

## MINUTES

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

**Wednesday 16th August at 9.00**  
**Discipline of Public Health**

Present: Neville Marsh (Convenor), John Moss, Nigel Stocks, Jonathan Newbury, Judy Magarey, Greg Bussell, Annette Braunack Mayer and Felicia Matthews (Minutes).

#### 1. Welcome and apologies

#### 2. Minutes of previous meeting (2/8/06)

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

#### 3. Matters arising from the minutes

G Bussell reported that Florence Kalambokas from Public Health is currently sorting out the shelving at the Thebarton Campus.

N Stocks reported that the application for the Georgina Dowling and Hilda Farmer Fellowship (Faculty fellowship), supported by General Practice and Rural Health, was unsuccessful. It was unfortunate that he was not short-listed because he would have been an excellent candidate for the School working across multiple disciplines. A Braunack Mayer said that this School (as combined disciplines) did not have a good track record of gaining Faculty fellowships and will discuss this further under item 7.

#### 4. Head of School appointment

N Marsh summarised the discussion relating to the Head of School appointment at the planning day and noted that a decision needs to be made soon as to funding, the process of appointment and selection criteria.

##### *Funding*

There was a common view that the School did not want a costly Head of School appointment who would be solely administrative (which could be the case with an external applicant), as a full time salary and loading would need to be paid, but it was important to determine how the appointee would contribute to teaching and research in the School. It was agreed that the position would be advertised and both internal and external applicants could apply. The strategic initiative (SI) funding from the Faculty to the School for 2007 would be \$60,000 and this might be increased to \$100,000 by the Executive Dean. N Marsh proposed a model which involved the Disciplines meeting the shortfall (via a levy system as introduced in other Schools). The Committee argued that the same amount of SI set-up funding was given to each School but four of the other schools had appointed internal heads which avoided extra salary outgoings for the HOS. J Moss said that the disciplines do not have the extra funds to contribute to School costs even if they wished to. G Bussell noted that the levy system has worked for other Schools. N Stocks

discussed the opportunities provided by him gaining a PHCRED fellowship which might allow some of the funding to be freed up for use towards HOS position but it was also stressed that recruitment of senior academic staff to General Practice was important.

N Marsh will draft a memo to the Executive Dean proposing extra funding from Faculty for the Head of School position and if this extra funding is not forthcoming, the Committee will need to look at a process for appointing an internal candidate. The Committee agreed that a response from the Executive Dean would be required before the next meeting. **N Marsh to draft memo for comments from HODs before sending to the Executive Dean.**

#### *Selection Criteria*

F Matthews said that the role statement and responsibilities of a Head of School position were provided on the Human Resources website, but would not be specific to the School. This could be used as a guide but with inclusions to the effect that the position would be expected to contribute to teaching and research within the Faculty. **N Marsh to draft selection criteria.**

### **5. School planning day outcomes**

N Marsh said that this forum had given an opportunity to participants to raise concerns and discuss pitfalls to be avoided in setting up the School and the positives to be explored. He felt it had been a worthwhile event. J Magarey said that it gave senior academics the opportunity for to mix with those from other Disciplines and create new links. J Moss said that once the strategic plan is in place, that it should be reviewed as a standing item on the agenda. **F Matthews add to agenda as a standing item.**

### **6. Reports from Disciplines**

#### *Public Health - J Moss*

J Moss reported that Public Health have sent off the Annual Report to the Commonwealth Government for the PHERP Program jointly with Flinders, and had discussions with Flinders about ways in which the two Universities can share activities.

August graduations were held with students graduating from various programs in Public Health.

A Braunack Mayer said that V Moore had been short listed for an NHMRC strategic award around early career development and has asked for short term resources to get the application in. To be discussed under any other business.

#### *Nursing – Judy Magarey*

J Magarey reported that Nursing will interview for the Lecture Level B position in two weeks. Peter Athanasos has been appointed to write the Graduate Diploma in Nursing Science (Mental Health Nursing) program. Peter is currently doing a Doctorate of Philosophy, Medicine (Pharmacology), at the University of Adelaide and is a Mental Health Nurse.

J Magarey met with Peter Beilby and Paul Carter from General Practice and Public Health and discussed future IT support in Nursing. It was decided that support will go ahead in an incremental stage, as each computer is up for renewal of lease, however, the group still needs to discuss the ongoing “everyday” support.

#### *General Practice – Nigel Stocks*

N Stocks said that he had been away involved in NHMRC reviews and believed grants that would have been accepted in previous years (with external peer review), had been accepted this year (with new external review panel).

Two part-time Research Officers have been appointed to look at rural workforce issues with the next cohort of individuals who apply for medicine from rural areas and where they eventually reside and work. A GP registrar, Sophie Dywer, has also started a placement within the Discipline, giving her research experience for six months.

N Stocks said that the Discipline now looks forward to a period of consolidation with the appointment of the Head position: he will start PDR, staff reviews and initiate Discipline committee meetings again.

#### *Rural Health – Jonathan Newbury*

J Newbury reported that Ian Cooper, a Professor in Rural Health from Johannesburg, who is involved in WONCA conference in Seattle, visited SGRHS in Port Lincoln recently.

SGRHS is attempting to recruit GPs to two practices in Whyalla; the Associate Professor (Research) closes on Friday 18<sup>th</sup> August and thus far, SGRHS has received one application from WA and one from UniSA.

J Newbury attended a strategic planning day with the Division of Health Sciences, UniSA, facilitated by Mark Douglas.

### **7. Report from Sub Committee – Annette Braunack Mayer**

A Braunack Mayer reported on the School Research & Higher Degree Committee which met on Monday 14<sup>th</sup> August and to which Simon Brennan had been invited to discuss financial issues.

The meeting focussed on funding at the Faculty level and how to improve access to this funding. A Braunack Mayer said that our disciplines in the past have done well with divisional scholarships and small grants but have done badly with Faculty funded Fellowships. Simon Brennan said that other disciplines were historically successful and suggested one important point is to be effectively represented on the grants and personnel committee, chaired by Prof Bob Vink. A Braunack Mayer suggested looking at the other members of the committee and the culture and try to match this with a suitably qualified representative from the School. J Moss suggested Janet Hiller join the committee. A Braunack Mayer said that the disciplines need to put in the best possible applications for consideration in future.

### **8. Any other business**

N Marsh asked A Braunack Mayer to find out exactly what resources/assistance V Moore requires for the NHMRC strategic award application and the due date. It may be possible for the School to fund in the short term (2-4 weeks). This discussion led to the decision that a School grant writer position needs to be discussed further at next meeting.

Anne Tonkin from the MLTU was invited to attend this meeting. **N Marsh will contact Faculty about the MLTU joining date and finances.**

J Magarey reminded the Committee about Open Day on this Sunday 20<sup>th</sup> August, 10-4pm. Disciplines have staff rosters for the day and N Marsh encouraged all to attend.

### **9. Next meeting**

The next meeting will be held on Wednesday 30 August in Room 1-23. Prof Sandy McFarlane will attend this meeting to discuss the CMVH.

<b>Action</b>	<b>Responsibility</b>
Draft a memo to the Executive Dean proposing extra funding from Faculty for the Head of School position	N Marsh/F Matthews
Draft Selection Criteria for Head of School position	N Marsh
Add agenda item: The draft planning document	F Matthews
Add agenda item: School Grant Writer position	F Matthews