

Meeting Number 15

8 June 2010

Russell Kennedy, Level 12, 469 La Trobe St Melbourne

Final decisions and actions arising

Members present

Mr Michael Gorton

Professor Genevieve Gray

Professor Constantine Michael

Professor Merrilyn Walton

In attendance

Mr Martin Fletcher, Chief Executive Officer

Mr Chris Robertson, Director National Board Services

Mr John Ilott, Director Operations

Ms Del Stitz, Director Implementation

Ms Dominique Saunders – Senior Legal Adviser

Ms Kym Asycough, State Manager – NSW

Ms Maria Kotecha, Minute Secretary

Apologies

Mr Peter Allen

Item 1: Election of Chairperson

The Committee elected Mr Michael Gorton as Acting Chairperson in the absence of Mr Peter Allen.

ACTION: Nil

Item 2: Record of previous meeting

The minutes of the meeting held on 11 May 2010 were approved by the Committee as a true record of the meeting.

ACTION: Nil

Item 3: 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 2008* (the Act), members declare any possible conflict of interest in relation to agenda items for consideration by the Committee.

Professor Con Michael indicated a possible conflict of interest on a number of items, in relation to his role of Chair of the Medical Board of Western Australia. It was agreed that this would be dealt with as appropriate at relevant items.

ACTION: Nil

Item 4: Current situation

Item 4.1: Update from Chair and members

Mr Martin Fletcher reported on the following issues:

- Ongoing work to ensure the readiness of ICT systems and assurances being sought by some Board Chairs that the necessary systems will be functioning on 1 July 2010;
- Intention to finalise the schedule of national fees subject to any final feedback from Ministers.

Professor Con. Michael asked whether there will be capacity to track a registrant with conditions who moves from one jurisdiction to another. It was noted that updates could be provided to State Boards at the time of renewal; also that conditions should require notification to the relevant national board if there is a change in principle place of practice.

The system will also have functionality to generate reports for employers, although not at commencement.

ACTION: AHPRA

Item 4.2: Implementation Update

The Committee reviewed the implementation update paper and members noted:

1. The traffic light report on implementation progress dated June 2010.
2. A recent mail out to registrants receiving 120,000 responses for possible follow up.
3. A further mail out will be activated in July to confirm new registration numbers how to log on for renewals and renewal advice (for medicine)
4. Status of IT installation across state offices.
5. Staff training on ICT system has been delayed until the 23, 24 and 25 June to allow for the system to be finalised.
6. Outstanding decisions on how best to initially deploy CRIMTAC and whether, in the first instance, this will be nationally organised or managed locally within AHPRA state offices.

ACTION: AHPRA

Item 4.3: Action Update

The Committee noted the action update paper dated June 2010. It was noted that further advice on how information about de-registered practitioners will appear on National Registers would be provided at the July meeting

ACTION: AHPRA

Item 5: Items for Decision

Item 5.1 Operational Readiness

Mr Fletcher reported on the recent national meeting with State Managers and Executive Officers to prepare for operational readiness and inform work on standard operating protocols. Members noted ongoing work to ensure that State Boards were operational, the management of transition of open cases and protocols for registrant matters requiring quick response.

The Committee agreed with the overall approach being taken to assure operational readiness of AHPRA and noted the associated risks.

ACTION: Nil

Item 5.2 Health Profession Agreement

Mr Ilott reported on progress in finalising the Health Profession Agreements with National Boards. It was noted that HPAs cannot be finalised until the national fees are finalised, including the NSW component.

Members suggested that the clause under Point 3.2 (advise the Agency of any risks which may impact on its ability to meet its statutory obligations) and the clause under Point 3.3 (advise the Board of any risks which may impact on its ability to meet its statutory obligations.) be given greater emphasis as 'stand-a-lone' references.

Members approved the revised template Health Professions Agreement and noted progress

ACTION: AHPRA

Item 5.3 Proposed Agency Management Committee July Roadshow

Mr Peter Allen has proposed that members of the Agency Management Committee should do follow-up visits to each state and territory to both welcome AHPRA staff and thank state boards and other people who have helped establish the National Scheme.

Members agreed to participate in these follow-up visits and suggested the 'roadshow' commence at the end of July beginning of August.

ACTION: AHPRA

Item 5.4 AHPRA Organisational Structure – National Office

Mr Fletcher outlined the current organisational structure for the National Office and some of the current pressure points. For example, the ICT department is largely functioning on short term contractual arrangements due to lack of transitioning IT staff.

Members noted the planned review of the structure and functions of the National Office in the light of the business needs, strategic objectives and current pressure points

Members agreed the principles to apply to this organisational review, namely:

- The overall headcount of the Agency should not increase and ideally, should be decreasing over time;
- Options for hosting national functions in State Offices should be explored;
- The advantages of co-location with the Victorian State Office for best use of available resources should be maximised;
- There should be transparency in organisational review and restructuring processes with sound change management;
- Flexibility should be built in so that there can be periodic review of the structure as the organisation moves beyond its establishment phase, over the next 2 -3 years.

Members noted that internal audit functions may be more cost effective to outsource rather than employ staff. Further advice will be provided to the Management Committee on audit functions at the next meeting.

ACTION: AHPRA

Item 5.5: Delegations of Board Powers within AHPRA

Members discussed the proposed approach to sub-delegation of Board delegations by the Chief Executive Officer. Members stressed the importance of achieving national consistency in the Agency's approach to delegations.

