



# MSAND MEETING MINUTES 28/4/09

<b>DATE</b>	28 <sup>th</sup> April 2009		
<b>VENUE</b>	Boardroom		
<b>CHAIRPERSON</b>	James Runciman	<b>MINUTES:</b> Ania Smialkowski	<b>TIMEKEEPER:</b> Ania Smialkowski
<b>APOLOGIES</b>	JC		
<b>START TIME</b>	1840		

No.	HEADING	ITEM	DISCUSSION POINTS	ACTION ITEM	NAME	TIMEFRAME
1.	<b>Minutes from previous meeting</b>	1. Accepted	Motion LN 2 <sup>nd</sup> MF			
2.	<b>Business arising from previous meeting</b>	1. RS to complete email contact list for Med200 and check memberships 2. JR to make signs for MSAND notice board 3. JC to send photo for website 4. AS to present bursary model at next meeting 5. AS to compile up to date members list 6. JR to look into constitutional changes re life membership 7. JR: talk to Ebs about alcohol sponsorship and to Jane Szczeciak about GPSN money 8. JR, CR and AS to form working party for mid-year MSAND survey. 9. GW to type out inventory for MSAND room and post on forum. All people organizing events need to check this before making purchases. 10. MN to compile document of sponsor obligations for each event and portfolio once sponsorship is confirmed 11. LC: start looking into venues and ideas for Trivia night 12. GK to speak with Alex Kannar about possibility of speaking at ND Global Health day some time later in year 13. MW to send AD dates of education events to put on website calendar 14. SB and Sam to chase up people on RCS for articles by April 24. 15. MW to send MF list of honors people 16. AS to contact Cameron Williams about Melbourne contact to re-design hoodies. Present ideas at next meeting 17. Med100 reps to talk to year group on Friday regarding lecture etiquette and manners/respect for guest speakers. JR	1. Completed and emailed to AS 2. Incomplete, possibility for AD to complete? 3. Completed and put on website. 4. Will discuss in Secretary portfolio report. 5. Complete. Will discuss further in Secretary portfolio report. 6. Looked at constitution. Clause on page 5 needs to be deleted. Change will be motioned at the AGM. 7. Both contacted, waiting for reply. 8. Will start via email before next meeting. 9. Not complete. Will type before next meeting and also put it on the forum. In the mean time, portfolio holders should contact GW before making any purchases for MSAND events to check that we don't already have something. Once inventory is completed, a sign in/out system will be used for ALL items in MSAND room. 10. Completed. Emailed to all portfolio holders 11. Completed. Will discuss in Social Justice portfolio report 12. Contacted. 13. Done. 14. Done. 15. Pending 16. Done, will discuss later in meeting. 17. Done → some improvement in behavior. JR also spoke to them, seemed to be effective.	1. JR to make signs for MSAND notice board 2. JR, CR and AS to form working party by email for mid-year AGM MSAND survey 3. GW to type inventory list for items in MSAND room 4. MW to find out who honours students are and send list to MF	JR JR, AS, CR GW MW	<27/5 <27/5 < 27/5 Before next notre damus deadline



