



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

Performance Committee Annual Report 2015

Chairs Introduction

The work of the Performance Committee during 2015 focused on the implementation of a new performance reporting framework. The quality, accuracy and completeness of performance reporting is an important ongoing focus in the overall management of the National Registration and Accreditation Scheme.

The new framework aims to provide assurance that appropriate mechanisms and controls are in place to effectively manage and report on performance. It replaced a framework which had become too complex and limited to registration and notifications timeliness measures.

The development of new performance measures, more reflective of benchmarking, is reflected in the new reporting framework. New measures will continue to be identified and work will occur to link new measures with existing measures as strategy planning progresses. Also incorporated within the new reporting framework is a framework of notifications quality reviews, which allows a complete comprehensive overview and analysis of one measure that requires a heightened level of awareness and assessment to minimise any potential risk to National Boards or AHPRA. The Performance Committee will annually approve a schedule of quality reviews proposed by AHPRA.

I am confident performance measures are better aligned with our strategic and operational priorities, they are balanced and reflect performance criteria across all aspects of our business.

I look forward to the next phase in the implementation of the Performance Reporting Framework.

Ian Smith, Chair, Performance Committee

Role of the Committee

The Performance Committee is a committee of the Agency Management Committee (AManC) and is responsible for making recommendations to the AManC to strengthen the performance culture across the National Scheme, oversight and scrutiny of operational performance measures and data, and; providing assurance that any organisational performance related issues, including the consistency of data and statistics are being well managed. The specific responsibilities of the Committee are to:

- Ensure that desired outcomes are clearly articulated and measurable performance indicators are established.
- Review the performance of AHPRA in relation to agreed performance outcomes and measures.
- As required, focus on specific issues where performance and/or performance reporting may be raising concerns and any plans for corrective action.

Powers and Responsibilities of the Committee

The Committee has the authority to request any information it requires from AHPRA. It has no executive powers and functions in an oversight and review role.

Membership

Membership is appointed by the AManC and consists of:

- three members of the AManC
- two National Board Chairs
- AHPRA CEO
- AHPRA Executive Director, Regulatory Operations

- AHPRA Executive Director, Business Services
- independent expert in performance measurement – the Performance Committee did not elect to appoint an independent expert during 2015.
- others as deemed appropriate by the AManC – throughout 2015, the National Directors of Notifications, Registration, Compliance and Performance and Reporting were regular attendees at Committee meetings.

The Committee Chair will be an AManC member and at least one National Board Chair should also be a member of the Notifications and Compliance Committee (NCC). All members are required to have a working familiarity with performance and reporting practices. Members will normally be appointed for a term of two years but no more than five years. The AManC will review the membership on an annual basis.

In June 2015, member Professor Con Michael resigned his position as AManC member. AManC member Ms Jenny Taing replaced the position vacated by Professor Michael on the Performance Committee.

In December 2015, Mr Paul Shinkfield attended his final meeting as member, Chair, National Board. Mr Shinkfield has taken up the AHPRA position of National Director, Strategy and Research which commences in January 2016.

Internal membership and attendees

Name	Membership/attendee status during 2015
Ian Smith, Chair	AManC member: Jan – Dec 2015
Con Michael	AManC member: Jan 2015 to last meeting May 2015
Merrilyn Walton	AManC member: Jan – Dec 2015
Jenny Taing	AManC member: Aug 2015 – Dec 2015
Joanna Flynn	MBA and NCC member: Jan - Dec 2015
Paul Shinkfield	PhysioBA member: Jan – Dec 2015
Martin Fletcher, CEO	AHPRA attendee: Jan – Dec 2015
Sarndrah Horsfall	AHPRA attendee: Jan – Dec 2015
Kym Ayscough	AHPRA attendee: Jan – Dec 2015
Bob Bradford	AHPRA attendee: Jan – May 2015
Sam Clausen	AHPRA attendee: Jan – Dec 2015
Benjamin Leschke	AHPRA attendees: Jan – Feb 2015
Megan Baker	AHPRA attendee: May – Dec 2015
Chris Ogilvie	AHPRA attendee: May – Dec 2015
Matt Hardy	AHPRA attendee: Aug – Dec 2015
Deena Jones	AHPRA attendee: Jan – Dec 2015 (secretariat)

External membership and attendees

Name	Membership Status
Nil	

Meetings

- The Performance Committee will meet at least four times a year.
- Additional meetings may be held as required and will be convened by the Chair.
- A quorum will be at least three members.
- The Executive Director, Business Services will be present at all meetings, wherever possible.
- The Chair of the Performance Committee and the Executive Director, Business Services will meet informally, where possible, prior to every meeting.
- Non members will be invited to provide input as required.

Meeting dates	Attendance
6 February 2015	Ian Smith, Merrilyn Walton, Con Michael, Paul Shinkfield, Joanna Flynn, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Bob Bradford, Sam Clausen, Benjamin Leschke, Deena Jones

20 May 2015	Ian Smith, Merrilyn Walton, Con Michael, Paul Shinkfield, Joanna Flynn, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Bob Bradford, Sam Clausen, Megan Baker, Chris Ogilvie, Deena Jones.
28 August 2015	Ian Smith, Merrilyn Walton, Jenny Taing, Paul Shinkfield, Joanna Flynn, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Matt Hardy, Sam Clausen, Megan Baker, Chris Ogilvie, Deena Jones
13 November 2015	Ian Smith, Merrilyn Walton, Jenny Taing, Paul Shinkfield, