

Agency Management Committee

Meeting Number 30

11 October 2011

AHPRA, 111 Bourke Street, Melbourne

Final decisions and actions arising

Members present

Mr Peter Allen

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

In attendance

Mr Martin Fletcher - Chief Executive Officer

Mr John Ilott – Director, Operations

Mr Jim O’Dempsey - National Director, Business Improvement and Innovation

Mr Chris Robertson – Director, National Board Services

Ms Pamela Malcolm – Acting General Counsel

Dr Diane Sisely – National Health Practitioner Ombudsman and Privacy Commissioner
(Part Two, Item 9)

Mr Ian Pollerd – Manager, Office of the National Health Practitioner Ombudsman and
Privacy Commissioner (Part Two, Item 9)

Ms Amanda Robinson - Executive Assistant to Chief Executive Officer, Minute Secretary

Apologies

Ms Dominique Saunders – General Counsel

PART ONE

Item 1: Disclosure of any conflicts of interest in relation to agenda items

In accordance with Section 6(1) of Schedule 2 of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2009* (the Act), Members declare any possible conflict of interest in relation to agenda items for consideration by the Committee.

No conflicts of interest were advised by Members.

Item 2: Record of previous minutes

The minutes of the meeting held on 16 September 2011 were approved by the Committee as a true record of the meeting.

ACTION: Nil

Item 3: Current Situation

Item 3.1: Update from Chair, CEO and Members

Mr Allen reported:

- Mr Fletcher and Mr Allen visited the new premises of the AHPRA Northern Territory Office on 22 September to meet with staff, local Board members and stakeholders. Mr Allen commented on the many improvements from the previous premises, which have promoted a positive atmosphere and work environment
- The AHPRA 2010 – 2011 Annual Report was provided to the Australian Health Workforce Ministerial Council (AHWMC) on 30 September 2011
- Discussions have been initiated by the Nursing and Midwifery Board of Australia with regards to distribution of funds from the sale of the premises of the Nurses Board of Victoria.

Mr Fletcher reported:

- The Australian Health Ministers' Advisory Council (AHMAC) met in Sydney on 29 September
- AHMAC members endorsed succession planning principles for National Boards, with advice to go forward to the AHWMC.

The Committee noted the updates.

ACTION: AHPRA

Item 3.1.1: Feedback from All-National Boards Meeting

Mr Fletcher provided an overview of feedback from the All-National Boards meeting held on 16 September. Overall the meeting was seen as very successful, noting that mixed feedback had been received on the board governance and succession planning session. The NRAS Conference Committee (chaired by Mr Glenn Ruscoe - Chair, Physiotherapy Board of Australia) will meet on 20 October to formally review participant feedback.

Potential future directions for the 2012 All-National Boards meeting will be discussed at the November Management Committee meeting.

Mr Robertson met with the governance consultants who have been commissioned to assist with Board succession planning. There are 3 key deliverables proposed for the next phase of the work, subject to the agreement of National Boards:

1. Development of a common charter for boards' use
2. Documenting core competencies and attributes for Board members
3. Developing future options and processes for ongoing board evaluation and effectiveness based upon the board charter and the core competencies.

It is proposed to seek additional nominations from national board chairs for the steering group which is providing guidance on the next phase of the work. The Agency Management Committee agreed a member should offer to join the steering group to foster linkages around common needs and that an evaluation and effectiveness review process should be established for the AMC.

ACTION: AHPRA

Item 3.1.2: Minutes from National Boards Community Meeting

Professor Walton advised that the meeting had been very well received.

The Committee noted the minutes from the National Boards Community Meeting.

Item 3.2: Action Summary

The Committee discussed the action summary, agreeing that the proposed discussion on International Medical Graduates and International Qualified Nurses will be scheduled for the February meeting.

The Committee noted Mr Fletcher will follow up with Ms Fran Thorn (Secretary, Department of Health) with regards to the Agency Management Committee appointment process.

ACTION: AHPRA

Item 3.3: Minutes of Chairs Meeting September 2011

Members noted the minutes of the September Chairs meeting.

ACTION: Nil

Item 3.4: 2012 Meeting Date Calendar

Members discussed the proposed 2012 meeting date calendar and endorsed the proposed move of Management Committee meetings to the first Tuesday of each month.

ACTION: AHPRA

Item 4: Items for Decision/Discussion

Item 4.1: Research Partnerships and Governance Framework

Mr Robertson provided an overview of the draft policy for *Research and the National Registration and Accreditation Scheme*.

