SCHOOL MEETING 17/05/2012

School Review 2011 – 6 month implementation plan (Louise Hickson)

- The 6-month implementation plan is the next step in the School Review process which consists of:
  - The Review and Report to the Academic Board (May 2011)
  - School Response to the Review Report recommendations (August 2011)
  - Endorsement of Review Report by Senate (October 2011)
  - 6-month Implementation Plan (April 2012)
  - 18-month Implementation Report (April 2013)

- Louise advised that there has been a lot of activity in the School to address those recommendations identified by the Academic Board Standing Committee as requiring a significant amount of planning and the School’s 6-month implementation plan was submitted on the 23 April. The submitted plan is summarised in the attached PowerPoint presentation.

Update – Clinics (Amy Fagan)

- A Client Management System has been purchased and went live at the beginning of Semester 1, starting with the bookkeeping and client bookings modules. Next to be taken up will be report writing and templates, with the introduction of electronic record keeping probably happening next year.

- School is working with the Faculty to develop a marketing plan and a UQ Clinics brand. The tag Enable Enhance Excel will appear on all brochures, business cards etc.

- There is now a central telephone number for all clinic enquiries (336 52232) and central email address healthclinics@uq.edu.au

- Word of mouth and the website have been identified as the largest source of referrals to the clinics.

- Promotional material is available for staff to distribute when invited to talk to groups etc. Contact Amy or the Clinics Administration staff for information packs.

- Audiology and Physiotherapy will have a stall promoting our clinics at the official opening of the UQ’s new Bike Box on Friday 25 May.

- Wayne Wilson, Wendy Arnott and Josh Flett organised a combined Language, Listening and Hearing clinic this semester that has received good feedback from students and clients. Looking at running this through Semester 2.

- Neurorehabilitation Clinics Project: Deb Theodoros, Trevor Russell, Amy Fagan, Louise Gustafsson and Sandy Brauer comprise the working party + CELMS. Looking at how we can create a neurorehabilitation clinic for our clients and provide a clinical environment for our students.

- With the removal of all chairs from corridors, students are now sitting on seats reserved for clinic clients or sitting on floors with their legs out obstructing client access. It would be helpful if staff, when they see this happening, would move students on from these areas.

OH&S Report (Gary Wilson and Venerina Johnston)

- Official notification has been received that the SHRS Internal OH&S Audit will be conducted towards the end of August.

- Venerina and Gary will run information sessions for staff to prepare for the Audit.

- Venerina and Gary have commenced identifying areas where the School is not good enough in its compliance with UQ regulations.

- To date, the School has been identified as having poor compliance with risk assessment and management. This has to be improved before the Audit.
• All staff in supervisory positions, including clinic managers, are being asked to complete a formal risk assessment for the area/s under their supervision, and to ensure all staff and/or students under their supervision sign off as being aware of the potential risks to health and safety in their workplace and the precautions that need to be taken to minimise harm.
• Research projects should already have identified any risks through the ethical clearance process.
• The UQ Risk Management Database contains around 12,500 risk assessments already lodged by other organisational units within UQ. Supervisors should reuse these to select the most relevant risk assessment/s and customise these to their workplace requirements.
• Guidelines and access to the UQ database are on the website: http://www.uq.edu.au/ohs/index.html?page=29960
• Staff should also ensure that they complete annual compulsory online training modules, e.g. fire safety.
• In you need further advice contact Gary Wilson gwilson@hms.uq.edu.au