

# MSANDMINUTES

25/07/07

17:15pm

Notre Dame University

**Meeting called by:** Damien Turner

**Type of meeting:** Committee

**Facilitator:** Pip

**Note taker:** Lydia Warburton

**Timekeeper:**

**Attendees:** Charmaine, Andrew, Dean, Damo, Nick, Danielle, Olly, Shami, Marius, Ebony, Lydia, Pip, Rosie, Trav

## Minutes

**Agenda item:** President Update

**Presenter:** Damien Turner

**Discussion:**

- AMC survey completed during the holiday. Students replied to post on forum. 15% per year were obtained and collated for the AMC.
- Simon Towler talking on 20th Sept. He will be talking about future clinical years. This will be part of the United lecture series. \$500 has been allocated. Combined with UWA students. If anyone wants to ask questions they can email Damo before the event so he can pass them onto Simon Towler and Adrian Bower.
- Problem with trademark. MSAND and anchor may need to be trademarked for the future. This would cost approx \$120 for characters and \$180 for logo. Vice chancellor's lawyer (Celia) reports that we will get no extra protection by trademarking the logo. Her advice was to not trademark the anchor. In order for someone to trademark it from underneath us they need to go to Supreme Court with \$100,000 according to Marius. Reasons to trademark- makes it official, gives us protection. Reasons against- no guarantee, adds weight that we have a bank account and ABN number already. Will separate Notre Dame universities merge and form combined committees? (Andrew S) Trademark lasts for 10 years. Celia (head of law) recommended that we do not use the trademark. This process will take time and money. Website address is already secure, bank accounts are set up. Trademark issue voted on. For trademarking- 4 votes. Negative votes= 8 votes.
- Hoodies going ahead. \$35-45 per item. The company need \$300 to digitise the logo. MSAND to pay \$300 to digitise the logo and then build it into the cost of the hoodie. Colour has been decided as per vote on MSAND website.
- Ball 18<sup>th</sup> August. Winter wonderland theme. 200 tickets to be sold. \$90 members, \$95 for non members. Damo to arrange join up with first years so that people can join MSAND when buying ball tickets. First years have done a great job in organising this event.
- Rachel's Farewell- 31<sup>st</sup> July. 5:30pm upstairs in med building. Everyone invited. MSAND will do a thank you. MSAND to provide a present.... \$50 budget. Pip agreed to buy the present and Damo will do a short speech.
- Fourth years have to sort out electives. Dean is talking to people about arranging these. Lynn would probably like to talk to Dean about electives as she is interested in arranging some rural electives for them. Dean and Nick to liaise with one another and Lynn to help set up electives.

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

✓ Pip to buy present for Rachel S

Pip

31<sup>st</sup> July

✓ Pay Hoodie company \$300 to digitise logo

Trav?

ASAP

✓

**Agenda item:** Vice President

**Presenter:** Olly Duncan

**Discussion:**

- Footy- 3 games. 10<sup>th</sup> August against law- venue yet to be booked. Olly spoke to Melville rec centre- awaiting a reply. Trav will know about East Freo oval as a potential venue by Friday. Second game against defence force may well be cancelled. Law game is on 10<sup>th</sup> August. UWA game is on 15<sup>th</sup> September. Olly spoke to sports rep and there will be a bbq afterwards the WAMSS game. To be arranged in liaison with Em Harding, Pip and Olly.
- Footy jumpers out and they look great! Training session with footy jumpers to go ahead in the next week.
- New sponsor WAGPET- \$2200 with an information session and clinical skills evening promised. Sports medicine evening. Suturing kits and taping. 6<sup>th</sup> September? Olly and Lydia to sort out date. WAGPET logo to be placed on Kimberly trip t-shirt.
- Defence force is really happy with the sponsorship. Footy jersey needs to be framed and sent to them ASAP.
- Third year sundowner. Application for money has been sent in. AVANT have agreed to put in \$1000. There is a request for \$1000 from MSAND. Annie thinks it is a very important event to establish relationships with clinicians. First year out we need to provide a positive impression for the clinical profession. How many clinicians would be keen to go? Staff invited from Notre Dame? Could the university fund some of the event? BMP evening was free for certain students... is this comparable? Annie and Zoe are organising the event. Number of consultants invited? Decision: \$1000 provision of money from sponsorship. \$500 donation from MSAND? All in favour. Olly to put details of meeting tomorrow on forum.
- Handover- make sure everyone has their handover up to date for elections. Elections set for late September.
- Nominations for lecture of the year to be put up on the forum by the year reps
- Changes to the constitution- put a compulsory amount into an investment fund? Specific reasons for drawing down the account? Two reps from third year and fourth year. Olly to start the post for changes to constitution on the committee page of the forum.