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		will do the same the following week.			
3.	<b>New business</b>				
4.	<b>Portfolio reports</b>				
4.1	<b>President's report</b>	<p>a. Meeting Update          -AMA          b. AMC          c. Teddy bear hospital program/WAMSS          d. Survey – mid-year (draft of questions)          e. Conference support          f. Historical archive-MSAND photo</p>	<p>a. AMA → nothing significant for students.          b. AMC: Will be visiting in June 8-11<sup>th</sup>. Team of 5 assessors and one student from UQ.          They sent MSAND a letter on 31st March. Asking for a 14 day turn around on MSAND opinion on accreditation points. Extension was given until end of this week. MW doing most of work. Have a 7 page document ready for comment by MSAND exec and year reps by this Friday for submission to AMC. Document summarizes most of what has been brought to attention by meg through the education portfolio.          Main issues from last AMC accreditation check 2 years ago was that lots of issues raised by students that were seen differently by school. So they want to make sure the school has dealt with these differences appropriately.          Will get most feedback from quorum of students when they visit. They would like to also meet with 5/6 students from each clinical site.          Also want to meet with year gp on back to base day.  <i>SB: meetings will have to be at uni since med400 is in middle of exam period. No one will be at clinical placements</i>          AS: med300 have exams 17<sup>th</sup> and 19<sup>th</sup> June          JR: AMC also wants to meet with 10-12 med100 and 200's.  <i>Need to decide on best way to choose appropriate group of students to take part in this that is a good representation of the student body. We could ask for expressions of interest from students, to write 200 words on main points they want raised, to eliminate pointless discussion/wingers.</i>          SB: not sure about numbers from med400 and also might need to handpick people          MW: want to ensure that get a good cross section of each year group          Sam: might need to randomly pick people          JR: try to get expressions of interest and then if not enough hand pick people</p>	<p>5. JR and MW to recruit student working groups for AMC review in June.          6. JR to find date for MAPW talk          7. JR to advertise movie night in MT Lawley on website</p>	



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LN: maybe email year reps exactly what kind of people you are looking for i.e. parent, interstater, someone who sat a supplementary exam etc. Also should we include year reps as part of this group?

*MW: yes.*

JR: Please keep this and the contents of MSAND document relatively confidential for the moment. It will be released on website for everyone at a later date. Jez to write about RCS.

*MW: Education sub committees have also commented on AMC points*

Steph: point 10 of document that we have been asked to comment on (extra support/help at university for people with special needs → Notre Dame (not necessarily medical school problem) does not provide any child friendly/care facilities. Although the Medical school does give special consideration for particular students in need for exams etc.

*MW: last times biggest pit fall was clinical placements. Don't feel comfortable commenting on experiences at hospitals I haven't been at. Want to say there's an overall improvement which is feedback I have received from students in senior years*

LN: feedback (SJOG oversight committee) was that teaching in private is great and even better than in public hospitals. Also SJOG have now secured 25 new registrars. All problems brought up by students in feedback have been dealt with well by SJOG.

*Steph: med400 very happy with teaching.*

c. hospital health care for kids. Opportunity for 2 universities to work together. The idea is to introduce kids to hospital and doctor environment. Students volunteer to help out and go to primary schools? Good idea for social justice

d. pending. Will contact CR and AS to discuss for next meeting.

e. AS to start working and put on forum.

f. Alex Kannar → climate change issues. Has excellent presentation. We are inviting him to speak at uni, around 1<sup>st</sup> august

*MW: tentatively booked Rosanna Cap (Women in medicine talk)*



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			JR: MAPW (Medical officers for prevention of war) → clashes with dates. Prof Underwood = speaker. Effects of war on health. Need to lock in date. Late may. Also running a film night at Mt Lawley. Will go up on website.			
4.2	<b>Vice President's report</b>		MN: document of sponsor obligations complete. Please read before each event so you are familiar with what the sponsor is expecting, what MSAND has offered the sponsor and what your obligations are before, during and after the event. Also trying to get more ball sponsors since MDA pulled out. No answers so far. Need some new ideas? Graduation events still don't have enough sponsorship. DF new event: Weapons simulation shoot for med100 on 10 <sup>th</sup> July. 20 students can go. Mips medicolegal workshop for next Wednesday 12pm. 30 places available (split between the years). Sheet on MSAND notice board. Year reps need to attend. <i>MW: got email about medical books online store. Want to get involved with MSAND → potential sponsor avenue? Will see if they are willing to give us money. If not, not interested.</i>			
4.3	<b>Treasurer's report</b>		Fintan well under budget for family day. Mips has deposited their money. Waiting on others			
4.4	<b>Secretary's report</b>	<ol style="list-style-type: none"> <li>1. members list</li> <li>2. FFF</li> <li>3. hoodies</li> <li>4. bursaries model</li> </ol>	<ol style="list-style-type: none"> <li>1. Have completed MSAND members list to best of my ability, however it is not complete. I'm not confident that we have an accurate list of current members. Best way to check is to get year reps to take list around to year group (after lecture or PBL) and get people to check their membership details. Also, would be good to start assigning a code to each member (letter and digit code) to keep track of each individual. Will also be useful for ticket purchases online etc and may want to put it on their MSAND card as a members sticker? <i>AD: also get emails of non-members so we can include them on emails.</i></li> <li>2. Last FFF was huge success, almost 100 students attended <i>SG: Claremont hotel managers contacted student</i></li> </ol>	<ol style="list-style-type: none"> <li>8. AS to compile list of members/non-members for each year group so that year reps can check membership details</li> <li>9. Year reps to distribute membership info sheets to students to check their membership details for completion of MSAND lists.</li> </ol>	<p>AS</p> <p>Year reps</p>	<p>&lt;27/5</p> <p>&lt;27/5</p>



