

## MINUTES

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

Wednesday 11<sup>th</sup> October at 9.00  
Room 1-23

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

#### 1. Welcome and apologies

Apologies from Annette Braunack-Mayer and Amy Salter.

#### 2. Minutes of previous meeting (13/09/06)

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

#### Minutes of 30 August

An email had been received from Andrew Somogyi regarding the minutes of 30 August, in which he commented on the use of RIBG funds for research support and providing a contact for biomarkers to be forwarded to Sandy McFarlane.

**G Bussell to circulate rules for disbursement of RIBG funds**

**N Marsh to contact S McFarlane over biomarkers expert in Pharmacology**

#### 3. Matters arising

N Marsh reported on the following matters:

The Head of School position has been advertised on several websites and he has received a number of enquiries which have been passed on to HR.

The Implementation Plan is still incomplete.

IT Services discussions are ongoing, but it is hoped that services to Nursing will be phased in at the end of the year.

F Matthews emailed Stuart Matthews informing him that the School Executive Committee had agreed that the Local Induction Coordinators will be the HOD and that the HOD may delegate to line managers.

F Matthews had informed Stella Richards that the Local Post Graduate Coordinator for the School will be Annette Braunack-Mayer.

The ranking process for grant and scholarship applications from the School is being work on by Annette Braunack-Mayer and N Marsh.

J Magarey had attended the Faculty Executive Committee meeting and reported on the following matters:

Annual Leave forms for all staff, time sheets, and probationary periods. J Magarey said that penalties will be issued from March 2007 for non-compliance and that the HR members present at the Faculty meeting indicated that forms did not need to be completed until March. However, most schools will start in January next year in order to put the proper processes in place. G Bussell said that this was incorrect and timesheets must be filled out by October. J Magarey was concerned that this was not consistent with what had been reported at the Faculty Executive meeting and that decisions were being made without informing HODs eg an electronic pay sheet to be signed by the HOD.

N Marsh asked J Newbury about the process in SGRHS who agreed that a system can be put in place for staff in Whyalla. It was also agreed that individual processes can be set up for specific staff. Anne Tonkin was concerned as she will be linked to two Schools and there will be different processes, as indeed with the SGRHS with the two universities. She suggested that there should be a Faculty standard process, not School-based process.

Greg Bussell was asked to confirm the process and its implementation with Chris Soteriou to report back to the Committee. J Magarey also reported on the changes of probationary periods, and approval of leave forms.

**G Bussell to confirm the time sheet process, implementation timescale and significance of the changes of rules regarding the probationary period.**

N Marsh said that there would be a report on Faculty Executive Committee meetings in the future.

**F Matthews to add Report of FEC on future agendas.**

#### **4. Internal Grant Review System for the School (Nigel Stocks)**

N Stocks said that there was discussion of forming a School Internal Grant Review system at the School Research and Higher Degree committee and asked for approval at this Committee. He explained that the School will continue to contribute to the membership of the Faculty internal grant review system although representation was not compulsory but he believed that this would help the School in the future. He asked for endorsement from the School Executive Committee to set up the School IGRS with representation from for senior researchers. He explained that the School would have its own panel because the R&HD committee did not see the Faculty as having the expertise to review our grants. Nigel said that we would review all substantial grant applications ie NHMRC and ARC. The Committee agreed that the School should establish its own review system and N Marsh asked N Stocks to manage the process with A Braunack-Mayer.

**N Stocks establish the Internal Grant Review System for the School.**

#### **5. School OH&S Officer and Risk Assessment**

N Marsh reported that he had received an email requesting a Risk Assessment to be carried out and a suggestion that we follow other Schools and appoint a School OH&S Officer. N Stocks asked that if the School appointed such an Officer, could it replace the discipline representatives. J Moss said that this becoming bigger role within the discipline and would be a significant larger job for one person at School-level: Dino Pisaniello in Public Health will be standing down because of the amount of work created. Chris Holton is the current representative in General Practice and Gabriel Matzke in Nursing. N Marsh said that the role has to be taken seriously as the HOS holds the overall responsibility to provide a safe working environment for all staff. Discipline representatives currently do inspections, collect report forms and attend OH&S regular meetings. It was noted that all disciplines should have carried out a hazard management/risk assessment. J Newbury said that SGRHS have a risk management policy which includes motor vehicle travel. J Newbury suggested G Bussell get a copy of the document from Christine Knox for the School. The HODs did not volunteer their current representatives to take on the role of the School OH&S Officer; although J Moss said that Dino Pisaniello could be a mentor for this position because of his expertise in this area. N Marsh will send a whole-of-School email calling for volunteers.

