

## MINUTES

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

**Wednesday 5<sup>th</sup> July 2006 at 8.00am**  
**Discipline of Public Health**

Present: John Moss, Jonathan Newbury, Alan Crockett (for Nigel Stocks), Greg Bussell and Felicia Matthews (Minutes) teleconference Neville Marsh (Convenor)

By invitation: Amy Salter

#### 1. Welcome and apologies

Apologies: Judy Magarey and Nigel Stocks

N Marsh welcomed Alan Crockett from General Practice who will be attending as a proxy for Nigel Stocks. N Marsh said that he will be employed by Uni SA for today and tomorrow as he has officially resigned from his University of Adelaide position (temporarily).

#### 2. Minutes of previous meeting (21<sup>st</sup> June)

The minutes sent to members still had "track changes". **F Matthews will take this option off and re-send the official minutes.**

#### 3. Matters arising (Actions)

The meeting to discuss the Public Health meeting is still pending.

G Bussell has informed J Moss about the HEDC status of PBAC and MASC for extra funding.

N Marsh has started dealing with issue of CMVH within the School. The most pressing issue is to appoint a post graduate supervisor which may be a difficult task as there are not many academics employed by CMVH. Prof Sandy McFarlane is currently supervising 15 students. N Marsh requested that A Braunack Mayer look into this further. G Bussell reported on the funding and lease arrangements of the CMVH establishment within the School. J Newbury requested that Sandy McFarlane attend SEC meeting to discuss CMVH, academic issues, students and position within the School so that HODs have a better understanding of the relationship. **F Matthews to invite Sandy McFarlane to the next meeting.**

G Bussell reported that the storage space at Thebarton had been sorted and he is still waiting on quotes from shelving companies. **G Bussell will work out a user pay system with Florence Kalambokas (Public Health).**

F Matthews has set a date and venue for the Planning day. This will be discussed under item 5.

**Add to agenda Actions arising (FM)**

#### 4. School seminar series

N Marsh has asked Alan Johnson (Pro Vice Chancellor Research) on two occasions to present at the next School Seminar, but unfortunately he has been unavailable. It is important that the presentation be appropriate for all disciplines and is high profile speaker to gather an audience. J Moss suggested asking John Taplin to discuss internationalisation and also suggested inviting Prof Viv Burgess. The next seminar will be held in a Public Health time slot in August. J Newbury announced that UniSA Division of Health Sciences is holding its annual teaching Colloquium on 9<sup>th</sup> and 10<sup>th</sup> November. The topic is "Interdisciplinary Learning for Interprofessional Practice" and abstracts are about to close, but late abstracts would be considered. <http://www.unisa.edu.au/health/about/conference2006.asp>

**F Matthews to organise dates with Peng Bi, Public Health and J Newbury for future School Seminars.**

#### 5. School planning day – Wednesday 9<sup>th</sup> August.

N Marsh reported that the School planning day will be held on Wednesday 9<sup>th</sup> August in the Hoods Room of the University Staff Club. Justin Beilby will be able to attend in the afternoon. People who would be asked to attend was discussed as it was important to have the disciplines, committees, students and other units represented. The inclusion of the MLTU was discussed. **F Matthews to do attendance grid with names and send to JN and NM. N Marsh and J Newbury to discuss the structure and the inclusion of the MLTU with J Beilby before the Planning Day.**

The group discussed facilitation of the Day. G Bussell had requested quotes from PCE and Mark Douglas (Ethos) as both have had experience with University planning. The quote/process will include interviews with specific staff beforehand, running the day and writing up which could be 1 week to 8 days and looking at approximately \$8,000 – \$12,000). J Moss said that he thought that strategic planning should be done by people involved and not an external party as it is important to produce a useable planning document. He suggested the group work on this over a long period of time and not use just this one day and said that HOS should facilitate. N Marsh said that this is the School's first attempt, and it will be a document that we be developed and refined on an ongoing basis and had concerns about facilitating the Day "in house". N Marsh said that the appealing thing about using Mark Douglas was that he has been used in the past by the University, the Faculty, General Practice, and SGRHS will be using him tomorrow, so he comes with the background knowledge of the disciplines and the structure. **N Marsh will discuss with J Beilby and Mark Douglas about his availability and costs and make a decision. J Newbury (as Acting HOS) and F Matthews will start organising the process and the structure of the day will be discussed at the next SEC meeting.**

#### 6. Faculty mission statement

The Executive Dean has requested comments to this document sent to members with the agenda.

Amy Salter thought that some things didn't fit with the University Strategic direction, for example the teaching profile is not mentioned. J Moss said that there was no wording about contributing to the SA health system and health of South Australians which was important. Alan Crockett said that something on a health delivery environment needed to be included. J Newbury said that the document seemed to be more concerned with financial management and suggested writing explanatory comments (rather than re wording the document), along the lines of "less emphasis on financial management and move research and teaching higher up to indicate high priorities. **N Marsh asked J Moss to provide comments and distribute to other members for their input.**

#### 7. Acting Head of School

N Marsh announced that J Newbury will be Acting HOS from 10<sup>th</sup> July til the end of the month. N Marsh approached all HODs and Janet Hiller and asked if they were comfortable with that decision and they were in agreement. N Marsh said that he shouldn't be involved in any University business during his absence. J Magarey will be asked to

attend the Faculty Executive on Friday and J Newbury will attend the following. The next School Executive will be chaired by J Newbury by video conference in room 1-23. N Marsh said that he is happy for HODs to contact him on mobile if urgent, but all enquires should be directed to Jonathan. N Marsh will not be attending any meeting and will read his emails.

