

MSANDMINUTES

6:00pm

17th August, 2007

Notre Dame University

Meeting called by: Damien Turner

Type of meeting:

Facilitator:

Note taker: Lydia Warburton

Timekeeper: Lydia Warburton

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

Apologies: Charmaine, Shami

Minutes

Agenda item: 3rd year rep

Presenter: Dean

Discussion:

1. Talks from 3rd yrs about hospital locations- there were some second yrs interested in having a third year speak to the second years about hospital placements and their positives/negatives. May not be applicable anymore with the new system of hospital allocation? Dean to follow up. There may not be choice for hospital anymore?... all students might get three hospital allocations (one public). We will follow up on this when more is known about the set up of the hospital allocation. No date for hospital allocation provided by academic staff at ND... then we could run it any time, if there is a due date for hospital allocation then we have to set it up before that date. St John of God Subi has been having some problems... Dean is meeting to hear about these and assist in mediating them with Jenny next week.
2. An Intern to talk next year about hospitals to the fourth years- April? Could be part of the United lecture series. Couple of months before intern applications it would be good to have an information session about the intern places. Danielle to hand over to the next years education rep.
3. Supa Golf day- reservations for sat 8th Sept. \$18 for 18 holes (15% discount for groups). Tee off at 12pm. Oasis resort, Swan Valley. 10 people voted on the pole on MSAND (6 people keen to attend supa golf day)
4. Help for WAGPET focus group- Ebony will have someone by Monday. Andrew will find one second year. It is going to be held at AMA and is catered 3-5pm Monday. There was a 90% response rate to last survey.
5. Pharmacy talks- useful to third years. Clinical uses are more useful to third years than the more dry theory content but still enjoyed by the few that attended. Larger turn out to first and second year lecture the previous week. Four third years came to the lecture when it was scheduled for the Thursday. Ben is doing the lecture series for free now.. would no longer accept any payment. Options to include third years and still have maximum exposure to first and second years: Ask Ben to stay to do the lecture series in the evening? Damo will ask Ben this tonight. Ebony stated that first years have been enjoying the lecture series.

Conclusions:

Action items	Person responsible	Deadline
✓ Ebony and Andrew to find rep for AMA focus group	Ebony and Andrew	Mon 20/8
✓ Find out about hospital placements for next year (to see if talk from current third years would be useful)	Dean	ASAP
✓ Handover request for intern information evening to new education rep	Danielle	After elections
✓ Ask Ben to do evening lectures	Damo	ASAP

Agenda item: First year

Presenter: Ebony Gilbee

Discussion:

1. Better communication between Curtin and ND

- It has become clear that a number of lecturers have not been given clear instructions in relation to the intended learning outcomes, and there is a discrepancy between the lecture given and learning objectives. A number of lecturers seem to be put on the spot, arriving to give lectures and saying "I'm not really sure if you need to know this stuff..." etc. Adrian is away for three weeks. Education rep is meeting with Jenny M.

2. Whiteboards

- I met with Carole Steketee in relation to gaining more whiteboard space in PBL rooms. She suggested a couple of alternatives (i.e. group-friendly computer software) but ultimately we concluded that the best solution would be more whiteboards. Carole is going to push for this at the next curriculum meeting; she agrees they would be a valuable learning resource but the main concern is financial.

3. Clinical Skills

- After inviting feedback from all members of first year, I met with Alan to discuss a range of concerns with the clinical skills program. A number of topics were tackled including inconsistencies between tutors, coordination of topics, and complaints regarding the MSAT. Alan appeared to be open to the feedback and we discussed a couple of solutions. The tutors have already received their outlines for the next couple of weeks, so it is hoped that in three weeks time we will be trialling a different approach which would see more thorough examinations (over a longer time period) demonstrated by the most appropriate tutor.

4. Pharmacology

- Overall first years are really appreciative of Ben's lecture.
- I contacted Maureen Nicholls in relation to getting a pharmacology section on the portal (or similar) so we can keep track of quizzes and pharma notes (as discussed last meeting). She has declined.

5. Lecture Notes

- I am still getting complaints about the volume of pictures missing from lecture notes. If it is a copyright issue why are some Curtin lecturers providing them whilst others are not? Phil Bourne gives us helpful handouts. Why can't all lecturers do this?
- This is just one of many emails I have received:
 - o *Are we ever going to get pics for our anatomy lectures? I know millions of people have spoken to Bower about it but surely there must be something we could do - could we rock up to his office and drop a bunch of samples of other uni's lectures on his desk and ask why we can't be up to the same standard? Just put the bloody books as prescribed texts if we have to - if other unis do it then why are we so different.*

This issue is a new issue for this years first years. Recommended text books may be prescribed next year. Solution may be for first years to get notes from second years?