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			<p><i>in med100 and said they were so impressed with crowd and turn out that they'd like to make it a regular event with cheap drinks etc</i></p> <p>AS: Next one this Friday, at OBH.</p> <p>3. Getting design from Reform Clothing design (Melbourne). Will put designs on forum when received for committee vote.</p> <p>4. Have models from Doctors Health Fund and Adelaide university. Will put these on forum for committee to read. Will also prepare an MSAND version for next meeting.</p>			
4.5	<b>Social report</b>		<p>Cocktail party 150 tix sold. Unsure fo last day of ticket sales, will email to AD.</p> <p>Ball: Esplanade 8<sup>th</sup> august.</p> <p>Pbl games booked 4<sup>th</sup> September Friday at Freo town hall</p>			
4.6	<b>Rural report</b>		<p>NRSHM: have given list of conferences available for all medical students. Sent email to AD to put on web, also includes application process and guidelines. By end of next week go to med100/200 lectures to go through on web → go through with med300/400 reps so they can disseminate on B2B days.</p> <p>RCS info evening on Wednesday → application dates close 26<sup>th</sup> May</p> <p><i>MW: want to have an info night for metro clinical option. Organize this before offers go out (interviews in August)</i></p> <p>Sam: med300 interested in rural sub committee</p> <p><i>CG: Also more questions about MSAND funding conference places for students.</i></p> <p><i>Spinerphex: Nick Jones heavily involved. ND to host adolescent health night. Currently planned on 3<sup>rd</sup> August.</i></p>			
4.7	<b>Social justice report</b>	<ol style="list-style-type: none"> <li>1. trivia night</li> <li>2. caritas speaker night</li> <li>3. entertainment books</li> </ol>	<ol style="list-style-type: none"> <li>1. looked into venues. Orient is free so will probably go with that. Plan for 24<sup>th</sup> July. Ania to get number of MC.</li> <li>2. Next Wednesday movie night showing movie "Rape in the Congo". Caritas will talk briefly. Sponsored by Avant. 6.30pm. Supposed to be very confronting. Goes for 75 mins. Food and drinks provided. Email sent to student body and need to add Avant logo</li> <li>3. Ready to go. Add in notre damus. Email will also</li> </ol>			



