



**QUEEN'S  
UNIVERSITY  
BELFAST**

**SCHOOL OF  
PHARMACY**

## **SCHOOL OF PHARMACY**

### **Minutes**

A meeting of the  
SWAN SAT Team  
Friday 15 June 2018

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Present

Dr Jonathan Coulter (Co-Chair)  
Dr Rebecca Craig (Co-Chair)  
Professor Carmel Hughes (Head of School Pharmacy)  
Dr Heather Anderson (School of Pharmacy Manager)  
Dr Maurice Hall  
Dr Lezley-Anne Hanna  
Dr Dimitrios Lamprou  
Mrs Aine McGuckin (Technician Representative)  
Professor Karl Malcolm  
Dr Wafa Al-Jamal  
Louise McDonald  
Mr Eoghan Mulholland (Post-graduate representative)  
Miss Lee – Anne Howell (Clerical Officer Representative)

In attendance: Mrs Melissa Patterson

### **1. Apologies**

Professor Michael Tunney  
Ms. Elisha Dunwoody (School Representative)

### **2. Minutes and matters arising**

Dr J Coulter welcomed everyone to the meeting and thanked everyone for attending.  
The minutes of the last meeting were agreed.

### **3. Welcome new SAT member**

Dr J Coulter welcomed to Dr D Lamprou to the group.

#### 4. Overview of SWAN application feedback

Dr R Craig reported that SWAN had provided very comprehensive feedback in relation to the application and that any issues, were mostly minor. Of the eight sections of the application, only two (“picture of the department” and “supporting and advancing women’s careers”) were deemed by the panel not to have fully met the criteria. Feedback for the remaining 6 sections addressed minor issues, but these sections met the criteria overall. The main point of feedback for the sections not meeting the criteria was a requirement to more fully demonstrate impact from previous actions, which can be addressed in the narrative in resubmission. SWAN queried the specific role of the SAT in the application and addressing SWAN issues. SWAN also highlighted the underrepresentation of males in the MPharm degree, and the disparity in terms of academic achievement (with males performing more poorly). This requires further comment, and demonstration all reasonable steps are being taken to address this, for example in outreach strategies. SWAN commended the action plan presented in the application, and it was reported that commendation of an action plan is rare, so this is very positive.

#### 5. SWAN resubmission

Dr J Coulter advised that the School are due to resubmit their SWAN application in April 2019.

#### 6. Establishment of working groups and reporting timelines

It was reported that all working groups are to consider how impact can be measured and monitored as a result of actions, and to gather this evidence where possible.

- a. **Appoint a Parental Leave Champion** – (WAM allocation to be agreed) (Action point 2.4; see also Action points 2.1-2.3 for related actions).

Lee-Anne Howell; Heather Anderson; Maurice Hall

- Develop Parental Leave Champion – Generate factsheet detailing University policies and procedures (e.g. handover periods); reporting timelines; keeping in touch polices; statutory provision; signposting; links to childcare tax credits; hidden carer roles to be included (e.g. support for children with disabilities; parental caring responsibilities). Also include details of improved flexible working (e.g. core meeting hours, where possible accommodating lectures outside childcare drop off times – (staff member needs to report their needs for this).
- Organise external advice session (@ Faculty level) from Carers NI and Parenting NI.

**Action:** Group to meet to discuss and draft an email to go to all staff, enquiring about family commitments etc. Group to produce documentation as described above. Prof. K Malcolm volunteered to be the parental leave champion (contact point for staff members).

**Timeline – January 2018 (behind – by September 2018)**

- b. **Unconscious Bias and WAM** (Action point 3.3)

Professor Karl Malcolm, Dr Wafa Al Jamal, Dr Lezley-Anne Hanna

- Incorporate unconscious bias in the skills week, specifically considering how to tackle bias in decision-making processes.

Also, consider impact of unconscious bias online training – how could we assess effectiveness? Could be through online survey, or collection of qualitative soundbites from staff following online training. Also provide evidence of external review of unconscious bias training and its efficacy. Could/would it be possible to explore the option of anonymity during shortlisting stage?

Professor Hughes advised that anonymity during the shortlisting stage of interview had been discussed at a higher University level. Candidates would still be identifiable via their publications. It was recognised by all that implementing anonymity for academic applications may be challenging.

Dr K Malcolm suggested that the School take part in some podcasts in relation to unconscious bias. The group felt that podcasts or a School YouTube channel would also aid the 'Reputation' Project.

**Action:** Unconscious bias to be timetabled into Development weeks – Group to discuss with Dr Sharon Haughey. Group to develop a means to assess effectiveness of unconscious bias training. Group to consider producing podcast.

