



Aboriginal and Torres Strait  
Islander Health Practice  
Chinese Medicine  
Chiropractic  
Dental  
Medical  
Medical Radiation Practice  
Nursing and Midwifery  
Occupational Therapy  
Optometry  
Osteopathy  
Pharmacy  
Physiotherapy  
Podiatry  
Psychology

Australian Health Practitioner Regulation Agency

## Prescribing Working Group – Forum of NRAS of Chairs

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Revised March 2016

### Terms of reference

#### 1 Purpose

- 1.1 The Prescribing working group (PWG) is a working group of the Forum of NRAS Chairs
- 1.2 It is an advisory group established to develop a governance framework and other resources to support the development and review of National Board regulatory policy related to prescribing of scheduled medicines.

#### 2 Scope

- 2.1 Regulatory policy related to prescribing of scheduled medicines within the National Registration and Accreditation Scheme.

#### 3 Objectives

The objectives of the PWG are to:

- 3.1 develop a sustainable governance framework to support the development and review of National Board regulatory policy related to prescribing
- 3.2 develop resources, including template documents, to support the policy work of AHPRA and the National Board related to prescribing
- 3.3 act as a reference point for engagement with National Board scheduled medicines advisory committees, and
- 3.4 act as a reference point for engagement with government, accreditation authorities and other stakeholders on matters related to prescribing by practitioners within NRAS.

#### 4 Principles

- 4.1 The PWG will adhere to the principles laid out in the terms of reference of the Forum of NRAS Chairs Workforce Reform Working Group as they relate to prescribing. These principles state that the Workforce Reform Working Group:
  - will be driven by government priorities for workforce reform, which may affect some or all NRAS professions
  - must meet the objectives of the National Law
  - will at a minimum focus on addressing any regulatory barriers to government workforce reform priorities, and
  - will provide advice on how NRAS entities can contribute to health workforce reform as regulators, in a way that complements, rather than duplicates, the work of other organisations involved in health workforce reform.

#### 5 Membership

The PWG will comprise up to 13 members made up of:

5.1 Nominees from the following National Boards, 4 of which will be National Board Chairs, including the Chair of the committee. A principle is that, in the interests of skills and diversity, all committees should include a community member.

- Medical radiation practice
- Medicine
- Nursing and Midwifery
- Optometry
- Pharmacy
- Physiotherapy, and
- Podiatry.

5.2 External appointees may be appointed to the PWG from time to time from the following domains of expertise, as required for the working group to meet its objectives:

<b>Domain</b>	<b>Proposed member</b>
Prescribing competence	Nominee of NPS
Curriculum development and education of health practitioners in prescribing	Dr Lisa Nissen Professor (Head), School of Clinical Sciences Medical Radiation Sciences   Paramedic Science   Pharmacy   Podiatry Queensland University of Technology
Accreditation	Nominee of Health Professions Accreditation Councils' Forum
Consumer perspective	Nominee of Consumer Health Forum
Understanding of health sector and program delivery by allied health practitioners, and	Nominee of government Allied Health Advisory Service
Understanding of the role of the medical practitioner across the health sector.	Nominee of Australian Medical Association
Patient safety	Nominee of Australian Commission on Safety and Quality in Health Care

5.3 Standing invitation to the Health Workforce Principal Committee nominees who sit on the Workforce reform working group to also attend meetings of the PWG.

5.4 Membership will be reviewed at least annually by the Forum of NRAS Chairs or as required to meet item 5.2.

## **6 Meetings and procedures**

6.1 The PWG will meet at least quarterly, usually by teleconference, at the PWG Chair's discretion.

6.2 Conflicts of interest will be managed according to the established policies and procedures for NRAS entities (see Manual for National Boards and their Committees).

## **7 Quorum**

7.1 A quorum for all meetings shall be half plus one of the numbers of PWG members.

## **8 Funding**

8.1 Sitting fees and associated travel costs for Board members are to be covered through the normal claims process.

8.2 External members will in principle fund their own associated travel and time costs.

8.3 By exception and with agreement by the PWG Chair and Executive Director of Strategy and Policy agree to fund reasonable costs for external members.

## **9 Administration**

- 9.1 Secretariat support will be provided by the AHPRA Strategy and Policy directorate.
- 9.2 Agenda and relevant papers will be delivered to the members via a secure web based system or email five working days prior to the teleconference.
- 9.3 Outcomes will be recorded by the secretariat and provided to the Chair and members for approval following all meetings in line with the Manual for National Boards and their Committees, and
- 9.4 Approved outcomes will be provided to the Forum of NRAS Chairs in the form of a paper for noting.

## **10 Review**

- 10.1 The Forum of NRAS Chairs will review the TOR of the PWG at least annually.