The University of Western Australia

SCHOOL OF PATHOLOGY AND LABORATORY MEDICINE

Minutes of a meeting of the Executive Committee held in the Ten Seldam Seminar Room 1.6, First Floor, M Block, The Queen Elizabeth II Medical Centre on Thursday, 23 April 2009 from 8.00am to approximately 9.00am.

MINUTES

PRESENT

Winthrop Professor Paul Waring, Clinical Associate Professor Ashleigh Murch, Clinical Professor Greg Sterrett, Mr Brett Tizard, Winthrop Professor Jennet Harvey, Dr Melissa Gillett, Professor Frank Van Bockxmeer, Winthrop Professor Frank Christiansen, Clinical Associate Professor Keryn Christiansen, Professor Patricia Price

APOLOGIES

Clinical Associate Professor Dominic Mallon, Dr Jill Finlayson

DECLARATIONS OF POTENTIAL FOR CONFLICT OR PERCEIVED CONFLICTS OF INTEREST

Nil

1 MINUTES

The minutes of the previous meeting, held 26th March 2009 were confirmed to be a true and accurate record.

2 UPDATE FROM HEAD OF SCHOOL

2.1 Strategic Planning Retreat

The University, Faculties and Schools each prepare an Operational Priorities Plan covering their activities for a 5 year period. The UWA version is now complete and work on the Faculty version is expected to be completed in June 2009. Schools are required to complete their OPP by September 2009. A Strategic planning Retreat will be held by the School sometime after 16th July. All members of School Committees will be invited to attend and help contribute to the allocation of additional resources.

2.2 QEIMC Site Plan

The new Children's Hospital at the QEIMC site will no longer be constructed on the current location of M Block. PMH PathWest will be relocated to the 3rd Floor of the new PathWest Building. These changes to the site plan result in the School remaining in the current location within M Block.

2.3 New adjunct and clinical appointments

Two rounds of applications have been forwarded to the Faculty Adjunct and Clinical Appointments Committee. All of these have been sent to the SDVC with a recommendation to appoint. Confirmation from UWA HR will be forthcoming.

2.3 PaLM honours and post-graduate students.

Professor Waring provided an update on new enrolments and research plans for students within the School.
3 **UPDATE FROM SCHOOL MANAGER**

3.1 Management Committee

The first meeting of the Management Committee dealt with a number of urgent issues including the refurbishment of the School’s website. The University Web Office intends to complete the transition by July 2009. It is important that information on current School websites be incorporated in the revised site.

3.2 Strategic Planning of Administrative Support

As part of the OPP process, a review of the administrative support required by the School will be undertaken. This will involve consultation of stakeholders but will not require an offsite retreat.

3.2 QEII site renovations

The amendments to the QEIIIMC site plan result in the relocation of the School being cancelled. The original plans for refurbishment of the first floor laboratories will now be resurrected with a centrally-funded budget of $1.35m. Michael Jenkin has been appointed as Executive Officer for the project and will be contacting stakeholders in the near future.

3 **UPDATE FROM TEACHING COMMITTEE**

3.1 MBBS

The transition date for the new MD course remains unclear although 2012 is still expected to be the start date for Future Frameworks. The 4 year degree will include Pathology as part of case based learning.

3.2 BSc

A working group comprising Professor Frank Van Bockxmeer, Associate Professor Richard Alcock, Clinical Professor Martyn French and Winthrop Professor Paul Waring will meet to discuss the new BSc major in Pathology

3.3 Master of Laboratory Medicine

The University will be asked to identify “spare” Commonwealth funded places for allocation to the new MLM course as part of the commitment to Professional Degrees. The Dean has agreed to the proposal to fund 50% of the HECS fees from the School resources with the possibility of the additional 50% coming from PathWest. There was discussion about the merits of developing a research rather than a course work degree however it was not clear if this would meet the needs of the students. Anatomical pathology would be the first targeted discipline with the other 5 to follow.

4 **UPDATE FROM RESEARCH ADVISORY COMMITTEE**

4.1 Research Database

The compilation of the research activity data is almost complete with a couple of areas requiring follow up.

4.2 Research Strategic Planning Retreat

The Research Retreat will be held at the University Club on 19th June 2009. Invitees selection needs to be completed and then invitations will be forwarded as soon as possible.

5 **UPDATE FROM DISCIPLINE REPRESENTATIVES**

Subcommittees have been formed in most areas. Disciplines without teaching and/or research committees run the risk of missing out on resources if they are not able to submit proposals. Communication between disciplines remains an issue but opportunities such as the research retreat may help initiate these discussions.
6 ALLOCATION OF STRATEGIC RESOURCES

The philosophy behind the allocation of strategic resources was discussed and the meeting agreed that there should be equality of opportunity but the allocation of resources would be based on merit.

7 NEXT MEETING

The next meeting is scheduled for Thursday, 28 May.