

COSA Clinical Research Professionals Group Executive Committee Meeting

Minutes

**Wednesday August 7th 2007
4pm (Sydney time)**

1. **Present:** Andrea Provis (AP/Chair), Alisom Richards (AR/Minutes) Vendra Severin (VS), Cate OKane (CO), Anne Woollett (AW)
2. **Apologies:** Kathy Hall, Carol Beeke
3. **Minutes of the last Meeting:**
The meeting of July was not minuted, discussions related only to the planning of the ASM.
4. **Correspondence:**
Correspondence received has been emailed to members of the committee.
5. **New Business:**
 - 5.1 **Nominations for 2008 Executive**
The process for nominations was discussed. It was agreed that AR would email committee members with the terms of reference to ascertain who plans to stay on the committee/ re-nominate or step down. Following receipt of this information, an email with the position descriptions and nomination form will be sent to the general CRPG membership advising of what positions will be available, and requesting people consider nominating. The committee agreed that national representation would be preferable.
 - 5.2 **Generic job descriptions**
The committee commended the outstanding efforts of Deborah Howell and the working party who have sent generic nursing job descriptions to the committee for review. AP, AR and AW will review. To forward feedback to AP by Monday, August 13th for feedback required by the 16th.
6. **Matters Arising**
 - 6.1 **R&D working party report / Budgets**
AW reported that this working party is very motivated and moving along with its aims. The current focus is on a national certification program to ensure Australia remains competitive globally.
7. **COSA ASM 2007**
 - 7.1 **update from organizing committee**
The next organizing committee meeting will be held on Monday, 13th August. AR to confirm the deadline for session plans and if abstract submission will be extended. The final grid was circulated.
 - 7.2 **session dates and times**
The committee agreed that the new allocated sessions on Wednesday Session 1 = 11-1230, session 2 = 1.30-3pm were acceptable. The AGM has been scheduled during

afternoon tea. The committee felt this was acceptable, AR to check if afternoon tea can be provided at the AGM.

7.3 session plan/themes

AR and CO outlined session plans.

It was agreed to invite Rada Kusic to speak about budgets, and Deb Howell regarding the Job Descriptions as a follow on from presentations last year.

8. Website

VS reported that a general clean up of the site and removal of outdated information would be undertaken when access was restored. Feedback requested from committee has been received.

9. Other Business

Next Meeting: Wednesday September 12th 2007

Note: the meeting for October 10th will be re-scheduled to the 17th