

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

THURSDAY 7TH JUNE AT 10.00
Room 1-23 Eleanor Harrald Bld

Present: Janet Hiller (Convenor), Nigel Stocks, John Moss, Anne Wilson, Greg Bussell, Anne Tonkin, Sandy McFarlane, Jonathan Newbury (video conference) and Felicia Matthews (Minutes)

1. Welcome and apologies

Apologies: Judy Magarey, Anne Tonkin, Annette Braunack-Mayer and Frank Donnelly

2. Minutes of previous meetings 23/05/07

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

3. Matters arising

Open Day

G Bussell had feedback on last year's Open Day from the Discipline of General Practice. The Faculty has not held another Open Day meeting since the first meeting. G Bussell will attend the next meeting.

OH&S

The Committee agreed that the OH&S report and related documents will be available on the School website. **F Matthews to add to website.**

PBL tutors for 2008

The Committee agreed that the funding will be allocated to the School who will distribute to the Discipline. If staff are Project Officers or research related staff the money should be returned to the Project on which they are working. J Moss said that two academics from Public Health have been encouraged to become tutors, provided funding is reimbursed to the Discipline, and to encourage the Discipline of Public Health to be involved in MBBS course. The School L&T discussed PBL tutors, but did not discuss a coordinated response. **F Matthews will provide a School response.**

4. RQF

J Hiller had approached Anne Hayes to provide support with the RQF process which she has agreed to take on. The first meeting of the shadow panel will be held in two weeks; most of the work from this School will be going through Panel 7: Public Health and Health Services. J Hiller and Christian Gericke have been asked to be on the shadow

panel. As they are unavailable at the time of the first panel meeting, Nigel Stocks and Annette Braunack-Mayer will be on the panel.

N Stocks and A Braunack-Mayer will meet with Anne Hayes on Friday to discuss the staff from Population Health and Clinical Practice to be put forward.

5. Budget

J Hiller suggested to the Committee that we keep the budget on the agenda without necessarily discussing it at every meeting. J Moss said that setting the budget every year in a timely manner and establishing who is responsible needs to be clearer.

G Bussell was pleased to report that the School is growing and meeting its expenses. G Bussell and J Hiller met with Chris Soteriou. Chris has agreed to waive the \$270k deficit and smaller targets will be set for 2008.

G Bussell reported that the most important part of the discipline budget is the research component and consulting. There are 180 projects in the School and these projects are monitored by Project Officers by comparing predicted to the actual. **G Bussell will work with J Moss and Florence Kalambokas to include current expenditure. G Bussell will also group the 206 project codes.**

6. School wide efficiencies

J Hiller reported that there will be a Faculty Planning Session on 21st June and A Braunack-Mayer will be attending in her absence. This will be an important forum to learn from other schools about efficiencies and we also need to report on our own efficiencies. The Committee discussed the following efficiencies:

Joint store room at Thebarton
IT resources shared
Administration staff covering absences
Joint appointments eg a statistician across Public Health and General Practice
Appointment processes
Post Graduate coordination

S McFarlane asked to put forward a proposal for co-location. Anne Wilson said that it would be appropriate for Nursing to move with the School, which J Hiller will report back to the Executive Dean.

7. Report from Head of School

- A Braunack-Mayer will be involved with the staff climate survey (VOICE Project). **F Matthews has this data.**
- A new funding model for completion rates and funding for HDRs across the whole University will begin in 2008, using 50% completion and 50% enrolment as the basis for funding.
- The University is changing its framework for procurement to online, eg travel forms
- A meeting was held with Chris Soteriou to discuss 2008 targets. The 2007 targets have not been met, but targets for 2008 are realistic (5% growth on 2007). Access to government funding grants was also discussed with Chris.
- J Hiller will be travelling to Barcelona next week for the HTAi Conference until 26th June.