#### **Timeline – October (skills week)/November 2018**

#### **c. Collegiality & successes (Action point 3.5)**

Prof Carmel Hughes, Dr Dimitrios Lamprou, Aine McGuckin, Maeliossa McCrudden

- Collect success stories and items of interest for newsletter (ongoing).
- Organise an all staff event (neutral venue, during core working hours (we should aim to have two per year).

Dr H Anderson confirmed that the Whitla Hall has been booked for the next Christmas lunch. It was discussed that the accreditation celebration was an inclusive all staff event. Another event could also be planned, with suggestions from the group.

#### **Timeline – One September event and Christmas School lunch**

#### **d. School events and outreach programmes (Action point 3.5 and i of action point 1.2)**

Prof Michael Tunney, Dr Dimitrios Lamprou, Dr Heather Anderson, Mrs Aine McGuckin

- External Seminar Series (monitor gender balance).
- Prize giving – ensure gender balance in speaker invitation in leadership roles.
- Ensure gender equal participation in outreach events, involve senior School male staff to participate in the Pharmacy in Schools' programme, and STEM net;

- encourages male staff to directly interact with career teachers in all boys' schools to promote pharmacy as a career choice for males.
- Liaise with Paul McCague on a School International Men's day event (could involve male specific disease condition – i.e. role of Pharmacist in relation to treatment of male specific conditions).
  - Ensure recognition of outreach activities in School WAM and at appraisal (staff survey identified that outreach contribution is not recognised at appraisal level).

Dr L Hanna highlighted that it is difficult to recruit male students for outreach events within the School. It was discussed that the School would benefit from a dedicated School Outreach Officer. Dr H Anderson will draft a Business Case for approval at Faculty Executive Board.

Dr H Anderson to issue email to all the School to confirm all STEM ambassadors and any planned activities.

Group to liaise with Paul McCague to discuss International Men's day event. Mrs A McGuckin may be able to liaise with rest of the Pharmacy in Schools team to discuss a more focussed approach, e.g. sending male staff members to all boys' schools.

**Timeline – International Men's day 19<sup>th</sup> November – other actions ongoing – two all-male Schools to be visited by January 2019**

**e. UG & PG, PDRA Career Development (Action point 1.2)**

Dr Maeliossa McCrudden, Ms. Elisha Dunwoody, Mr Eoghan Mulholland

- **Action:** Informal lunch around career progression. One session to be arranged by each cohort. We envisage that you will invite one speaker and 2-3 others (ensure gender balance). Speakers typically level above attendees (e.g. UG event speakers are final year UG students'/PG students; PG event speakers are final year PGs/PDRFs; PDRF speakers are L(T&R) and L(Ed)). Speaker will talk for 5-10 mins outlining their career pathway, challenges and how to overcome, followed by informal Q&A session with all speakers (panel?) over pizza. Organisers to consider how to capture impact of session from attendees – minute paper etc

Mr E Mulholland noted that he is nearing the end of his PhD, and therefore may not be able to take part in the event, but Dr R Craig suggested that he start organising with the postgrad forum so that the next representative will be well informed regarding the plans and able to take over. It was also noted that a new undergraduate representative may be elected, and therefore it is possible that Ms. E Dunwoody may also not continue in position. Dr H Anderson confirmed that funding for catering for these events can be provided from the School SWAN funds, and Dr J Coulter stated that the SWAN champions and SAT can provide assistance where needed.

Group to meet and start to plan events.

**Timeline – to be an annual event – cycle to be completed by January 2019**

**f. Beacon Activity (Action point 3.7)**

Dr J Coulter, Dr Deirdre Gilpin, Dr Rebecca Craig, Prof Carmel Hughes

Establish a School of Pharmacy SWAN champion network to disseminate best practice.

This will take place following similar events in the School of Nursing and the School of medicine. Dr J Coulter and Dr R Craig confirmed that this is intended to be an all Ireland event, but speakers may be invited from UK institutions.

#### **Timeline – November 2018**

### **7. Other action points**

#### **a. Mentorship champion / mentorship scheme**

Professor C Hughes reported that in order to help staff in the School of Pharmacy realise their full potential and develop their careers, the School will be introducing a voluntary mentoring scheme starting September 2018. The Scheme will be open to all categories of staff, including technical, clerical and academic staff. An email will be issued in due course to inform staff of the scheme.

#### **b. PDRA appraisal form**

Nothing to report.

#### **c. Website**

Miss LA Howell advised that the website is now up to date. Miss LA Howell and Dr M McCrudden will continue to work together and keep the site updated with any relevant material.

#### **d. WAM Survey**

Nothing to report.

### **8. AOB**

Ms Louise McDonald provided a summary of the PSS SWAN action plan.