#### Conclusions:

Action items	Person responsible	Deadline
✓ Olly- WAGPET logo to nick for t-shirts	Olly	ASAP
✓ Footy jumper framed to go to defence force	Trav	
✓ Nominations for lecturer of the year to be put on forum	Spitz and Ebony	ASAP
✓ Changes to constitution post to go on committee page of forum	Olly	ASAP
✓ Details of meeting outcome with Zoe and Annie to go on forum	Olly	2/8/07
✓ Get handover file up to date for next committee	Everyone	Sept

**Agenda item:** Marius

**Presenter:** Ebony Gilbee

#### Discussion:

Tickets for Ball set up on website

Quiz exam questions typed up to go on website.

LDS tickets will be available on the web

Marius entered ++++ MCQ questions into website over holidays. Still needs assistance with a few more. Budget to be put aside to pay someone to put in data? Wait for more volunteers. Dan, Charmaine and Trav volunteered to do 100 questions for data entry. Marius will wait for replies to his post on the forum to gauge enthusiasm to volunteer from rest of year groups.

Ball committee require up to date list of MSAND members

Direct link to the shop is not working. Marius will fix this in the next day or two.

#### Conclusions:

Action items	Person responsible	Deadline
✓ MCQ questions loading for Marius	Dan, Charmaine and Trav	ASAP
✓ Make LDS tickets available on the web	Marius	ASAP
✓ Provide ball committee with an up to date list of MSAND	Marius	

✓

**Agenda item:** Publications

**Presenter:** Shami

**Discussion:**

Date for Notre Damus- due the week after the ball. Articles due 15<sup>th</sup> August. Released on Weds 22<sup>nd</sup> August  
AMSA, Ball, Painathlon, sponsor child, footy games

Sponsors have merged. Please add new sponsors to notre damus

Photos to be taken at AMA cocktail party

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

✓ Articles for Notre Damus due 15<sup>th</sup> August

Everyone

15/8

✓ Add new sponsors to Notre Damus

Shami

22/8

✓ Photos at AMA cocktail party

Lydia

**Agenda item:**

**Presenter:**

**Discussion:**

- point of formative exams without feedback? Last year first years had feedback session. Third years would like an opportunity to get feedback about the overall year performance. Danielle will raise this with AJB. As a regular occurrence, it should be recommended that if there is a formative exam there should always be a feedback session to the whole year group or an ideal answer session.
- Third year Sundowner committee are meeting with Olly tomorrow
- WAGPET would like to follow up survey. One seminar in week starting 20<sup>th</sup> August, 2hr session, 1 1<sup>st</sup> yr and 2 2<sup>nd</sup> years. No date set but it is flexible depending on timetable. Andrew and Ebony to follow this up and get back to Dean.
- Dean and third years would like to see a budget for third year and fourth year. Budget for clinical years? What happens for combined events? What events would the money be for? Would the money for clinicians come from the students or MSAND? Better... would be to apply for money at the moment until the budget is more stable and the events are set out with a budget.
- Third year web access will be opened up once we meet with the third years in the lecture. Proposed date tomorrow rather than next Thursday. Social justice award tomorrow is being launched tomorrow. Marius to open up to all years onto website tonight. Dean to give Lydia the third year email addresses ASAP.
- IPE database. All problems have been ironed out according to Damo's source. Dean reported that it only works on Mozilla, not on internet explorer. All hospitals have internet explorer which makes it difficult to fill it out. It is difficult to save data, as it says that there is a conflict in entry. Damo to follow this up with the school.
- GP Grand rounds being organised. Breast cancer (6<sup>th</sup> Sept) round next and med students encouraged to attend. Evidence based and clinical information provided by GPs. Third topic yet to be decided. To go on front page of website. It is a dinner where GPs sit on a table...like PBL.
- Junior doctors on curriculum committee? Being sorted now with Dean and staff.
- Joint committee on post graduate medical school councils in Sydney. May be good to place it on the website for third years. Close to third year exam dates though. Notre Dame should try to get a rep.
- AMC coming in August. Surveys completed. Damo waiting for Corinne to get back to him about AMC visiting date.