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			be sent.			
4.8	AMSA report		<ul style="list-style-type: none"> <li>- Convention → 18 people from ND are going. Social partials still to go on sale.</li> <li>- GHC → not sure how many people definitely going.</li> <li>- Doctors Health Fund bursaries are open again. Focus on how the bursary will help you directly in your application.</li> <li>- Have met with Claire from WAMSS have met about LDW. Looking at 75 people, 11/8/09. Still thinking about venue, Cott Surf Club again?</li> <li>- AMSA Wellbeing Working Party → only 3 spots left. Application due by 10<sup>th</sup> May. President to write application</li> </ul>	10. JR to write and send in application for place on AMSA Well being working party before 10 <sup>th</sup> May	JR	10/5/09
4.9	Education report		<ol style="list-style-type: none"> <li>1. -Events: Caritas/Avant night next Wednesday (6/5) -14<sup>th</sup> may → clinical skills night. 6.30 kick off with food, then speech, then suturing, will need lots of help logistically. Also will cap numbers for practical sessions. Need people to help with clinical skills. (Esp med300 and 400) <i>MN: Wagpet still hasn't confirmed. Need to know ASAP.</i> MW: MDA intern survival guide 18th May. Particularly aimed at med300/400. Dr Bellini will speak and go through common scenarios.</li> <li>2. Wamss have laminated cards that go on ID lanyards for clinical students (life support algorithm and normal values printed on both sides) → can MSAND do something the same/similar? MW to organize <i>Steph: opportunity for sponsorship?</i></li> </ol>	11. MW to look into laminated cards for clinical student's lanyards		
4.10	Publications report		Next issue out on Wednesday, will have new look!! Year reps to send names of people interested in doing interviews for each issue.			
4.11	IT report		Need to get up to date email and members lists so can utilize new software → will work with AS to do this.			
4.12	Sport & rec report		Sports day was great Live well study well. First date 16 <sup>th</sup> may. Free yoga class probably. Waiting to hear back from Olivia at MDA for confirmation. Still missing footy jumpers. Need to have a full set	<ol style="list-style-type: none"> <li>12. AS and FA to try find missing footy jumpers.</li> <li>13. FA to find all white MSAND shirts and make sure set is complete</li> </ol>		



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			<p>for MSAND so have to get them back or buy new ones.          GW to check invoice → Ania to send Lyds email about original purchase.          Andrew Honnen is organizing footy          Found free training venue for footy Monday nights.          Need to track white shirts also.</p>			
4.13	4 <sup>th</sup> year rep report		<p>Steph: - Orient Hotel for free for 12<sup>th</sup> June, 4<sup>th</sup> year financial seminar, Paradigm and Experien          - Intern applications open 26<sup>th</sup> May          - Biggest issue for med400 → letter compiled by whole year group about IPE database. Concerned they are doing too much paper work, IPE &amp; portfolio take too much time out of study. Also not getting anything out of it. People very concerned about confidentiality because someone has successfully hacked into the program. Students are making up patients and data, so information isn't correct anyway. People not entering correct data. No opportunity to edit false info. Not reflective. Not representative of the patient group so we see no point in doing it.          Will email document to committee. Worthy of putting it into AMC stuff. MW to add in.          - Clinical rotations in outer metro area (Armidale, Swan, Rockingham) distance is fine, but expected to be there in morning and then back in Freo in afternoon. Up to 3 lots of travel time for some students. Also significant financial burden, public transport not an option. Long hours and long travel → ↑↑ fatigue, ↑ accident risk. Big concern for students          - mini-CEX forms: need to be co-signed by known consultant to ND, if they are not known to ND SoM calls the clinician to check their position and legitimacy → worried about offending consultants. Need clarification on who can sign off on this.          - Portfolios also seem to be a waste of time, very time consuming. Portfolio handbook has still not been put up for med400          Lecture notes still not being put up          AD: <i>does this need to be sourced by outside of med</i></p>			



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			<i>school?</i>		
4.14	<b>3<sup>rd</sup> year rep report</b>		<p>LN: clinical sundowner. Does ND want to come on board and help with costs?            JR still to check            Ideas so far: Wembley → wave venue hire            Mounts bay sailing club            UWA rowing club            Mosman park bowls club.  <i>GK: booked out for a long time</i>            CR: try Tomkins on the swan</p>	14. JR to check if ND will contribute to Clinical Sundowner	JR
4.15	<b>2<sup>nd</sup> year rep report</b>		<p>Does school have a defib (AED?) should be a university obligation?            Also lecture note issues. Still no notes on portal  <i>Sam: need to document it and take it to Gavin Frost</i>            FA: recycling bins on campus premises?  <i>AS: would be good to start organizing half way dinner since there have been so many problems with sponsors and venue availability this year</i></p>	15. RS to start looking into options for Med200 half way dinner	RS
4.16	<b>1<sup>st</sup> year rep report</b>		Claremont interested in making FFF regular event and offering cheap drinks		
5.	<b>Miscellaneous business</b>		Meeting closed 8.45		
6.	<b>Next meeting</b>		Wednesday 27 <sup>th</sup> may	GK away	