6. Exam Results

- Still waiting.
- Did we have any luck with the confidential notification system? Results were given on paper to each individual student.
- Given that the exams are intended to be "formative" can we receive appropriate guided feedback to direct our studies? Especially given that we are in first year, and don't fully have our heads around the course yet, it would be invaluable.
- Curtin exam.. lots of people failed. Curtin will talk to first years next week to discuss issues.

7. Timetabling

- How did we go with the request to get our timetables in advance? Danielle still following up.

8. WAGPET Focus Group

Currently tracking down some volunteers for the follow-up survey

Action items	Person responsible	Deadline
✓ Find volunteer for WAGPET focus group	Ebony	ASAP
✓ Raise first year timetable issue with Adrian	Danielle	2 weeks
✓		
✓		
✓		
✓		

Agenda item: Social Justice

Presenter: Charmaine (by proxy)

Discussion:

1. Freo Street Doctor - being organised by James from 1st year, timetable to be posted on notice board and advertised on MSAND forum in next couple of weeks.
2. International Health Network - Liaising with first year representative Anita Campbell to organise some feedback from the IHN conference last year and start some fundraising activities through Notre Dame.
3. Painatholon - Huge success - raised over \$7000, Jono's article will appear in this weeks Notre Damus.
4. Red Party - UWA med school major fundraiser, being held on September 7th and is raising funds for South African orphans. Event being co-ordinated by Stu in first year.
4. Social Justice Prize - Organising meeting with Mark McKenna as the award criteria would not be covered by what we are already completing in our professional portfolio - also how will candidates be selected ?by CD tutors.
5. Social Justice program - liaising with Maureen to try and offer more structured programs when students commence first year.
6. SJOG social justice programs - liaising with Rebecca Steffan from SJOG to develop programs to offer students.
7. Koorda children's festival - On September 8th, liaising with Emma Harcourt from UWA - no reply to email or to post on forum ? leave until next year

Points for discussion:

1. Koorda children's festival
2. Freo St Doctor - ? funds from T-shirts

Conclusions:

Action items

- ✓
- ✓
- ✓

Person responsible

Deadline

Agenda item: President Report

Presenter: Damo

Discussion:

1. Changes to the constitution (each point to be discussed)

- a. Pay the outgoing Vice President a healthy pay check for his solid contributions! – not passed!!
 - b. Dedicate 10% of total sponsorship to an investment fund- will provide a safety net. Other med socs use this method around Australia. This will probably be \$3000 to an account such as an ING investment. It would be secured by getting the signature from 2 members of the previous years committee in order to draw down on the account. This year we may aim to get 10-15% put in the investment fund but still have enough money to cover the initial years events eg. O-Camp, beginning of semester shows etc. Value on the sponsorship is not all allocated to events and so the money can come from this value. The constitution should read that the **aim** is to add money to an investment yearly. Trav to work on wording. Passed by all members present.
 - c. Place strict guidelines for the use of the investment fund. (Guidelines stipulated above- ie 2 members from MSAND committee 2007 to sign)
 - d. Elect two members from each clinical year onto the committee. (two third years and two fourth years- **passed**. RCS can communicate with the committee via the rural rep). Concerns about size of the committee. Should we combine positions (ie third year rep and sports rep... double up portfolios)... something to consider for next years committee and elections.
 - e. Offer an honorary committee position to the outgoing President/Vice President... IPP immediate past president)?
 - f. Two reps per year? First years and third years have been underrepresented this year on the committee.... This may be due to the fact that third years ran it for 2 years and did not want to be involved again. Pressure on first year rep is huge. Will two reps on first year help to share the workload? Ebony thinks this would definitely reduce the workload. There is opportunity to contribute to different groups for first years currently. Ebony thinks that they need more representation at the meeting. Both first year reps have said that the workload is large and need support. It will provide a safety net if one first year rep is unreliable or has difficulty adjusting to the role.
 - g. Changes to 8.1 to read: Comprise eligible Notre Dame medical students that have registered with MSAND, and agreed to the full terms of membership.
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- h. \$25 for 4 years a one off payment at the start of first year. so no follow ups each year. don't have worry about it again
Our slogan could be " \$25 a year @ WAMSS \$25 for 4 years @ MSAND." \$25 one off payment for all year groups.
 - i. Must maintain payment of our Chilean child Angle. Not for constitution but might be handed over as a suggestion to next years committee.
2. The hand over (people to each produce a page of what their position involves, their goals and achievements)- deadline for roles by next week for all positions (250 words to Lydia). Handovers to Lydia by first week after holidays.
 3. Set a date for voting in the new team, and how the votes will be counted. Cannot be run through SLO, needs an independent person present on the vote count (year reps? People who are running cannot be present)
 4. Hoody orders are last day Friday- 33 paid to date.
 5. Post from Jess and Corinne, Ebony (3rd), and Al, Also post from Jan. There is not much negativity in the year groups on the whole. Distribution of cash was an issue raised on a number of occasions. Adam and Trav spoke about the constitution and what the constitution's position is on this issue. The spirit of the constitution originally was to not pay other students. The constitution says that we **can** pay students to run lectures but does the student body agree that this is the right thing to do? Solution: Poll the student body to see whether professional students should be able to be paid for expert lectures? Committee members should not be paid for their work. Marius and Damo received \$200 for their work on the MSAND site last year. Trav to create poll on MSAND.... Being clear about what students are agreeing that other students be paid for. ADF as a sponsor was an issue for some of the members. Ebony clarified her position from the email. Some of her comments were written out of context in the email. Danielle felt that it is better that the whole committee can see these issues and thanked Damo for bringing the posts from third year forum. Other committee members were worried that the issues were written on private forums and should not have been brought to the meeting.
 6. AMC results
 7. Ben's talk