**Action items**

**Person responsible**

**Deadline**

✓ Find reps for AMC follow up survey

Ebony and Andrew

15<sup>th</sup> Aug

✓ Open website to everyone

Marius

25<sup>th</sup> July

✓ Advertise GP grand round (6<sup>th</sup> Sept) on front page

Damo

Aug

✓ Third yr contact details to Lydia

Dean

ASAP

✓ Follow up exam feedback for third years with AJB

Danielle

Nxt mtg

**Agenda item:** Rural Chair

**Presenter:** Nick

**Discussion:**

- Met with NT GP education rep in Adelaide (RUSC funded)- major sponsor of convention. Interested in a lunchbox lecture... for all students interested in doing an elective in NT as a rural option. Lyn may need to be informed as she is the rural coordinator for fourth year. Nick liaising with Olly for sponsorship potential with this group.
- Rural survey- liaising with Anna Nichols at ACCRM to get a report made available.
- AMSA rural bursaries should have been on the announcements of the portal. Applications are due 31<sup>st</sup>

August.

- Rural education Australia make videos and the library is applying for resources from them to be stocked in the med library.
- Adrian and Nick will be meeting about ND rural bursaries to be provided to ND students with funding coming from RUSC. These bursaries will be open to anyone to give them a positive rural experience. Nick will keep us updated on this progress.

#### SPINRPHEX

- Sundowner 3<sup>rd</sup> August
- 11<sup>th</sup> and 12<sup>th</sup> August- Youth and children festival in Kelleberrin
- 13<sup>th</sup> or 20<sup>th</sup> August Spinrphex nursing evening at ND.
- 22<sup>nd</sup> Sept Conference at ND

Action items	Person responsible	Deadline
✓ Liaise with NT GP network to arrange	Nick	Aug/Sept
✓ Obtain WAGPET logo for Kimberly shirts	Nick	ASAP
✓		

**Agenda item:** AMSA

**Presenter:** Rosie

#### Discussion:

- Convention completed. Fun had by all!!! Photos to go up on website.
- Blood drive. Jeanita in first year is organising the time slots for first years. Dan Shorter may want to help out. Rosie will ask someone from second year to assist in arranging second years.
- National Leadership seminar. 5 people applied. Funding last year was not given. Will MSAND provide money? Perhaps the profit from LDW can be put towards the funds for those attending the national one?
- Leadership development workshop being held at Swanbourne Surf Club- \$30 per person. 25 ND and 55 UWA places available. Speakers: Rosanna, Cathy O'Meary, Kim Haynes, Neil Fong, Peter Flirt. Date: Tuesday 21<sup>st</sup> August. Day event with all food provided. No cocktail party this year. Applications will be first in best dressed. \$30 first paid will be given a place. Rosie will set up the cash box and take cash for tickets next week. Will probably make a profit. WAMSS proposes that we do one third, two third split for profit/loss. Possible profit of \$900?
- Elections for late September.... AMSA council is after our elections. Send an old committee member and a new member?

Action items	Person responsible	Deadline
✓ Arrange a rep from each year group to promote AMSA blood drive	Rosie	1/8/07
✓		

**Agenda item:** First year rep

**Presenter:** Ebony

#### Discussion:

Timetabling- general sense of disorganisation. First years would like a shadow timetable to find out start and finish times. Taking into account the PBL style course, it would be preferable if times and locations could be known further in advance, with lecture titles removed to maintain PBL secrecy. Generally, professional institutions are organised at least one semester in advance. Being more organised would aid us in making appointments, work schedules etc., so as to least disrupt learning.

This is also the case with placements. Finding out schedules only 2 days before makes it very difficult for students to organise themselves. Due to the nature of these placements (and logistics etc.) we appreciate it is difficult to organise placements much in advance, but once again, even one or two weeks notice would be better.

#### Pharmacology

Excellent start to semester (L. Stafford on asthma pharmacology on 23/07/07) but a consistent and complete approach to pharmacology is hoped for the entire semester. Having Luke Torre speak to us at the end of last semester was helpful as he acknowledged the skeletal lecture provision thus far. Provision of regular pharmacology lectures seems crucial, yet in semester 1 this was not delivered. Also had what appeared to be a rather intoxicated lecturer who covered very little content.

