

## MINUTES

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

**Wednesday 10<sup>th</sup> May 2006 at 9.00am**  
**Discipline of Public Health**

Present: Neville Marsh (Convenor), John Moss, Judy Magarey, Nigel Stocks, Jonathan Newbury (teleconference), Greg Bussell and Felicia Matthews

By invitation: Annette Braunack-Mayer

#### 1. Welcome and apologies

Apologies: None

N Marsh welcomed Annette Braunack-Mayer to the meeting. A Braunack-Mayer will be reporting on the School Research & Higher Degrees Committee as Convenor of this new School Committee.

N Marsh congratulated J Magarey on a recent email she received from a medical intern commenting on the group of nursing students this year. He said that "as a cohort the University of Adelaide students clearly stand out from others and that they are great ambassadors for the University and most importantly, the new nursing program. An excellent group of people were selected". J Magarey said that over 700 people applied for 50 places so not surprisingly, the average TER of successful applicants was 87.9, much higher than the original cut off of 75. The selection process also included a structured oral assessment.

#### 2. Minutes of previous meeting (26<sup>th</sup> April)

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

#### 3. Matters arising

##### *Storage*

G Bussell has a meeting with Ben Yengi (Office of Industry Liaison, Thebarton Campus) to discuss storage this week. N Marsh said that the DVCR has appointed Andrew Bartlett (Laboratory Animal Services) as interim Manager as from 15 May 2006.

##### *Key Performance Indicators for Research*

N Marsh has sent a memorandum to the Executive Dean with feedback on the Faculty's proposed targets for the School.

## *Signage*

F Matthews has received a quotation from another sign company which is around a quarter of the previous quotation. This amount was approved. F Matthews will contact the company to go ahead and providing the results are good; will inform the Marketing office of the price differences between this company and their preferred supplier.

#### **4. School Research & Higher Degrees Committee: membership and terms of reference (Annette Braunack-Mayer)**

A Braunack-Mayer discussed the Terms of Reference for this Committee and noted that they were still in draft form until the Committee is formed and meets to discuss further. The role of the Committee will become clearer as the School develops. A Braunack-Mayer said that it is important to have committee members from each discipline: both research staff and students. The inclusion of each Discipline's Post Graduate Coordinator was discussed as it seemed appropriate to have this position involved on the Committee; in Public Health the role of Convenor of the Research Committee and Postgraduate Coordinator has in the past been shared, but A Braunack-Mayer will take over as Discipline Postgraduate Coordinator from 1<sup>st</sup> July, with Peng Bi as Convenor of the Discipline Research Committee; General Practice has Nicole Moulding who will be sitting on the Higher Degrees Committee for the Faculty and Gary Misan is the Coordinator for SGRHS. Public Health and Nursing both have separate HDR and Post Graduate Course Coordinators. The Disciplines' coordinator tasks differed but included reviewing projects, organising seminar programs, scholarships, research days, strategic planning and attending regular meetings.

A Braunack-Mayer asked N Marsh where the CMVH students would sit as they (approx 17) are currently enrolled with Psychiatry. N Marsh said that they will eventually be rolled over into the School (through a Discipline) but this will need to be discussed further with Sandy McFarlane and the Graduate Centre.

N Stocks said that Ruth Walker (Public Health) had helped Chris Barton (General Practice) develop an Honours program in the DGP. Such cooperation was important to ensure resources and models that already exist are not duplicated across the School. He also stated the importance of having funding available for various Committees as targets and goals are difficult to achieve without funding. N Marsh said that the budget can be discussed under Any Other Business.

J Moss asked that "discipline's" be changed to "disciplines' strategic plan" in the Terms of Reference document and J Newbury suggested spelling out ECR (Early Career Researcher) and HDR (Higher Degree Research).

The Committee decided that A Braunack-Mayer would approach all HODs (by email) for nomination/suggestions of discipline staff and student representation. A Braunack-Mayer said that it was important to have two student representatives on the Committee and it should be seen as a privilege and important for career development.

#### **5. School research performance data (Neville Marsh)**

N Marsh tabled performance data on individual researchers which he had generated whilst DVCR. This had been used to determine how many research active staff we have across the University. J Dibb-Smith's RQF presentation on Tuesday 9<sup>th</sup> May also touched on this. N Stocks said that this document did not reflect the current picture and would need to be updated including 2005 data. A Braunack-Mayer advised that we should wait for the 2005 DEST publications which will be available shortly. This documents needs to be discussed further at the School Research and Higher Degrees Committee.

#### **6. School Academic Program Manager and general staff contact (Greg Bussell)**

G Bussell and N Marsh met with Maree Balanzategui (Faculty Academic Programs Manager) and Alison Galbreath (Faculty Systems and Enrolments contact) to discuss student servicing issues in the new School structure, in particular, an Academic Programs Manager in each of the Schools responsible for the administrative support structure for each of the programs. The Committee discussed this and thought that processes in disciplines were in place where required and that Maree Balanzategui currently provides student support to N Stocks in his role as Associate Dean of Students (medical students). J Newbury said to have one contact person in each discipline who can report to the Faculty Academic Programs Manager would be more appropriate. The Committee agreed as

problems relate to specific discipline issues and it would not make sense to add an extra step in the communication chain by adding a School Academic Program Manager. N Marsh will discuss at the Faculty Executive meeting.

