University and potential funding sources for approval. This is a very viable financial entity and it will benefit the University.

N Stocks asked Colleen to talk to the Director of Lubims to discuss this large business associated with the University.

Colleen to visit J Newbury at SGRHS in Whyalla (or Port Lincoln)

This committee will devote some considerable time to this at the next meeting.

4. Suggested preparation for Migration to ITS Central – diagram attached

- The group of six IT School personnel provided this diagram after meeting last week suggesting Nursing move back to ITS immediately, the MLTU remain with ITS and the remaining Disciplines and Units consolidate and then join up at the end of 2008.
- The specialist needs within the School will always stay out of the equation. We will need to secure the video conferencing position by topping it up with specialist other tasks to ensure the position (Shaun Lancaster) remains fulltime with the SGRHS.
- There will be contractual obligations and issues around staff signing confidentiality agreements annually for AHTA.
- CMVH has not been an ITS client totally. The diagram says otherwise. There was some level of support associated with their Macs.
- The HOS said that the School needs some consolidated capacity, where every member of the School can log in and see some shared drive in any office space. As Public Health and General Practice will be migrating to a shared server, this will give them shared access, but we need to make all log ins consistent in different locations.
- There was pressure coming from Paul Duldig to tie this down, but we still have not had a response from ITS to the Faculty's initial counter-proposal that the entire SPHCP remain separate from ITS *pro tem*.

Action: The committee agreed to accept the advice from our IT personnel, securing Shaun Lancaster's position. All staff associated with provision of IT services to AHTA will need to sign a confidentiality agreement, every year.

5. Reviews of Courses (attached)

The HOS received a memo with a schedule of program reviews for 2008. Alcohol and Drug studies and Grief and Palliative Care courses were on the list:

- N Stocks has alerted Cate Howell and Michelle Sexton, to discuss what and who might be involved.
- N Stocks asked J Moss to send an example of a previous submission as he has not been involved in a review yet.
- The HOS said that we need to go into this with an agenda of our own and make sure that the internal chair will be able to make a commitment and get things done.

- We must inform the Faculty of terms of references and possible panel members by 14th December.
- HOS said it is important to think of terms of reference of things that would yield recommendations supporting goals we wanted to achieve.
- Peter Athanasos and J Magarey are looking to build up their drug and alcohol area and J Hiller said that the course should include tobacco (i.e recreational drugs of all kind). The committee agreed that we should actively encourage electives in this area and look at synergies between this particular program and others within the School.

Action: HOS will write to Jason White, Head of the Discipline of Pharmacology with suggestions of further collaborations and possible reviewers for Alcohol and Drug Studies.

N Stocks to submit possible reviewers and terms of reference for Grief and Palliative Care programs to HOS by middle of next week (12th Dec) before submission to the Faculty.

6. 2007 FHS Completions/Submissions

The HOS received a list of Completion and Submissions recorded for the Faculty during 2007.

- J Hiller reported that our School is doing well in this area and has recently carried out reviews for both General Practice and Public Health. One point to make is that students are prone to nominate unrealistic submission dates in their review and should be advised to allow for delays, to allow them to apply for extensions for next year.
- The figures of completions from the Faculty are accurate, with the addition of another one, which will consider completing next year.

7. Possible Thinker in Residence

The HOS received an application for Possible Thinker in Residence for comments:

- J Hiller gave positive feedback to Stella Richards weeks ago.

8. School Profile

The HOS will report back to the group at the whole of School meeting at 2.00 this afternoon.

9. Any other business

Proposed Masters Degree in Evidence Based Health Care (JBI/Public Health)

Alan Pearson submitted a two page summary on the proposed course for the Executive:

- Research degree or course degree needs to be determined.
- There may be issues around language and intellectual set.
- There were concerns that a research Masters based largely on a systematic review requires very careful selection of topic.
- Supervision from a distance of candidates undertaking such projects is very challenging.

Action: the HOS will recommend that Alan Pearson meets with people especially from Public Health to try to find a way forward, but the Committee felt that a coursework Masters might be the better option.

Small contracts through ARI

- J Hiller said that the smaller contract that go through ARI takes the same amount of time to prepare as the million dollar funded projects. There is a risk of AHTA having one main client, where there is an issue of price vs quality. The paperwork required has increased and the ARI level of service has fallen.
- We want the administrative burden to be commensurate with the size of the funding and risk.

- G Bussell asked if we can negotiate a fixed rate for small funds.
- There is a change in the headship and project officers in the ARI office which may have caused some loss of momentum.
- ARI have said that they cannot meet with this School until January.

Action: the HOS will ask to meet Rob Chalmers, Managing Director, with Greg Bussell, before next year to communicate growing concern about the administration paper work and a way forward.

Casual teaching budget

JMoss said that it would be helpful to have an indication on the casual teaching budget for the next year.

Action: the HOS will get the casual teaching budget for 2008 to all HODS.

Indigenous Health Unit

- N Stocks said that Jenni Caruso has resigned and he has not been informed of future plans for the Unit.
- The HOS reported that the School has offered Veronica Arbon the headship which she declined.
- Next week there will be interviews for a Research Fellow position and HOS will meet with Jenni and Veronica and their team to discuss the Unit before the interviews.
- Originally the Unit's primary role was to support the Indigenous students within MBBS, but it aspires to be a fully-fledged academic unit.
- The core problem for IHU was the funding to support the teaching or research.
- The previous DVCR said that he would support 20% of Veronica's time, but this has not gone ahead and this weakens the Faculty's position in attracting new staff.

Action: to rebuild the Unit in 2008.

10. Next meeting

Wednesday 19th December 2007 at 9.00 in the Eleanor Harrald Building, Level 1, Room EH1-23 for video conferencing facilities.