8. Reports from Disciplines

General Practice – Nigel Stocks

The Discipline has advertised and interviewed for a Lecturer position and Anne Wilson was part of the selection process. All five interviewees were potentially appointable. N Stocks is currently ringing referees for three of the applicants. He may be able to appoint more than one applicant, which will have implications for space. The Discipline will also be appointing a Respiratory Fellow. **J Hiller will take up the space issues once again with the Executive Dean.**

Public Health – John Moss

J Moss added that the Tower Building on Pulteney Street is being refurbished and said there is the possibility of ongoing noise and disturbance. **J Hiller agreed to follow this up with the Executive Dean.**

Major funding has been won through NHMRC's A Healthy Start to Life for All Australians. A/Prof Vivienne Moore from the Discipline of Public Health; Professor Jeffrey Robinson; Dr Michael Davies; Dr Megan Warin; Associate Professor Philip Ryan and Professor Anthony Worsley have been awarded \$1,090,725 for the 3 year project: "Early life influences on obesity and fat patterning in children: critical periods, environmental determinants, and socio-cultural context". This was the second highest amount awarded in this round.

SGRHS – Jonathan Newbury

Kym Thomas has been appointed the Director of Aboriginal Health. He has an excellent reputation with students and has worked for SGRHS for many years. SGRHS are yet to make an appointment in Mental Health.

J Newbury asked to discuss the State Health Plan at this Committee. The Committee agreed that the State Health Plan will be on the next agenda.

MLTU - Anne Tonkin

The Unit is currently preparing for exams.

Nursing - Anne Wilson

Judy Magarey is currently in Spain.

Nursing has received approximately 40 enquires about enrolments for next semester.

It is currently completing paperwork for Change of Program and Minor Amendments which, at the moment, need to be signed by the HOS. A Wilson sent a letter to the Faculty convenor requesting that the HOD should be able to sign, not the HOS, but did not receive a positive reply. J Hiller said that we need to create some policies and a formal statement on delegation and signatures. Any policy created would need to be reviewed by a Committee within the Discipline before being approved by the School Executive Committee.

CMVH – Sandy McFarlane

CMVH has completed a proposal for the Middle East project and this will include appointing a Senior Academic. The budget is now reconciled which is consistent with University of Queensland.

9. Report from Sub Committee

A Braunack-Mayer reported (memo to J Hiller):

Core structured and developmental program for HDR students in School:

A Braunack-Mayer has prepared an advertisement to circulate to PhD students in the first instance for a casual research officer to develop a shared core structured and developmental program for all higher degree by research students in the School.

Database of HDR students in school

A database to keep details of School HDRs needs to be created. A Brauanck-Mayer has approached the DMAC to provide a quote.

HDR students in CMVH

A Braunack-Mayer has contacted Psychiatry and AGC about moving most students to CMVH which should happen soon.

Peer review of responses to assessors' reports for NHMRC and ARC applications

F Matthews has asked those people who peer reviewed applications to NHMRC and ARC from members of our School if they would be prepared to read applicants' responses.

10. Report from Faculty Executive Committee

11. Any other business

- As a response to J Hiller's request for "ideas" about how the School could operate, three people emailed suggesting a social event. The Committee agreed that a social event will be held in the Staff Club, providing first drink and light nibbles. A Tonkin said that the MLTU has wine tasting on most Fridays at 4.30.
- He Wang has completed an OH&S implementation plan. Most applies to need a hazard management plan and training by the University for Chemical Registers within the School which only applies to the Lab at Thebarton. J Hiller reported that Dino Pisaniello said that this position needs some administration support. He Wang is a Senior Academic and should be planning and managing and there should be a professional staff member to assist. The Committee considered that the Faculty could provide this position for the School as there is no budget for it and it is a University responsibility. It is important that every staff member has appropriate levels of staff training, ensuring they do the online course. **J Hiller will discuss this with the Executive Dean. J Moss requested that He Wang be asked to clarify what has to be done and who does it.**

12. Next meeting **WEDNESDAY 20/06/07 9.00**

Action	Responsibility
Add School OH&S report and documents to the School website	F Matthews
Coordinate response to Justin Beilby re PBL tutors for 2008	F Matthews
Add an extra column in the budget, which includes current expenditure	G Bussell
Grouping of project codes	G Bussell
VOICE Project folder sent to Janet Hiller/A Braunack-Mayer	F Matthews
Discuss space with the Executive Dean	J Hiller
OH&S requirements	J Hiller/He Wang