Also might be helpful to replace the "Theology" tab on the portal with "Pharmacology" to better keep tab of the quizzes to date, and any notes/updates from Luke Torre. Ebony to send an email to Maureen Dawson to arrange a pharmacology tab on the portal.

#### PBL

Most PBL rooms seem to struggle for whiteboard space (some groups are even using contact on the walls at the moment!) Perhaps it would be worth investing in portable (wheely), double-sided, flip-around whiteboards so that the fixed whiteboards could be utilised to write up LOs/cues, whilst the second whiteboards could be used to hash out LOs. Portable, double sided whiteboards would allow both the 1st & 2nd years to use them, necessitating only one extra whiteboard per PBL group. Ebony to speak to Carol about whiteboards.

## Lecture notes

Being made available before lectures is still an issue. As are the Curtin lectures lacking most pictures, but on costly black backgrounds.

## Curtin

Is it possible to get CAL links on ND page as we always seem to run out of time?

Anne Marie was to organise revision anatomy pracs and did not. Ebony and Paratsu to ensure this occurs before summative exams.

## Tech issues

Speed and reliability of network (and portal) could be improved.

Wireless network in library often not working.

## Publication of exam results

Rather than publicly display exam results (even though they are coded by student number) is it possible to email results along with median statistics? Some students are concerned that their performance will be known to the rest of the year and would prefer a more confidential system.

## Exam issues

A number of issues have been raised. These have been forwarded to Kate for a separate meeting.

## Clinical Skills

Ebony to approach Alan Wright about concerns about Vlad

### Action items

✓ Speak to Carol about provision of more whiteboards

**Person responsible**

Ebony

**Deadline**

Sem 2

✓ Speak to Alan Wright about concerns in clinical skills

Ebony

Sem 2

✓

✓

**Agenda item:** Education rep

**Presenter:** Danielle

### Discussion:

- United lectures being organized. Other 2 are balance for life in medicine. Prof Geoff Riley and Fiona Wood are potential speakers? October dates are looking promising. Dan will continue to liaise with these speakers for the lecture series.

### Action items

✓ Lock in dates for United lecture series

**Person responsible**

Dan

**Deadline**

ASAP

✓

**Agenda item:** Treasurer

**Presenter:** Trav

### Discussion:

- BBQ for dragon boat race
- Payment of \$100 for pharmacology lecture- everyone ok with that? Everyone fine with cost and agree that it is a good idea. All committee agree that it is sensible to keep AJB and Luke Torres in the loop about lecture series. Lydia to book venue for first lecture.
- Proforma needs to be created for all events going forward with vice chancellor to ensure Notre Dame is kept in the loop to prevent any backlash.
- Tax liability- potentially the notre damus crossword could lead to people suing? May need to pay GST? Trav is meeting with ND accountant. Tax form will be needed to be made at each committee changeover.
- Ball is \$90 per ticket. MSAND supported it with \$1000.

### Action items

✓ Book venue for pharmacology lecture

**Person responsible**

Lydia

**Deadline**

ASAP

✓ Organise BBQ for boat race

Pip and Lyd

Aug

**Agenda item:** Social

**Presenter:** Pip

### Discussion:

BOSS- this Friday was cancelled due to AMA cocktails. Combine it with Med vs Law footy game.

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Action items	Person responsible	Deadline
✓ Organise post event for med/law show	Pip	Aug 10 <sup>th</sup>
✓		

**Agenda item:** Social Justice **Presenter:** Charmaine

**Discussion:**

- Red Party (Stu and Macca are involving our uni in the red party) 7<sup>th</sup> Sept.
- Painathlon- 4<sup>th</sup> August. Can Jonno write a report on it after for Notre Dame? Could Jonno mention MSAND support when he presents the cheque tomorrow?
- Mark McKenna has made very little communication with social justice rep this year.

Action items	Person responsible	Deadline
✓ Put Red party on the calendar	Lydia	ASAP

Added discussion:

Protocol for funding

- not a clear protocol at the moment.
- LDW application for students applying.
- Rosie to make a funding application form.

Next Meeting: 16<sup>th</sup> August