

## MINUTES

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

**Wednesday 7<sup>th</sup> June 2006 at 9.00am**  
**Level 1 Eleanor HarraId Bld, Room 1-23**

Present: Neville Marsh (Convenor), John Moss, Judy Magarey, Cate Howell (proxy for Nigel Stocks), Jonathan Newbury (videoconference), Greg Bussell and Felicia Matthews.

By invitation: Chris Soteriou (Faculty Finance Manger) and Amy Salter (Learning & Teaching Committee Convenor).

#### 1. Welcome and apologies

Amy Salter was welcomed to her first meeting. N Marsh said that A Salter and Annette Braunack-Mayer will be invited to attend alternate meetings in their roles of convenors of the Learning & Teaching and Research & Higher Degree committees. Amy will report on the first Learning & Teaching meeting under item 8.

N Marsh welcomed Chris Soteriou to the meeting. Chris was invited to discuss the School budget as the Faculty Finance Manager. This will be discussed under item 4.

#### 2. Minutes of previous meeting (24/05/06)

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

#### 3. Matters arising

N Marsh had raised the issue of tutoring rates and duties, (discussed at the previous School Executive meeting) at Faculty Executive. Other disciplines were unaware of the action and it will be investigated further by Stuart Matthews (Faculty Executive Officer).

N Marsh reported that the MBBS review was in first draft form and should be distributed when the Executive Dean returns from overseas on 13 June. Discussions will continue when this documents is distributed.

#### 4. School Three Year budget (Chris Soteriou, Faculty Finance Manager)

A number of questions had been tendered in advance of the discussion.

Chris Soteriou gave an overview of the School budget. G Bussell said that he and Chris Soteriou are working with Florence Kalambokas about more specific issues related to Public Health.

Chris Soteriou highlighted the fact that attracting more students both international and fee paying, will increase revenue and this will be passed down to disciplines unlike the current process. J Magarey asked about the impact of increasing numbers of undergraduate nursing students and Chris said that this has been taken into account and is reflected in the increase in the Discipline of Nursing's budget over 2006-09. Under the new budget a revenue-based model will be openly transparent and the Faculty will monitor the School's budget rather than individual disciplines as

it has in the past and the Head of School ultimately will have responsibility for the School budget. The aim of the new revenue-based budget, to be phased in by January 2007, is to be efficient and equitable. The focus would be on business plans, for enterprises in the School, with core staff to be included in costs of the product. This was in contrast to previous budgets which have been expenditure-based. In the future, revenue flows will be transparent and thus Schools will have discretion as to how to use the money. This will give more flexibility than the current structure. The 10% levy previously collected by ARI will be paid to the School by the Faculty.

J Moss asked when the new budget will be introduced. C Soteriou replied that the date for introduction is January 2007, although there will be transitional arrangements over the following two years at least.

#### *Specific questions (John Moss)*

*Will the Nursing deficit be carried over to the School budget or absorbed by the Faculty?*

C Soteriou said that the Faculty will not cover this deficit because the Faculty itself running in deficit and it was likely that Nursing will trade out of its deficit by 2009. N Marsh will discuss the equity issues of this policy with the Executive Dean.

*Will the expenses of running the school (Head, Manager, Personal Assistant and associated costs) be provided from Faculty funds?*

N Marsh said that the Faculty will not cover all of this expenditure and the School will need to generate its own income. Rather than charge a levy on disciplines, other ways will need to be explored.

*What happens with indemnity insurance?*

C Soteriou said that ARI's levy will still cover this.

*Will SGRHS, CMVH etc contribute to the School?*

C Soteriou said that this will depend on arrangements with the Units, eg. the SGRHS cannot contribute because of contractual arrangements with the Commonwealth, but other entities within the School will contribute via the ARI levy.

*How will EFTSLs be allocated?*

The new MBBS model will allocate EFTSLs across the Schools on the basis of teaching load/tier although there has been some discussion at the Faculty Executive as to the quality of this information. J Moss said that Public Health was on Tier 1 for allocation of funding and C Soteriou added that Public Health had been moved up to Tier 3.

N Marsh thanked Chris for his time and input: he would be available for any other queries.

#### **5. Arrangements for absence of Head of School (Neville Marsh)**

N Marsh announced that he is retiring on 30<sup>th</sup> June, which was the initial arrangement when he accepted the position of Head of School, and will be re-employed from 31<sup>st</sup> July. He will increase his hours in HOS position to 3 days per week (0.6 FTE).

The Executive Dean has requested that an Acting Head of School be nominated during N Marsh's absence in July. N Marsh will also be in Melbourne for one week, in his role as Pro Vice Chancellor and will miss the next Executive meeting, so he will need a member to chair the next School Executive meeting. He will also be absent this week so will need a representative for the Faculty Executive on Friday (J Moss will attend as proxy: F Matthews to forward agenda to J Moss).

#### **6. IT provision for School (Greg Bussell)**

Greg Bussell said that an analysis and detailed figures for School IT support showed cost savings to the extent that we can actually provide additional hours and take on additional workload within our current IT personnel. The Nursing contract with ITS was discussed as was the virtual classroom and its service needs. Leave coverage, tasks and personnel were discussed, and it was agreed that the School will use its current IT support staff to provide IT services to the School, further that service contracts with ITS will not be pursued.