Members agreed the broad principles as follows:

1. Renewal of registration without conditions and with no adverse declarations will be delegated to any registration staff member who has been trained to process renewals.
2. All administrative processes will be delegated to Manager level.
3. Directors may hold additional delegations requiring the exercise of more judgement.
4. Any delegations which would usually, in a larger board, be delegated to a State/Territory or Regional Board, will only be delegated to the State Manager.
5. Each delegate will hold all the delegations of their subordinates.

Members noted that formal delegation instruments will now be developed to give effect to these directions. These will be kept under review.

ACTION: AHPRA

Item 5.6: Approach to Nursing Board of Victoria Building Proceeds

Members noted the advice received from the Minister for Health, Victoria on the distribution of assets from the Nurses Board of Victoria and proposed options for the use of these funds to the benefit of the National Scheme.

The Management Committee endorsed in principle the proposed establishment of a development fund for purposes benefitting all health professions within the National Scheme. It was noted that these funds may also be required to support transition and start up costs. It was therefore suggested that the fund should be called a Development and Transition Fund.

It was noted that the proposed approach will need to be discussed with National Boards, before it is finalised.

ACTION: AHPRA

Item 5.7: Proposed Insurance Arrangements

Ms Saunders and Mr Ilott gave an overview of the work being undertaken to ensure appropriate insurance arrangements are in place for AHPRA.

Members noted the work underway and the likely premiums.

ACTION: AHPRA

Item 5.8: Issues Management Protocol

Members viewed the draft protocol for identifying and managing 'cause for concern' issues that may have high risks.

Members endorsed the proposed approach and noted

1. Under principles to include register of outcomes as a separate item;
2. AHPRA Risk Assessment Checklist to show a separate heading for 'Provide feedback to relevant internal/ external stakeholders about any lessons learned';
3. Point 10 on checklist, trigger points to more clearly identify issues in relation to 'when' a matter might become public rather than whether it does.

ACTION: AHPRA

Item 5.9: Statement of Mission and Strategic Objectives

Members reviewed the proposed statement of mission and strategic objectives and approved it for wider dissemination and consultation with staff and National Boards.

ACTION: AHPRA

Item 6: Financial Report

Members noted the financial report.

ACTION: Nil

Item 7: Items for Information

Item 7.1: Update on progress of Bills C

Members noted the information on the progress of legislation.

ACTION: Nil

Item 7.2: Key Issues from May Board meetings

Mr Robertson provided an update on key issues arising from recent May board meetings.

Members noted the following issues:

- Considerable Board interest in the state of IT readiness. There was a formal presentation available for all Boards at their recent meeting;
- Final registration standards for approval by Ministers;
- Preliminary discussion about the agenda for the Aitken Hill meeting. Proposed agenda items to include discussion of Agency strategic objectives and self assessment of Board effectiveness;

ACTION: AHPRA

Item 7.3: Feedback from AHWMC teleconference

Mr Fletcher advised that there has not been an AHWMC tele-conference since the last Management Committee meeting. Members noted that the appointments to the Health Workforce Advisory Committee have not yet been announced.

ACTION: Nil

Item 7.4: State Boards

Mr Robertson reported on work to ensure that delegated decision making bodies of National Boards would be in place from 1 July 2010 within states and territories.

Members noted work underway. Members noted the intention to send letters to all state and territory board members (where National Boards are continuing with state or regional boards) to confirm they are transitioning, unless they have formally resigned.

Members also noted work with State Managers to develop standard operating procedures, and work to finalise the composition, structure and support arrangements for Regional Boards.

ACTION: AHPRA

Item 7.5: Safe Transitions of registrant matters

Ms Stitz gave a verbal report on safe transition of registrant matters. This addressed progress with the data migration; ongoing work on conditions data to appear on the national registers, and; the follow up of registrant responses to the April mail out on their transition to national registration.

Members noted progress.

ACTION: Nil

Item 7.6: Update on restructuring of the Australian Nursing and Midwifery Council – report of oversight group

Members received a verbal report from Professor Gray.

Professor Gray noted that the Oversight Group is concerned about the readiness of the ANMC to be operating on 1 July 2010 and has requested a more comprehensive business plan and operational model. This information will also be important to inform and finalise proposed staffing arrangements for existing accreditation staff who are transitioning to AHPRA.

Members noted the concerns and asked Professor Gray to provide an update at the next meeting of the Management Committee. Members also noted that the Oversight Group is required to report to Ministers on the operational readiness of the ANMC.

ACTION: Professor Gray/AHPRA

Item 7.7: AHPRA set up – transition offers and staff recruitment

Members noted progress and staffing of AHPRA.

ACTION: Nil

Item 7.8: AHPRA set up - accommodation

Members noted the report on AHPRA accommodation.

ACTION: Nil

Item 8: Briefing

Item 8.1: NSW Implementation update: Ms Kym Ayscough, AHPRA State Manager

Ms Ayscough reported on NSW implementation in particular arrangements being put in place to manage the co-regulatory arrangements with the NSW Health Professions Councils Authority.

ACTION: Nil

Item 9: Risk register

Members noted the updated risk register.

ACTION: Nil

Item 10: Other business

Mr Robertson to circulate to members the provisional agenda for Aitken Hill once drafted.

ACTION: AHPRA

Item 11: Next meeting

Members noted the next meeting is to be hosted by AHPRA on 13 July 2010 at AHPRA National and Victorian Office, Level 8 Meeting Room, 111 Bourke Street, Melbourne. The meeting will run from 8.30am to 1.00pm.

Mr Gorton gave his apologies in advance for not being at the next meeting.

Item 12: Close

The Chair closed the meeting at 12.30.