**G Bussell to request copy of the SGRHS Risk Management Policy from Christine Knox.**

**N Marsh to send email to School staff requesting a volunteer.**

## **6. MBBS teaching load**

N Marsh said that the request for MBBS teaching load data is an important opportunity to get a share of EFTSL funding. The opportunity is available for the SGRHS to submit its teaching hours even though it had not received funding from the Faculty in this past. This is because the SGRHS is fully funded by the Government. The Discipline of Public Health believe that MBBS funds have not been allocated fairly to them in the past. The previous model has been difficult to interpret, however this year it is a simpler model will be employed, using total teaching hours. N Marsh said that clinical affiliate title holders are being included in some Schools and that in this respect, General Practice would be the biggest contributor from this School. N Stocks said that the MLTU should contribute data for the three years of MBBS to which it contributes. N Marsh asked for Anne Tonkin to give this some thought. Neville said that HODs were collecting this data in different ways, for example, N Stocks has asked staff to give estimated hours of all teaching related duties including administration. J Moss said that the Medicine model was not relevant to Public Health but Tiger Leaton has sent Public Health a complete list of lecture hours that could be submitted but without preparation time. Anne Tonkin said that she has used a model from the School of Medical Science which could be used for our School. There was discussion around what "teaching" included: ward rounds, student contact, committee work, marking, administrative work etc. It was agreed that if staff are employed to service a particular subject/year/teaching related task etc, their entire FTE should be included. J Newbury said that a process needs to be established to include other disciplines, not only to hospital and clinical disciplines.

The Committee agreed that the reporting model needs to be changed. Neville asked J Newbury and A Tonkin to provide figures to him as soon as possible. G Bussell said staff involved in the MBBS selection (national and international), open day and exam supervision should also be included as all these activities contribute to the MBBS program. N Marsh agreed that we need to achieve recognition of this even if administration hours are not funded.

**HODs to submit MBBS teaching load to N Marsh.**

## **7. Video conference facility**

N Marsh believed we had reached a decision on a new location for the video conference facility, but J Newbury said that having the facility located on Level 9 in Pulteney street would be inconvenient for rural health staff and students based in the Eleanor Harrald Building. N Marsh said that the initial suggestion to move the facility to Pulteney Street would enable Public Health's meeting room to be freed up for more office space. However, there have been further developments on Level 9 including the possibility of PHIDU and the Centre for Internet Research being relocated. J Moss, said that major renovations of the Pulteney Street building will be extremely disruptive; Level 9 will be having a "light renovation", but all the other floors will have a major refurbishment, including the installation of new lifts so this will affect the ability to work in the building. J Newbury said the problem with the current location of the facility is that it is in a RAH room and the SGRHS does not have full control over the bookings. Because of this, SGRHS have considered putting in the facility in room 12 on Level 3 EHB (SGRHS Room), and the DGP Meeting room. N Marsh thought that the DGP meeting room would be too small. J Newbury disagreed and said that it would be adequate if General Practice supported the decision. J Newbury said that the room would be used by SGRHS only two or three times a week for hourly or 1.5 hourly sessions at a time. N Stocks agreed that this would be OK and J Newbury agreed that SGRHS will pay for any related costs. This would be the most cost effective option because the cables are already in the building. A flat screen would be purchased and this would be in addition to the current facility which would also remain in Room 1-23. The Committee agreed that School meetings will be held the DGP meeting room.

## **8. Adequate Records Keeping**

N Marsh reported that a productive meeting was held with staff from Corporate Information and has assured staff that adequate record keeping will not make extra work. The outcome of the meeting was for Corporate Information to undertake a mapping exercise/audit with results from the questionnaire filled out by the disciplines. With this information they will compile a report on what the School is currently keeping and what needs to be changed. J Magarey felt strongly that only important files needed to be kept: currently files in Nursing contain unimportant documents and so these would need to be culled. She also thought it was unnecessary to keep all student files if these are already on Peoplesoft. N Marsh agreed that we needed to focus on important documents first; eg all agreements with outside bodies and student issues and he is happy to mentor individuals in order to get the process started since he has had a experience with the RMO system in his role as DVCR.

### **Committee to consider results of the mapping exercise.**

## **9. Reports from Disciplines**

### *Rural – Jonathan Newbury*

The Whyalla Hospital and Health Service (WHHS) and SGRHS are investigating the establishment of a "GP plus" clinic as an amalgamation of the university's general practice and the Whyalla community health centre. Dr Tony Sherbon, the new CEO of State Health, is visiting Port Augusta and Whyalla on Friday 13th October.

