

## MINUTES

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

**Thursday 30th March 2006 at 9.00am**  
**Discipline of Public Health Meeting Room**

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

#### 1. Welcome and apologies

Apologies: nil

#### 2. Minutes of previous meeting

The previous minutes were accepted.

#### 3. Matters arising

##### Webpage

N Marsh requested that the Minutes from the Executive Committee meetings be available on the School Website with password access. This was agreed by all members.

##### Email list

ITS has approved the establishment of School emails lists. F Matthews will create on Monday. One of the first emails to be sent will ask for volunteers for the Faculty Committees memberships.

##### Storage

Neville look at storage space at Thebarton for Public Health, General Practice and the CMVH.

#### 4. Reports from Disciplines

##### *Rural Health –Jonathan Newbury*

J Newbury and his team met with Professor Caroline McMillen. They are currently getting organised for RQFs however this could be put on hold as Julie Bishop has said she wants to review the processes and how it is going to be implemented. It is thought that England may be going to abandon the Research Assessment Exercise (RAE) in 2008. N Marsh stated that regardless, we still need to be conscience of research quality output. The University claims to be a research intensive University but only half of the staff do any research at all.

J Newbury has had some interest in the Associate Professor/Senior Lecturer in Education position. This person will meet with J Newbury next week to discuss further. There is some urgency to fill the position as they have won the tender for writing a Nursing and Rural curriculum, which is hoped to be offered online.

There was discussion administrative resources and funding for Yaitya Purrana. A meeting with J Beilby, J Newbury, N Stocks, G Bussell and N Marsh has been arranged for May 1<sup>st</sup>. N Marsh said that immediate administrative resources will be discussed under item 8.

### ***Public Health – John Moss***

J Moss has had visitors from China to build on the University's current relationship with Shandong Province, in particular the prospect of offering courses around OH&S and Masters of Public Health. Peng Bi, He Wang and Janet Hiller will be visiting China over the next few weeks to continue discussions.

J Moss reported that Flinders Uni had advised that they will be starting up a Masters of Public Health. The Masters of Public Health was established at the University of Adelaide In 1986 and Flinders established a Masters of Primary Health Care some years later, however their Masters of Public Health will be offered by distance education (online). The online and on campus markets were discussed and the need to market Adelaide's course is important. N Stocks suggested contacting and involving past students in this process.

Public Health are having exploratory discussions with ITS about the possibility of a contract. They currently employ a local computing officer in house but feel that they need to at least look at ITS and see what they have to offer. J Magarey said that Nursing are on an ITS contract and currently lease all their computer equipment via ITS. This works as it enables them to easily upgrade and means that any problems are ITS responsibility but there are sometimes delays and restrictions. General Practice has own local computing officer and Rural have three IT related positions. There may be some way to have everyday "common" IT functions managed through ITS, but some Disciplines will still need expertise in different areas, eg practices and databases.

J Moss discussed grant funded positions and raised the issue about general staff roles in the School. This will be discussed under item 8.

### ***Nursing – Judy Magarey***

J Magarey met with an education group from Malaysia. They currently have a well developed Diploma of Nursing, so now want to upgrade to a Bachelor of Nursing would like Nursing staff to visit Malaysia to see how their current course is run. A summary from the meetings has been produced. Professor Tan suggested that discussions could be progressed in Malaysia as part of the forthcoming tour with the Australian/Malaysia Business Council, which Professor Taplin is attending. N Marsh stated the importance of keeping up discussions and running with it.

The 0.5FTE administration position for the Undergraduate Nursing course has been appointed. A panel will be interviewing for the Lecturer B position this afternoon.

The Nursing Expo will be held at the Convention Centre after Easter.

There has been a problem with students accessing the virtual classroom (a system use by the Discipline for online teaching) from RAH computers as they have put up a firewall so they no longer have access rights. Therefore an alternative system is being trialled. This allows the session to be recorded, so this can be made available through my uni.

DH Hospitals are reviewing a central system of managing student placements. This has implications for the BNurs program. J Magarey intends to invite the project nurse to University of Adelaide Discipline of Nursing to discuss this issue.

Clinical tutors started this week for the undergraduate program.

Alan Pearson has set up meetings with CNHS to discuss research possibilities.

## **General Practice – Nigel Stocks**

Nigel Stocks reported that General Practice will advertise a half-time Director position for the Care and Prevention program and the Research and Development program (part of PHCRED) has \$50K to fund a research position to develop new researchers that will offer 1 or 2 positions for 6 months to either complete or start a research project. This will be available to applicants internally and externally.

The Point of Care Program is moving on to its second stage, they have completed recruiting practices however a couple of practices have withdrawn.

N Stocks has been asked to sit on a NHMRC Primary Health Care and Health Sciences Grant.

## **5. Indigenous Health – Neville Marsh**

This was discussed under item 8.

## **6. Research and Post Graduate/ Learning and Teaching Committees – Neville Marsh**

N Marsh said that there was high expectation from Faculty to have these committees. Most disciplines have their own set up and asked if the HODs thought that these Committees would be useful. It was agreed by members that it would be beneficial. J Moss has suggested that Annette Braunack- Mayer be involved with the Post Graduate Committee, terms of references need to be developed and can be discussed when membership is decided. The disciplines will need to maintain some functions while ensuring that the two groups are not doubling up on duties. It was agreed that generic issues would be discussed at these meetings. N Marsh will talk to Annette Braunack-Mayer about approaching the disciplines for suggested membership. J Magarey said that one of her staff may be interested being a representative on the Learning and Teaching Committee and N Marsh has met with Amy Salter in relation to heading this committee.

## **7. School Strategic Plan/Planning Day – Neville Marsh**

N Marsh asked HODs opinions on the need to produce strategic plan. He suggested using the individual discipline's strategic plan to create the Schools'. The members agreed that a planning day should be held. J Newbury said that it would be particular useful for rural, senior staff who currently have no or little to do with Nursing or Public Health and would appreciate the contact. N Marsh stressed that School planning is needed, not just a school plan and need to work through strategic issues by creating an operational plan rather than thinking 10-20 years down the track. N Marsh will talk to HODs individually to discuss their current plan.

## **8. Sharing of Administrative resources – Neville Marsh**

N Marsh said that there are a number of immediate issues particularly in the IHU and Public Health that need to be addressed. We need to look at current administration and IT support in each discipline and see if we've got spare capacity. J Moss said that Public Health have maternity leave in administration to cover and will not replace the position but rather reorganise staff tasks. J Newbury said that Jenni Caruso in the IHU was in need for administrative support. The position needs to be filled as soon as possible as visits to high schools have already been planned. N Stocks offered the Discipline of General Practice to fund the position because of its urgency. G Bussell said General Practice would be willing to fund a 0.5 FTE HEO5 position in the interim.

## **9. Signage – Neville March**

There was some discussion about the cost of the signs in the Eleanor Harrald Building. N Marsh will discuss further with F Matthews. The Pulteney St Building will be refurbished in the near future so signage will be revisited then.

## **10. Any other business**

G Bussell suggested Disciplines undergoing benchmarking with other Universities as this would be useful as part of the planning process. J Magarey and J Moss said this would be difficult for their Disciplines as other Australian Universities differ substantially.

#### **11. Next meeting**

It was decided that the next meeting would be on Wednesday 26<sup>th</sup> April 2006 in Discipline of Nursing and most likely on Wednesday fortnights thereafter, this would enable J Newbury to attend more frequently.