

Terms of reference

21 November 2022

Private Sector Paramedic Employers Reference Group

1. Purpose

1.1 The Private Sector Paramedic Employers Reference Group (the Reference Group) of the Paramedicine Board of Australia (the Board) is established by the Board, to provide a communication and engagement forum opportunity for the Board and a representative group of private sector employers of paramedics across participating jurisdictions in Australia, to discuss current or emerging matters related to the registration and regulation of paramedics practicing in the private sector.

The Health Practitioner Regulation National Law and Other Legislation Amendment Bill 2022 (the Bill) was agreed by all Australian Health Ministers in February 2022 and was passed by the Queensland Parliament in October 2022. These changes to the Health Practitioner Regulation National Law (the National Law) include a new objective and guiding principle to the National Law that acknowledges the National Scheme's role in ensuring the development of a culturally safe and respectful health workforce that:

- is responsive to Aboriginal and Torres Strait Islander Peoples and their health, and
- contributes to the elimination of racism in the provision of health services.

2. Functions

2.1 The Reference Group is solely constituted to provide a communication and engagement forum for the purposes set out above.

2.2 The Reference Group has no decision-making power or authority.

3. Membership

3.1 Membership of the Reference Group shall comprise at least one (1) practitioner member from the Board (Practitioner Board Member) and one (1) community member from the Board (Community Board Member).

3.2 The membership of the Reference Group will endeavour to represent paramedic employers in the private sector in participating jurisdictions and comprise where practicable but not limited to:

- two (2) representatives from paramedic employers primarily engaged in patient transport from different jurisdictions
- one (1) representative from each private sector 'authorised body'¹
- two (2) representatives from paramedic employers primarily engaged in servicing events and festivals from different jurisdictions

¹ The following private sector organisations are current authorised bodies: State Medical Assistance, Absolute Medical Response, LifeAid and EMS Event Medical.

- two (2) representatives from paramedic employers primarily engaged in the mining and industrial sector from different jurisdictions
- two (2) representatives from paramedic employers primarily engaged in medical retrieval from different jurisdictions
- two (2) representatives from paramedic employers primarily engaged in primary care and/or medical support and/or paramedic deployment from different jurisdictions, and
- two (2) representatives from paramedic employers primarily engaged with Aboriginal or Torres Strait Islander Communities and/or organisations who employ paramedics who identify as being Aboriginal and/or Torres Strait Islander.

3.3 Membership of a Representative Member is subject to the Representative Member continuing to work for the employer they were nominated or elected to represent.

3.4 Members wishing to resign from their position on the Reference Group may do so at any time by providing written notice to the Chair of the Reference Group of their intention to resign.

3.5 The Chair of the Reference Group may appoint another member as a substitute to the Reference Group if necessary.

4. Chair

4.1 Meetings of the Reference Group will be co-chaired by the Practitioner Board Member and the Community Board Member.

5. Meetings and procedures

5.1 The Reference Group will meet approximately three times per annum. Additional meetings may be convened at the discretion of the Board.

5.2 Meetings will be held via videoconference.

5.3 A call for agenda items will sought from members at least two weeks prior to a scheduled meeting. An agenda will be prepared based on responses received to the call for agenda items and circulated to members no later than one week prior to a scheduled meeting.

5.4 A summary communiqué will be distributed to members following each meeting.

6. Conflict of interest

6.1 Members are to comply with the conflict-of-interest requirements set out in Schedule 4, clause 8 of the National Law and corresponding Board policies and procedures.

7. Public interest

7.1 Members are to act impartially and in the public interest in the exercise of a member's functions. A member of the Reference Group is to put the public interest before the interests of particular health practitioners or any entity that represents health practitioners, as set out in Schedule 4, clause 7 of the National Law and corresponding Board's policies and procedures.

8. Confidentiality

8.1 Members are to be aware of and respect that some agenda items or discussion may be deemed confidential.

8.2 Members should feel free to express view within the context of meetings and reporting about meetings should be respectful of others' view.

9. Administration

9.1 Secretariat support required will be provided by the Ahpra.

Paramedicine Board of Australia

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Document control

Approved by	Paramedicine Board of Australia	
Responsible Officer	Executive Officer Paramedicine	
Date approved	21 November 2022	
Date commenced	21 November 2022	
Date for review	These terms of reference will be reviewed annually.	
Date modified	Date	Description
	June 2022	New Terms of Reference

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