Conclusions:

Action items	Person responsible	Deadline
✓ Send a report detailing position to Lydia for elections	Everyone	25/8
✓ Set up poll on MSAND for paying students	Trav	Next week

Agenda item: Vice President **Presenter:** Olly

Discussion:

1. Clinical Skills evening- being organized. 11th Sept. Sports med evening.
2. Organise elections- sponsor approached for elections (to provide money for lunch.)
3. New contact at MDAN. Sandy has taken a national position.
4. Results from meeting with third years about sundowner- Olly and Damo met with Annie and Zoe. They will get \$500 initially and may get \$1000 if RSVP numbers are good. Jenny would like the people that sign up interns to attend.
5. Girls touch rugby match- Nicky and Narelle (first years) are organising it. 12-1pm before the footy game. !5th Sept. Olly emailed North Freo to have it at that venue... waiting for a reply.
6. Shooting at karrakatta, Defence force day for everyone. They are able to take 20-40 initially. It is an indoor range.
7. Lecturer of the year. Poll will be run. To be announced at the election results this year.

Action items	Person responsible	Deadline
✓ List your favourite lecturers on MSAND forum	Everyone	ASAP
✓		

Agenda item: Treasurer **Presenter:** Trav

Discussion:

1. Third year cricket funding- \$80 for entry fee. Third years organized an indoor cricket UWA vs ND med. Dragon boat asked to get sponsorship money but it got knocked back. It is a very good initiative and this should be rewarded as much as possible. In the future this event should be open to all year groups? Adam Kozzack is organising it. They wanted it to be something that happens every year. Trav requested that they do a write up in the Notre Damus and take photos. Dragonboat race, people on the committee were organising it and it looked bias and so was knocked back. Pip felt that committee members were not able to access funding in the same manner as other MSAND members due to fear of being bias.
2. Hospital site funding- coffee machine at a hospital site. Talked earlier in the year about this issue but recently dean took his coffee machine into the hospital and it was safe. Issues: Should PBLs have coffee machines? Other hospital sites? Who owns it?
Solutions: MSAND buy a coffee machine, use it as a trial of MSAND funding. If the coffee machine gets stolen in 6 weeks... the funding will not be provided next year. So give this site a coffee machine for a trial and see how it goes. MSAND needs to provide for all its clinical students. If this trial works well, it would be made a recommendation to next years committee. Dean happy with plan for trial run of coffee machine in Murdoch. Marius happy to purchase it.
3. Ball/jumper finance- \$3000 given to them. Everything seems organized and the committee have done a great job.
4. Dragon boat BBQ- Dragon boat paid for itself with BBQ and raffle. MSAND did not provide financial support for this initiative.
5. Football money/ground payment- they have not invoiced us yet for the hire of the football ground.
6. Treasurer report- may need to pay GST on all of this years accounts as we charged sponsors for GST. Trav is working with ND accountant to sort this out.