After revision to take into account feedback from Agency Management Committee and National Boards, the revised Research Policy will be finalised with a plan for targeted consultation and publication.

Members discussed the draft policy commenting:

- Reference to approval from a Human Research Ethics Committee should be amended to indicate that ethics approval must be sought and be in place prior to commencement of the research
- Reference to the use of commercial data and privacy needs to more clearly emphasise confidentiality and that these data can only to be used for research purposes.
- AHPRA may be a researcher in its own right
- Membership of the proposed NRAS Research Committee should be streamlined and a clearly defined decision process documented
- An interim committee should be established whilst further consultation occurs as appropriate.

Professor Walton provided an overview of discussion with Professor Stephanie Short from Govnet. The Committee noted Mr Fletcher and Mr Robertson will follow up.

ACTION: AHPRA

Item 4.3: Policy Framework

Mr Fletcher presented the draft Policy Framework.

The Committee discussed the draft Policy Framework and noted that all policies will be accessible on the AHPRA Intranet.

It was agreed to follow up the possibility of remote access for Management Committee members to the AHPRA Intranet.

ACTION: AHPRA

Item 4.4: Workforce Data – Collection and Publication

Mr Fletcher provided an overview of the collection and publication of workforce data and proposed arrangements for data release between AHPRA, Health Workforce Australia and the Australian Institute of Health and Welfare.

The Committee considered the recommendations of the report and noted:

- The process for collection and publication of workforce data and the roles and responsibilities of the main parties
- That National Boards and AHPRA will be consulted by Health Workforce Australia in the periodic review of the workforce survey questions

- AHPRA will write to the Ministerial Council about the formal arrangements once the Memorandum of Understanding with the Australian Institute of Health and Welfare and Health Workforce Australia is finalised.

ACTION: AHPRA

Item 4.5: ANMAC Oversight Group – Final Report

Professor Gray provided an overview of the final report of the ANMAC Oversight Group.

The Committee noted the report and approved its transmission to the Chair of the AHWMC.

ACTION: AHPRA

Item 5: Performance Reporting and Risk Management

Item 5.1: Operational Report – September 2011

The Committee noted the report on activity levels during September 2011.

Mr Allen congratulated Mr O’Dempsey and his team on the continued progress being made with renewal reminder and on-line systems.

ACTION: Nil

Item 5.2 Business Improvement Update

Mr O’Dempsey provided the Committee with an update on the portfolio of Business Improvement Projects.

The Committee noted the update.

ACTION: Nil

Item 6: Items for Noting

Item 6.1: Key issues from September board meetings (verbal)

Mr Robertson provided an overview of key issues from the September board meetings.

The Committee noted the update.

ACTION: Nil

Item 6.2: Summary of National Board Projects

The Committee noted the summary of Board projects.

ACTION: Nil

Item 6.3: Management Calendar 2011 – 2012

The Committee discussed the Management Calendar 2011-2012.

The 1st Quarterly Report on the 2011-2012 Business Plan and the Health Profession Agreements are scheduled for discussion at the November meeting.

ACTION: AHPRA

Item 6.4: Current Consultations

The Committee noted the October Consultation update.

ACTION: Nil

Item 6.5: Registration Certificates

Mr O'Dempsey provided an overview of the proposed re-design of registration certificates.

The Committee discussed the recommendations of the report, noting:

- The proposal to redesign registration certificates is being considered by the National Boards in October 2011
- The Chairs of the Boards endorsed the proposal at their September meeting
- National Boards will achieve a recurrent saving of \$0.5 million per annum, should they approve the proposal.

ACTION: AHPRA

Item 7: Notifications workshop

The Committee participated in a notifications workshop to:

- Explore the National Law requirements for dealing with notifications
- Detail the current Standard Operating Protocols
- Explain the AHPRA approach to process development
- Overview the implementation of nationally consistent processes
- Explore any immediate issues.

Arising from the workshop, the following issues were identified for further advice and consideration:

- Should assessment/investigation reports be released to notifiers without requiring an FOI application?
- What systems should be in place where a board (or delegate) does not accept the recommendation of an assessor/investigator in circumstances when this is identified by AHPRA as unreasonable or inappropriate?
- What are the training needs of new Boards dealing with notifications for the first time?
- Are AHPRA's processes for managing dissatisfied notifiers clear and working well in accord with AHPRA's administrative complaints policy?
- When and how will AHPRA review our ongoing relationship with Health Complaints Entities?

ACTION: AHPRA