## **7. Business planning requirements (Greg Bussell)**

G Bussell is currently looking at business planning processes across the School for the following:

- Primary Care Respiratory Unit (PCRU), in particular the purchase of an oscillometer
- Occupational and Environmental Health (OEH), business arrangements and structure
- Centre for Military and Veterans' Health, Simon Brennan has drafted a business plan but this needs further development, in particular whether or not they should be a stand-alone unit within the School
- Medical IT clusters, preliminary discussions are being held with ARI, National E Health Transition Authority (NEHTA) and CSIRO to create a unit within the School
- Data Management and Analysis Centre (DMAC), business planning
- School IT services, analysing services provided and cost efficiency

J Moss said that discussion with the OEH should go through the HOD initially and that Janet Hiller's recent overseas trip highlighted that separating Disciplines into units is not always successful (in Public Health). However, DMAC computer facilities are now kept separate from those of the rest of the Discipline of Public Health. G Bussell suggested that DMAC could be included as a possible supplier when planning for the Schools IT services.

## **8. Discipline Reports**

### *Rural Health – Jonathan Newbury*

The interview panel has short listed three applicants for the Associate Professor/Senior Lecturer in Education and interviews will be held in the first week of June in Whyalla.

J Newbury said that meetings will be held with various Commonwealth Department of Health and Community and Health service people in SGRHS in Port Pirie, followed by the opening on the new student accommodation built by SGRHS and Port Pirie Hospital. Another meeting with the Joint Management Committee (Robyn McDermott, Justin Beilby, Len Pullin and Guy Maddern) will be held in the afternoon. N Marsh will attend.

### *Public Health – John Moss*

J Moss said that Peng Bi, He Wang and Janet Hiller have visited China to continue discussions about offering courses around OH&S and Masters of Public Health. N Marsh said that it was important to keep in contact with University central administration and J Moss said that John Taplin (Pro V-C International) had been kept informed.

Public Health held an Academic Title Holders meeting on Wednesday 3<sup>rd</sup> May. This led to a very productive exchange of views. There was a feeling that the title holders had been very active in the past but many were heading towards retirement and efforts would be made to recruit younger title holders.

14 grant applications had been submitted for NHRMC, ARC and National Heart Foundation. Members of the Committee had received some papers regarding applications in their capacity as NHMRC panel members. A Braunack-Mayer said that it would be useful to know who, out of School staff, was sitting on panels as it would be useful to discuss and debrief for future applications.

### *Nursing – Judy Magarey*

J Magarey said that the University have put in a bid for another 10 undergraduate places in 2007.

Dr Aye Aye Gyi has been appointed as a Postdoctoral Fellow and has arrived in Adelaide from Myanmar and commenced work in the JBI Research Unit.

J Magarey said that the University Open Day is on Sunday 20<sup>th</sup> August. There was discussion about the importance of the School being represented as a whole. N Marsh will discuss this with Leanne Bragg, Open Day organiser.

Nursing is working with representatives of the other disciplines in redeveloping the Graduate Diploma in Nursing Science District nursing, General Practice Nursing and Rural Nursing.

J Magarey discussed the English Language Policy emailed to all HODs for their input, particularly those that are "language rich". Responses were required by 8<sup>th</sup> May. Nursing had prepared their response and N Marsh suggested J Magarey forward her comments on to other HODs for their input and the document could then be forwarded on as a School response. N Marsh thanked J Magarey.

### **General Practice – Nigel Stocks**

N Stocks reported that two applicants have applied for the Director of Health in Human Diversity Unit and the Chair of General Practice has been advertised, the closing date for this position is 26<sup>th</sup> May. Four applications have been received for the PHCRED Research Development Program (6 month position to either start or complete research projects).

## **9. Any other business**

### *The Australian Institute of Health and Welfare Conference 2006*

J Newbury suggested School representation at The Australian Institute of Health and Welfare Conference 2006 in Canberra. J Moss said that the publication from the conference was used widely, and recommended for students, but did not see attendance at the conference as being of the highest priority.

### *Grieflink*

N Marsh has discussed possible funding and administrative support to update the Grieflink website with Gillian Laven and Teresa Burgerss (General Practice). N Stocks said that this has been a project partly funded by General Practice and could come under the Mental Health Unit in future, however, this would also depend on who was appointed to the Chair in General Practice. A Braunack-Mayer suggested contacting Mary Brooksbank, Palliative Care, for contacts for possible funding and N Stocks said that we should be applying to philanthropic foundations. J Moss questioned if would it produce return for the School in terms of research or teaching opportunities? N Marsh felt that there could be spin offs but nonetheless, the School should have some "public good activities".

### *School Budget*

Chris Soteriou has given G Bussell a draft of a School budget. This would be distributed, in part, to HODs by G Bussell.

## **10. Next meeting**

**Wednesday 24<sup>th</sup> May in ROOM 1-23 LEVEL 1 ELEANOR HARRALD BUILDING, for video conferencing with J Newbury in Whyalla.**