



**QUEEN'S
UNIVERSITY
BELFAST**

**SCHOOL OF
PHARMACY**

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Minutes

A meeting of the
SWAN SAT Team
Wednesday 23rd October 2019

Present

Dr Deirdre Gilpin Dr Wafa Al-Jamal	Co-Chair Co-Chair and Unconscious bias WG
Mrs Zina Alfahl Professor Carmel Hughes Ms Tara Brown	UG, PG, PDRA Career development working group Head of School; Collegiality & Success WG School of Pharmacy Manager; SoP Policies WG; School events & Outreach WG
Ms Grace Meehan Prof Lezley-Anne Hanna Dr Dimitrios Lamprou	Outreach Officer Unconscious Bias WG Collegiality & success WG; School Events and Outreach WG
Ms Áine McGuckin	Collegiality & success WG; School Events and Outreach WG Co-organiser of international men's day event

In attendance: Mr Dáire O'Neill

1. Apologies

Professor Karl Malcolm, Dr Maurice Hall and Ms Lee-Anne Howell

2. Minutes and matters arising

Dr Gilpin thanked everyone for attending and noted apologies. Dr Gilpin praised the work by the group especially Dr Jonny Coulter and Dr Craig in her absence. Dr Gilpin added that she was delighted that the School had received the Silver Award.

Prof Hughes welcomed Dr Gilpin on her return from Maternity leave.

Prof Hughes added that the award of the SWAN Silver Award needed to be added to the School website.

Dr Gilpin agreed and also added that the minutes from SWAN meetings also needed to be added to the website.

3. Overview of Action Plan

Prof Hughes advised that the SWAN application (including action plan) needs to be added to the website.

Dr Gilpin agreed with this and didn't foresee any issue with adding the application to the website at this stage.

ACTION – Ms Brown to follow up with Mark McCalmont regarding the proposed update to the website.

4. SAT Working group updates

A) SoP Policies Group (Prof Malcolm, Dr Hall, Ms Spence, Ms Howell)

Dr Gilpin noted the issue of awareness of the mentorship programme among technicians in the University.

Ms McGuckin advised that technicians in the School are aware of the scheme and noted that the scheme was currently open. Furthermore Ms McGuckin added she would bring information of the mentorship scheme to the Faculty meeting.

ACTION – Ms McGuckin to bring information of mentorship scheme to Faculty meeting.

B) Unconscious Bias (Prof Hanna, Prof Malcolm, Dr Al-Jamal)

Prof Hanna reported the roll out of unconscious bias training to Level 1 students. It was noted that positive feedback has been received and the potential roll out of this training to Level 3 students is to be looked at for next year.

C) Collegiality and successes (Prof. Hughes, Dr Lamprou, Dr McCrudden)

School Christmas Dinner is planned for 19th December in the Great Hall, and attendance is expected to be good. So far, this is the only social event planned for the year, as there are planned activities around International Mens and Womens Days.

D) School events and outreach (Prof Tunney, Dr Lamprou, Ms McGuckin, Ms Spence)

Ms McGuckin advised that there was to be larger International Women's Day Event (March 2020) and a smaller International Men's Day Event (November 2019). Wednesday 20th November was being discussed as a potential date for the Men's Day event.

Dr Lamprou announced that the Men's Day event would be on the theme of "Men

leading by example” and is going to involve the screening of a movie in the Lecture Theatre. A choice between three different movies would be sought.

Ms Alfahl asked whether future events could be sponsored by external companies.

Ms McGuckin advised that this had happened for last year’s events and would be explored again for future events.

Ms Meehan queried about the potential use of the QFT for the screening of the movie.

Ms McGuckin agreed to look into this as a possible venue.

Dr Al Jamal announced that there might be potential licensing issues related to the screening and that this would be investigated.

ACTION – Ms McGuckin to send out doodle poll to get confirmation on preferred movie choice. Ms McGuckin to contact QFT regarding the viability of a screening taking place there.

ACTION – Dr Al Jamal and Ms Brown to look into potential licensing issues/costs.

E) UG, PG and PDRA career development (Dr McCrudden, Dr Mulholland, Ms Cairns)

5. Beacon activities

Dr Gilpin advised there would be no Beacon activity in the near future. In 2020 there would be a potential correspondence with other Pharmacy School’s in Ireland with an aim for a meeting to be scheduled during the 2020 All Ireland Pharmacy Conference. This would be used as an opportunity to advise other Schools on the benefits of SWAN. A potential new subcommittee may need setup to look at the viability of this.

ACTION – Dr Gilpin to look into the potential need for a new subcommittee.

6. Action Plan

Dr Gilpin noted the need for PSS staff members to be aware of potential training opportunities.

Prof Hughes advised that this would form part of the new PDR process and would be looked at more closely however noted that more clarity was required regarding the funding for these courses.

Dr Gilpin added that staff needed to be made more aware of return to work policies and potential support available to staff especially after long term absence.

Dr Gilpin noted that the SWAN website does include a comments section but the group agreed that this section of the website needs to be updated and made to look more clear as no comments have been received to date.

Ms Brown advised that there is ongoing contact with Mark McCalmont regarding the

content and mapping of the website.

Prof Hughes queried the potential of displaying the School's twitter feed on the School's website as it is more regularly updated with current news and information.

Ms Alfahl queried the potential for a SWAN twitter page or for the current social media channels to include more SWAN related activities and updates.

Dr Gilpin reminded the group of the core meeting hours of 10am to 4pm and that meetings should not be scheduled outside of these times.

Dr Gilpin queried the potential use of feedback forms at events in order to gain feedback. Prof Hanna advised on the potential use of either Slido, which would give immediate data, or Survey Gismo for this. Prof Hanna was to determine whether the SoP still had a license for survey software, as there may need to be other surveys carried out in the near future.

Ms Meehan added that an incentive may increase the levels of feedback e.g. Vouchers

ACTION – Ms McGuckin to look into use of Survey Monkey/Survey Gismo or Slido for feedback forms. Ms Brown to advise on the School's access to these accounts.

7.AOB

Prof Hughes noted a May/June timescale for a potential SWAN questionnaire to be sent to all staff.

Dr Gilpin added that there was a potential for two shorter surveys to be conducted, this was to be discussed at a later date.

Ms Brown asked about ideas for displaying the new SWAN Silver Award in the newly refurbished Foyer.

Ms Gilpin added that the new award should be with the School in December.

8. Date of next meeting

To be announced