



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

Agency Management Committee - Decisions and Actions

Meeting number: 2013/06

Meeting date: 11 June 2013

Meeting time: 10.00am – 2:00pm

Meeting venue: AHPRA National Office, Level 7, 111 Bourke Street, Melbourne

Members present

Mr Peter Allen, Chair

Professor Merrilyn Walton

Ms Karen Crawshaw (not present for items (1.1, 2.1, 2.2, 6.1 and 6.1.1)

Mr Ian Smith

In attendance

Mr Martin Fletcher – Chief Executive Officer

Mr Jim O'Dempsey – Director, Business Improvement and Innovation

Ms Dominique Saunders – General Counsel

Mr John Illott – Director, Finance and Corporate Operations

Mr Chris Robertson – Director, National Board Services and Queensland

Mr Bob Bradford – Acting National Coordinator, Regulatory Operations and ACT State Manager

Mr Geoff Linton – Chair, Audit and Risk Committee (for item 6.1)

Ms Deena Jones - Executive Assistant to Mr Martin Fletcher, Minute Secretary

Apologies

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Part One

Item 1 Welcome and general overview

The Chair opened the meeting at 10.00am.

Item 1.1 Disclosure of any conflicts of interest in relation to agenda items

In accordance with Clause 8 of Schedule 2 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), members declared any possible conflict of interest in relation to agenda items for consideration by the Committee.

No conflict of interest was declared.

Item 2 Record of previous minutes

Item 2.1 Record of Decisions and Actions arising from last meeting

Committee members confirmed the Decisions and Actions document from the 01 May 2013 meeting as a true and accurate record of that meeting.

Item 2.2 Action Summary

Committee members noted the Action Summary for May 2013.

Item 3 Current Situation

Item 3.1 Update from Chair, CEO and Members

Committee members noted the update provided by Mr Fletcher including:

- The nursing and midwifery renewal campaign is in the late renewal period. 96% of practitioners renewed on time with a further 1% choosing not to renew their registration. The renewal process tracked very well and benefited from the implementation of a number of improvements.
- The Victorian Parliamentary Inquiry into the Performance of AHPRA by the Standing Committee on Legal and Social Issues recently met with the Victorian Branches of the Australian Medical Association (AMA) and the Australian Nursing Federation (ANF).
- The Physiotherapy Board of Australia has agreed to discontinue its State and Territory Boards and move to a National Committee arrangement. Mr Robertson provided information to members about the AHPRA process to advise Health Ministers and the implementation plan.
- The continued liaison with the Australian Crime Commission (ACC) in relation to their report into *Organised Crime and Drugs in Sport*. The Australian Senate's, Rural and Regional Affairs and Transport References Committee has invited Mr Fletcher to appear before an inquiry hearing into the practice of sports science in Australia.
- The recent, inaugural, meeting of the Community Reference Group (CRG) and its desire to focus on notifications. The CRG will issue a regular communiqué to highlight topics of discussion.
- An update on current government issues including:
 - the upcoming Australian Health Ministers' Advisory Council (AHMAC) and Standing Council on Health meetings, being held in Sydney
 - the scheduled meetings with State and Territory Health Ministers as a follow up to correspondence in relation to notifications.
- The lease signed for additional office space due to current national and Victorian office accommodation being over capacity.

Item 3.1.1 Queensland update

Committee members noted the update provided by Mr Fletcher including:

- The national executive accountability of Mr Chris Robertson in conjunction with Mr Matt Hardy as Director of Regulatory Operations to lead Queensland AHPRA functions during the development of the changes to legislation governing health practitioner complaints in Queensland.
- The Queensland Medical Interim Notifications Group (QMING) has commenced its work with notifications about practitioners' conduct and performance. Dr Kym Forrester presented at their initial induction meeting.

- The Queensland Minister for Health, the Hon Lawrence Springborg MP has introduced the Health Ombudsman Bill 2013 into the Queensland Parliament.

Mr Robertson updated members on recent meetings between AHPRA and the Health Quality and Care Complaints Commission.

Committee members:

1. noted the update provided on the Notifications Improvement Project in Queensland and the status report on notifications,
2. noted the update on the confidential consultation process and progress of the Health Ombudsman Queensland Bill 2013,
3. sought further advice in relation to oversight of investigation reports which are being prepared with external input, and
4. sought further detail in future reports on trends in relation to investigation timeframes.

Item 4: Performance Reporting and Risk Management

Item 4.1 Operational Update

Committee members noted the Business Operations Report for the month of April 2013.

Item 4.2 Improving Notification Performance

Members noted the update provided by Mr Fletcher and the actions to be implemented to measure and improve notifications performance, including the consistency of processes and performance reporting.

Item 4.3 Notifications Data

Mr Fletcher provided members with an overview of notifications data by State and Territory up until the end of March 2013. Members noted the data both by state and territory and by profession.

Item 4.4 Business Improvement Portfolio Report

Members noted the Business Improvement Portfolio programme report.

Item 4.5 IT Strategy Annual update

Members noted the update provided by Mr Fletcher and:

1. that the risks identified during the 2012 IT Strategy review have been mitigated, organisational satisfaction levels have increased and that IT is delivering a more reliable “utility grade” service,
2. that the 2013 IT Strategy Annual Update has identified 5 key issues that need to be actioned to ensure that IT continues to improve as an enabler of AHPRA services:
 1. communications and service – continue to improve communications and service orientation to users across AHPRA
 2. people – continue to develop team leadership skills and team development
 3. process – provide a process orientation to provide an efficient and effective IT service
 4. resource allocation – provide resource certainty and planning across projects, enhancement and maintenance/operations
 5. technical debt - automate the number of back end jobs currently run manually,
3. a programme of work being undertaken to address these issues monitored by the IT Governance Committee of the National Executive.

Item 5 Business Items

Item 5.1 National Board Issues

Item 5.1.1 Issues arising, May Board meetings

Members noted the update provided by Mr Robertson on the issues arising from the May National Board meetings, including an update on the review of accreditation arrangements for 10 National Boards.

Item 5.1.2 International Criminal History Consultation paper

Members noted the update provided by Mr Fletcher and that a further consultation paper has been released for targeted consultation.

Item 5.2 Risk Management Policy

Members noted the update provided by Mr Ilott and endorsed the Risk Management Policy.

Item 5.3 Draft Policy Board Members subject to notifications

Members noted the update provided by Ms Saunders and provided feedback on the draft protocol for Board members subject to complaints or notifications.

Item 5.4 Purpose of the Public Register

Members endorsed the principles proposed for the ongoing development and delivery of the public register.

Item 5.5 Publication of Tribunal and Court Decisions

Members endorsed the proposed approach to publication of information about tribunal and court hearings and decisions, which reflects the approach taken by the NSW Health Care Complaints Commission.

Item 5.6 Management Calendar

Members noted the updated Management Calendar

Close

There being no further business, the Chair thanked the members for their participation and declared the meeting closed at 2.15pm.

Next meeting

The next meeting of the Agency Management Committee will be held on Tuesday 23 July 2013 at the AHPRA National Office, Level 7, 111 Bourke Street, Melbourne, commencing at 10:00am.