## 8. Reports from Disciplines

### *Public Health – John Moss*

J Moss and staff have been involved in contributing to the Health Technology Assessment International conference, and pre conference activities over Monday, Tuesday and today, and thanked members for attending this meeting early. He said that the conference had been very interesting and has made a number of international links.

### *General Practice – Alan Crockett*

Nigel Stocks had given A Crockett an application for the Georgina Dowling and Hilda Farmer Fellowship (Faculty). Research Fellowship for discussion at this meeting. Joseph Smith has submitted the application to General Practice. N Stocks has asked for School support for this candidate as the fellowship is fully funded by the Faculty and could be a School Fellowship. Members were happy to support this candidate if other candidates hadn't applied and with clarification of funding and practicalities eg. where would the candidate but located? **G Bussell to investigate with Faculty and N Stocks.**

A Crockett reported that he recently attended a Respiratory conference in Oslo where he was approached by Idelle Weisman, Medical Director of WW Respiratory Medical, Pfizer Inc, New York, to invite the Primary Care Respiratory Unit to be a node of six units in collaboration. N Marsh congratulated A Crockett on his achievements with the PCRU. A Crockett has also held a meeting with Sandy McFarlane, CMVH, about a project on lung function measurement on army personnel returning from service in Iraq. G Bussell said that there is now some urgency on the purchase of the oscillometre to use for this and other projects in the Discipline of General Practice. A Crockett reported that he has had feedback from the Metropolitan Fire Service about another project (and funding) but was waiting to have the contract signed before purchasing. G Bussell said that a letter of interest would be adequate. J Newbury has also put in an ethics application for the lung function project based in Whyalla.

N Marsh said that F Matthews and G Bussell are currently organising the seminars for the Chair of GP position and the candidates have been to visit the Discipline. **F Matthews will send a School email with details of the seminar.**

### *SGRHS – Jonathan Newbury*

Deirdre Whitford has been appointed to Associate Professor of Education.

J Newbury has recently attended the Head of Rural Clinical School's conference in Rockhampton and the ANZAME (medical education) on the Gold Coast Ass Prof Dee Whitford also attended which gave her an insight into the current ideas in rural medical education and allowed her to meet other rural academics.

An Associate Professor in Research will be advertised. This position will be based in Whyalla.

The SGRHS Strategic Planning Day will be held tomorrow in Whyalla and facilitated by Mark Douglas. Profs Justin Beilby, Robyn McDermott and N Marsh will attend.

## 9. Report from Sub Committee

A Salter left the meeting. **F Matthews to send minutes from both sub committees to HODs.**

## 10. Any other business

*Accounting budgets within the School*

J Moss reported that there is likely hood of substantial funding to be managed by the central Faculty and said that he had great concerns if this was to happen as it will lead to inefficiencies. G Bussell said that this was the case and it was for billing and journaling and would only affect General Practice and Public Health as the other disciplines already send their requests to Rob Woods from Faculty for processing. It would be taking away the autonomy from G Bussell and Florence Kalambokas and could lead to mistakes and extra steps in the process and seems to be going against using the Schools resources and centralising administration and finance duties.

*The 2006 Florey Memorial Lecture*

N Marsh said that the annual Florey Memorial Lecture will be held on Wednesday 2 August Medical School North. This year's lecture is to be delivered by another Nobel Laureate who received his undergraduate medical training at the University of Adelaide, Dr J Robin Warren.

**11. Next meeting ( Wednesday 19<sup>th</sup> July 9.00)**

<b>Action</b>	<b>Responsibility</b>
Send the official minutes from last meeting	F Matthews
Invite Prof Sandy McFarlane, CMVH to the next meeting	F Matthews
Organise a user pay system for Disciplines to use storage space at Thebarton Campus.	G Bussell
Organise speakers and dates for School seminars in August and November with Peng Bi, Public Health and J Newbury, Rural Health.	F Matthews
Create an attendance list for the School Planning Day with names and send to J Newbury and N Marsh	F Matthews
Confirm the structure and the inclusion of the MLTU with the Executive Dean before the Planning Day	J Newbury & N Marsh
Confirm facilitator for Planning Day	N Marsh
Provide comments on the Faculty mission statement and distribute to other members for their input	J Moss
Investigate funding etc for the Georgina Dowling and Hilda Farmer Fellowship (Faculty fellowship).	G Bussell & N Stocks
Advertise the Chair of General Practice seminars	F Matthews
Distribute minutes from both sub committees to HODs	F Matthews