Action items	Person responsible	Deadline
✓ Buy coffee machine for third years	Marius	ASAP
✓ Pay \$80 fee to indoor cricket team	Trav	ASAP
✓ Order hoodies	Trav	Mon 20/8

Agenda item: AMSA

Presenter: Rosie

Discussion:

1. AMSA Leadership Development Workshop – caterer was an issue, but all sorted now. Numbers are low for Notre Dame students (due to cash problems and not knowing timetable for coming week.)
2. Changes to bonded places- Jo has placed the details on the noticeboard.
3. Blood Drive up date- people have been signing up and Jeanita is coordinating the sign up slots
4. Medical student Council of WA- to represent WA at AMSA. We already have good communication with WAMSS... no need for a separate committee? Damo to liaise with Em and Josh from WAMSS

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		

Agenda item: Education

Presenter: Dan

Discussion:

- AMC Visit - thanks to everyone who participated.
2. Curriculum Management Committee update- changes that will be happening for third year next year. Clinical years were focus of AMC visit. Negotiations for ND students to access public hospitals. Some summative components in each placement. The staff are not sure how this will be set out. This is being planned for next year. Next meeting is Sept.
 3. United Lecture Series Update
 - Fiona Wood cannot attend Thursday sessions this year. Debbie (secretary) has been emailed asking about tues, weds availability. Debbie has not emailed Dan back yet.
 - Andrew Ralph and Professor Geoff Riley (tentatively booked for 11th or 18th October). If Fiona Wood replies Dan will cancel Professor Riley.

Action items	Person responsible	Deadline
✓ Post clinical year changes on forum once they are finalised	Dan	
✓		
✓		

Agenda item: IT report **Presenter:** Marius

Discussion:

1. New online functions such as lectures with video/audio are now available
2. Report on online sales- 45 ball tickets sold online, 107 users logged on in one day. 102,000 hits on the front page. 2200 posts to date. Lectures and quizzes are now online in the education section. Marius to do a form with sponsor hits and stats. All committee members to use sponsor link on MSAND site.
3. Update on quiz questions- people have done a few more from the ones Marius made available on the forum

Action items	Person responsible	Deadline
✓ Make stat sheet with website hits and sponsor link hits	Marius	25/8
✓		

Agenda item: Rural **Presenter:** Nick

Discussion: Agenda items only (not discussed as Nick had to excuse himself from the meeting)

1. SPARHC (School of Aboriginal and Rural Health Care) externally reviewed by international team. Fi, Rosie and I as part of SPINRPHEX have a tele-conference (Monday 27th @ 1630 in Derby)
2. Rural Conference in Geraldton 2 wk-ends away. International speakers. Promo has been placed on each year level ND portal announcements
3. AMSA Rural Bursaries finishing at the end of this month (promo on forum)
4. Liaising with NTGPE for Sep 20th lunchbox presentation and further sponsorship
5. Organising articles on rural activities for Notre Damus
6. SPINRPHEX Children's Festival, great success! Over 150 local kids and a wk-end of rural exposure for students
7. Korda Children's festival proposal is not going ahead – Liaised with Charmaine, can't get hold of Contact, contact not willing to forward to Korda shire contact (which would be useful to co-ordinate needs of community). Also no response from any MSAND members on forum

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item: Second Year **Presenter:** Andrew

Discussion:

1. Feedback provided to Andrew about education issues.
2. Quality of lectures and contact hours has been limited and poor this year and particularly this semester. This has not been an isolated, but in the last few weeks, the contact hours have been very low and the quality of lectures are poor. Solution: everyone write it on their feedback sheet in PBL this week.
3. People have been approaching Andrew about what is happening next year. Danielle to do a post to summarise the current update on next year's clinical years.

Action items	Person responsible	Deadline
✓		
✓		

Agenda item: Social **Presenter:** Pip

Discussion:

Med-med show with UWA.

- 21st Sept.
- Not aiming to make a profit

Action items

Person responsible

Deadline

✓

✓

✓

✓

Discussion Items

- ✓ O Camp: Book Woodman's point. The MSAND committee will run the O Camp next year. The current committee will advertise O Camp to the interview applicants this September prior to elections taking place.

✓

✓

Meeting closed: 20:05pm.
Next meeting: Thursday 6th September