The Hon John Hill, Minister for Health, is visiting the medical school on Thursday 12th October to discuss medical education with Professor Beilby and senior staff (including JN) and students.

The Department of Health (SA) has announced a Strategic Health Research Program to "promote collaboration between the Department and the universities." The Department of Health is funding universities to answer some strategic issues, focussed on five key areas:

- Infant mortality
- Psychological distress
- Smoking
- Overweight and Obesity
- Aboriginal Health and Wellbeing

J Newbury said that he thinks there will be significant interest for the \$1.5 million p.a. so competition will be high. He suggested that the School submit quality collaborative applications for the best chance of success. Further information was released on the Department of Health website last night listing a series of questions which they want answered. N Stocks said that this was discussed at the research committee and there are opportunities for disciplines to work together.

### *Public health – John Moss*

J Moss reported that they are in the final phase of getting the PHERP contract signed off, which funds 2.1 FTE academics and are in the process of negotiating a Department of Health grant which funds his position and one administration staff member. Public Health has had success with gaining funds for three divisional scholarships, where the Faculty funds half and the external body funds the other half. They have also had interest from people who have received AUSAID scholarships and have selected Public Health as their first preference, however it is up to AUSAID to allocate the scholarship placements. They have also been successful in securing three vacation scholarships through the Faculty, and are willing fund others if they apply at later date.

N Marsh said that Public Health was ranked highly in IPRS (international) scholarships. The School submitted three very good applications, after undertaking an internal ranking process, to the Faculty. We must now wait for the candidates to be ranked by the Faculty. **N Marsh said that he will contact the Faculty to check on this process.**

J Moss said that the Bachelor of Health Sciences review seemed to be behind schedule which is of some concern.

### *Nursing – Judy Magarey*

The steering committee for the Malaysian iHub project will meet next week.

J Magarey met with Mark Williams and Dani Hopkins from ITS regarding the virtual classroom. The University is looking at a virtual classroom facility for the whole University, but as this will not be in use until half way through next year, other alternatives have to be made in the short term. ITS were unaware of Nursing's virtual classroom and were not involved in the initial set up, but they were very supportive and it was a very useful meeting.

J Magarey said that they recently held structured oral assessment for international applicants which was very successful.

*General practice – Nigel Stocks*

N Stocks reported that General Practice have been involved with assessment and examinations for 2<sup>nd</sup> year MBBS students and congratulated Dr Hugh Kildea on doing an excellent job with his course as the 2<sup>nd</sup> year students were very impressive and, as a result, could be compared to current 4<sup>th</sup> years with regard to their examination skills.

N Stocks has decided to appoint an interim Director for Grief and Palliative Care course due to staff illness. The paperwork has been submitted to HR and will be advertised shortly as a one year contract.

N Marsh congratulated to Nigel on gaining a PHCRED research fellowship. Nigel said that this will free up funds for senior academic staff and/or the HOS position who may also be employed by General Practice if an appropriate applicant is appointed. Nigel said that he will remain the HOD during his fellowship.

**10. Report from Sub Committee – Apologies**

**11. Any other business**

J Newbury asked if members had seen the recent RQF document on research impact. N Marsh said that this has been forwarded on the School R&HD Committee to be discussed at the next meeting and then will be available in the minutes for discussion at this committee.

G Bussell reported that the management of SGRHS funding will move entirely to the UniSA at the beginning of 2007.

N Marsh reported that a Teaching Space Working Group was being set up to look at the current allocation of teaching space and made HODs aware of the document. N Marsh will forward this on to the School L&T Committee for discussion. J Moss asked that Florence Kalambokas be included in this process as she has an interest in property management.

**12. Next meeting ( Wednesday 25 October)**

<b>Action</b>	<b>Responsibility</b>
Circulate rules for disbursement of RIBG funds	G Bussell
Contact S McFarlane over biomarkers expert in Pharmacology	N Marsh
Confirm the time sheet process and it;s implementation and the significance of the changes of the probationary period.	Greg Bussell/Chris Soteriou
Report of FEC on future agendas.	F Matthews
Establish the Internal Grant Review System for the School.	N Stocks & R&HD Committee
Obtain copy of the SGRHS Risk Management Policy from Christine Knox.	G Bussell
Send email to School staff requesting a volunteer for the OH&S Officer.	N Marsh/F Matthews
Submit MBBS teaching load to N Marsh.	All members
IPRS scholarships ranking.	N Marsh