## **7. School Representative on Faculty International Committee (Neville Marsh)**

N Marsh asked for a volunteer for a new Faculty International Committee. J Moss, said that Afzal Mahmood would be ideal and has the expertise, but would need to take his current workload into account. J Magarey said that Frank Donnelly has been involved in recruiting international students with Leanne Bragg and he could be approached but he is already representing Nursing on the Teaching and Learning Committee. J Newbury said that SGRHS do not have experience in that area and G Bussell said that General Practice do not have the staff, although Cate Howell would be interested even though she lacked the necessary expertise. N Marsh said that he thought this committee was mainly international recruitment and asked F Matthews to find out more about the role and the Committee and inform C Howell.

## **8. School Learning and Teaching Committee (Amy Salter)**

Amy Salter discussed the minutes from the first Learning and Teaching Committee meeting. The main discussion was around evaluation and the differences between current Discipline processes. The main concerns of the group were use of evaluations to move forward and develop possible models in the future. J Newbury said that SGRHS were fortunate to have the funds to employ an evaluator; and that it was important to have this in place for a new program. The critical question is taking actions from evaluations (SELTS in particular), being prepared to make changes and more importantly asking appropriate questions rather than those which will generate obvious answers. Amy Salter said that academic staff need SELTS to promotion applications but this should not be the only purpose for gathering evaluation feed back. J Magarey said that Nursing has a many off-campus students, and thus SELTS forms were not being returned. There was some discussion around online questionnaires, which are not available with SELTS. J Newbury recommended that Amy speaks with Susan Shannon about possible models. The Learning and Teaching Committee also discussed the possibility of having a School funded position for evaluation. J Magarey said that this kind of activity needs to be discipline specific. J Newbury suggested G Bussell speak with Teresa Burgess who is partly funded by the Faculty and General Practice and has experience in evaluation.

N Marsh thanked Amy for attending the meeting.

## **9. School workload model (Neville Marsh)**

N Marsh has received models from Public Health, Psychology and Dentistry. The Executive Dean has requested that the School create a workload model and N Marsh asked for a volunteer to look at commonality of the current models. It was decided that J Moss had the most experience and was asked to carry out this task. F Matthews to send documentation to J Moss.

## **10. School Planning Day (Neville Marsh)**

The Planning day will now be held after N Marsh returns from leave in July. The model structure of the day was discussed and N Marsh asked if an external facilitator was required as these can be extremely expensive. G Bussell suggested contacting Continuing and Professional Education for such a person. J Moss suggested setting up a sub committee and running the meeting amongst ourselves, in a round table discussion format. N Marsh asked HODs to express preferences on dates/times, ie weekend, evening in August /early September. F Matthews to send email requesting this information.

## **11. Reports from Disciplines**

### *Nursing*

J Magarey attended a seminar at the RAAF Edinburgh base hosted by CMVH re the Master Public Health (Defence) offered by The University of Queensland. There were discussions re offering a Graduate qualification in defence nursing, Grad Dip Nursing Science (Defence Nursing). N Marsh pointed out that there were very few defence nurses in the state but J Magarey believed that demand for such a course would increase as Edinburgh is to be expanded and the program could be offered by the flexible learning mode.

Currently meeting with lecturers and CLPD re virtual classroom. In the future the CLPD is looking at using the illuminate classroom at a cost of about \$40,000. Currently a private provider is used and paid for by the discipline. J Magarey to put a proposal to J Beilby about using the room and possible funding.

### *General Practice*

G Bussell reported that the Director of Health and Human Diversity has been split into two new appointments, to run the HIV Program and direct the Unit. Susan Selby and Jane Noolan have been appointed to the PHCRED research fellow positions. N Marsh said applications for the Chair of General Practice had closed and short listing will be next Wednesday, with interviews will follow in July. The ongoing position of the Head of School will also be discussed at a future meeting.

### *Public Health*

J Moss said that Public Health is currently reviewing their position after the NHMRC round of applications and in particular, how to prepare for next year by encouraging staff to develop teams for future submissions.

### *Rural Health*

The interviews for the Associate Professor in Education have been held and referees have been contacted. J Newbury will wait for a response from the Executive Dean before offering the position to the suitable applicant.

Teams from both universities have met with the Commonwealth and all parties were pleased with progress although there are ongoing issues which still need to be addressed regarding insufficient student numbers going to the country

A Planning day with both universities involved will be held in Whyalla on July 6<sup>th</sup> facilitated by Mark Douglas from Ethos. Mr Douglas has extensive experience with both the University of Adelaide and UniSA. N Marsh will also attend.

The Year 12 Medical Intention Project had revealed that there is a pool of students interested but ill informed about getting in to medicine. SGRHS is developing a marketing strategy for health professional careers in general.

## **12. Any other business**

General Practice's OHS representative had requested that the OHS issue be resolved, namely the fridge full of samples located in the Eleanor Harrauld Building. J Moss and G Bussell agreed that the issue was proving problematic as there are ethical issues around destroying the samples. They would like to have the fridge removed. Liddy Griffiths is discussing the issue with the Women's and Children's Hospital ethics committee and it is hoped to resolve this soon.

## **13. Next meeting**

**Wednesday 21<sup>st</sup> June in the Discipline of Nursing** (Room 1-23 not available). A proxy from Adelaide will attend on J Newbury's behalf.