

MINUTES

SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE EXECUTIVE COMMITTEE

Wednesday 8th November at 9.00
Room 1-23 – Venue changed to Discipline of General Practice

Present: Neville Marsh (Convenor), John Moss, Nigel Stocks, Judy Magarey, Greg Bussell, and Annette Braunack-Mayer

1. Welcome and apologies

Jonathan Newbury and Anne Tonkin (not notified of venue change).

2. Minutes of previous meeting (25/10/06 unavailable)

To be transcribed.

3. Matters arising

N Marsh had discussed the School OHS Officer position with Dino Pisaniello as this is his area of expertise. Dino is currently the Discipline of Public Health's OHS representative; however, he will be resigning from this position because it is becoming a burden on the discipline administration. He has suggested some people to approach as School OHS Officer. Funding and the amount of time required was discussed: it was thought that initially it would be one day per week at HEO7 level with extra funding for the start up period (before Christmas). The Faculty may want this position eventually to report to the Faculty committee so Faculty funding may be forthcoming in the future. An appointment process will need to be started. **N Marsh to start selection/appointment process, once funding source is clarified.**

4. IT services (Greg Bussell)

G Bussell reported that Shaun Lancaster, from Rural Health, has resigned from his IT position which was originally going to be included in the School IT service plan. However, Andre Duszynski from General Practice, has agreed to take over this role for one day per week to cover Peter Beilby's leave in November and as well, Paul Carter's hours have been increased. The School would fund 0.2FTE (Andre's position). Greg is currently waiting on the IT group to finalise a budget for a new School server. G Bussell advised that Judy Magarey would meet with Peter Beilby, Paul Carter and Andre Duszynski before Nursing's contract with ITS and their computer leases run out and that ITS would be informed that they will not be renewing their contract.

5. School Grant Writer position (John Moss)

J Moss raised this issue as staff in Public Health have expressed interest in creating this position. N Stocks said that General Practice currently has a half time grant writer position funded by RIBG funds but this person is currently studying and does not wish to increase her hours. However, another staff member will help her at the end of the year and this could be possible. A Braunack Mayer said that Faculty had editorial support factored into the research budget and asked if this funding could be included, however she thought this was for "polishing" the grant application

end product rather than the writing stages. N Marsh asked A Braunack-Mayer to confirm what the Faculty offers and asked that the School Research Committee take this on and gather the information. G Bussell said that he would send A Braunack-Mayer the Discipline's funding and personnel budget before the next School Research Meeting to see how RIBG funds are used.

6. Visit by ARI Business Development Managers (Neville Marsh)

N Marsh received an email from Andrew Somogyi requesting that the ARI's Business Development Managers visit this School to give a presentation. N Marsh and G Bussell agreed that they had already met with Elaine Stead and Melissa Coulthard, so it was felt that this meeting was unnecessary. G Bussell informed that Committee that Melissa Coulthard will be leaving ARI and will be replaced by Val Morris, with whom he will be in contact.

7. Reports from Disciplines

Nursing – Judy Magarey

The Structured Oral Assessments will be held shortly for over 300 applicants and will involve Clinical Nurses and academics from Nursing undertaking the assessments. Leanne Bragg and Deb Turnbull have been involved in the process.

The 1st year undergraduate students are currently undertaking their exams which is quite stressful for them.

N Marsh has been updated on a couple of HR issues within the Discipline, one of which may be resolved soon.

Public Health – John Moss

J Moss said that a number of staff has been involved in planning for SA Department of Public Health Strategic Plan. There was a need to monitor competing bids from the same University and the proposed process to review NHRMC grants may avoid this.

General Practice – Nigel Stocks

N Stocks said that the Discipline Admin Officer (Gerri Hupfeld) will be leaving at the end of this year and this has implications on the School structure. Internally we will move staff up and a reception position will become vacant.

DGP is currently advertising for a new Director of Grief and Palliative Care Course in Mara's absence. This will be an interim position for 12 months.

8. Report from Sub Committee

R&HD Committee - Annette Braunack-Mayer

Alan Pearson has been replaced on the Committee by Rich Wiechula from Nursing and this means that all Post Graduate Coordinators are now on the Committee.

Annette Braunack-Mayer has been appointed the Lead Post Graduate coordinator for the School, a position requested by the Faculty.

Higher Degrees

The committee is looking at developing a joint program for 2007 and at common student issues.

A number of students presented at the Public Health conference.

A Braunack-Mayer and Nicole Moulding assessed each others students' annual reviews which was a worthwhile process. A Braunack-Mayer has signed off on these as Lead Post Graduate Coordinator.

The School has been awarded two international research scholarships, ranked number 1 and 3 by the Faculty which is a very good outcome. Public Health have a least three students who have been awarded AusAid scholarships and one has been awarded an EPRIS also.

Research

The Internal Review process has been activated by the Faculty. The Committee will meet on Monday, to discuss possible panel members to advise the Faculty. It was a positive step for the School to be involved.

The next School Seminar on "How to get a grant", presented by NHRMC panel reviewers will be held on Friday 17th November in the Bice Building. **F Matthews to send reminder to School email list.**

9. Report from Faculty Executive Committee

The application rate of medical students has increased.

Information of grants awarded in the recent NH&MRC and ARC rounds was presented.

Membership of the academic board was also discussed. Currently, the Faculty has five members which was satisfactory.

There was a discussion around future capital expenditure and as there was no mention of the Pulteney street upgrade, N Marsh reported that Paul Duldig had indicated that this is scheduled for inclusion in 2008. N Marsh asked for a commitment to the space and move to Pulteney St.

10. Any other business

N Marsh said that he discussed the position on interim Head of School with Janet Hiller and she had decided not to accept the position for personal reasons. J Beilby is currently looking at other options outside of the School. N Marsh will report back as soon as he is informed. There were five applications for the HOS which closed on Friday 3 November and interviews will be held after Christmas. J Moss asked if HODs would be consulted about the acting HOS position

N Marsh was pleased to report that he had secured a waiver for the Grief and Palliative Care fee levy for the next three years which will be tailed off over these three years.

11. Next meeting (Wednesday 22nd November)

Janet Hiller will attend the next meeting on J Moss's behalf.