The Minutes of the inaugural meeting of the PathWest/PaLM Research Advisory Committee held in the ten Seldam Seminar Room 1.6, First Floor, M Block, The Queen Elizabeth II Medical Centre on Thursday, 15 January 2009 from 8.00am to approximately 9.00am.

CORA D’SOUZA
Administrative Officer

MINUTES

PRESENT

Professor Frank Christiansen (Chair), Professor Paul Waring, Associate Professor Patricia Price, Dr Adrian Charles, Dr Campbell Witt, Professor Tom Riley, Associate Professor Ursula Kees, Associate Professor Wally Langdon

APOLOGIES

Professor Peter Klinken (to be replaced by Professor Nigel Laing). Clinical Professor John Burnett, Adjunct Associate Professor John Beilby

DECLARATIONS OF POTENTIAL FOR CONFLICT OR PERCEIVED CONFLICTS OF INTEREST

Nil.

1 WELCOME AND INTRODUCTIONS

2 MEMBERSHIP

Chair: Professor Frank Christiansen
PhD and MSc coordinator: Professor Paul Waring (deputy chair)
Honours and BMedSc coordinator: Assoc. Prof. Patricia Price
WAIMR representative: Professor Nigel Laing
NH&MRC Fellow: Assoc. Prof. Wallace Langdon
Anatomical Pathology representative: Dr. Adrian Charles
Clinical Immunology representative: Dr. Campbell Witt
Clinical Microbiology representative: Professor Tom Riley
Clinical Haematology representative: A/Professor Ursula Kees
Chemical Pathology representative: C/Professor John Burnett
Medical Genetics representative: A/Assoc. Prof. John Beilby

3 COMMITTEE CHARTER AND TERMS OF REFERENCE

Professor Paul Waring introduced the framework of the Committee and spoke about how the Committee would operate as a combined School and PathWest committee that is accountable to the both the Executive Committees of the School and PathWest.

The Research Advisory Committee’s primary function is to advise the School and PathWest Executive Committees of strategic research imperatives and opportunities.

In addition the RAC may also provide advice regarding:

(i) opportunities to align research activities within the School and PathWest across all sites.
(ii) opportunities to align research activities within the School and PathWest with WAIMR and other relevant institutions.
(iii) the prioritization of internally-funded research activities.
(iv) research productivity and standards within the School and PathWest.
(v) the relevance and impact of PathWest-funded research to clinical practice.
Decision-making authority regarding research direction and resource allocation lies with the School Executive and PathWest management and not with the Research Advisory Committee.

4 APPOINTMENT ROLE AND RESPONSIBILITIES OF INDIVIDUAL COMMITTEE MEMBERS

The Chair and Deputy Chair are jointly appointed by the Head of School and PathWest CEO and must be academic staff of the School and PathWest employees.

The Course Coordinators are appointed by the Head of School and must be full academic staff within the School.

The DPG research representatives, who hold *ex officio* position on their respective DPGs, are selected jointly from the discipline membership by the Chair of the respective DPG and the Head of School and may have clinical, adjunct or honorary status within the School.

The WAIMR representative (currently Professor Nigel Laing) is appointed jointly by the Head of School and the Director of WAIMR and the NH&MRC Fellow (currently Associate Professor Wally Langdon) is appointed by the Head of School and may not have appointments within the School.

The Chair of the Research Advisory Committee is jointly accountable to the Head of School (currently Professor Paul Waring) and the PathWest Executive Sponsor for Teaching & Research (currently Professor Paul Waring) for the quality of advice provided by the Committee.

Course Coordinators and discipline research representatives may convene sub-committees to gather input and to coordinate their activities. Sub-committee membership may be drawn from any School or PathWest staff including those holding accorded or honorary status.

5 PATHWEST/PALM RESEARCH RETREAT

Originally the Research Retreat was scheduled for the beginning of March however due to conflicts with NHMRC grant deadlines and the need to collate data on the research activities of both PathWest and the School, the Retreat will now be scheduled for a date mid-April to early May.

Data capture of internally and externally funded research projects was identified as a crucial component of preparation for the Retreat. A comprehensive database of all research activities within the School and PathWest does not exist however there are several smaller datasets covering limited aspects of research were available. Information on each project is needed and should include the investigators, the topic, costings, who is funding the research and what results have been published. It was noted that often research projects are undertaken and completed within PathWest but the results are not published.

As part of the Retreat, each Discipline Representative will need to arrange a brief presentation of the research activities in their area. The format of the presentation will vary between disciplines and the Discipline Representative should determine the most appropriate structure.

Dates (tentative): April/May 2009 (one or two days as required)
Venue: University Club
Purpose: To identify strategic research imperatives for the School and PathWest
To review existing research programs
To identify areas for further support and closer collaboration
To identify the most promising new areas for research

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<td>Discipline Representatives to collate information on the research activities within the area for presentation at the Research Retreat.</td>
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6 FUTURE MEETING DATES

Meetings will be held on the third Thursday of the month commencing at 8.00am and will be held in the ten Seldam Seminar Room 1.6, First Floor, M Block, QEIIIMC.

15 January 16 July
19 February 20 August
19 March 17 September
16 April 15 October
21 May 19 November
18 June 17 December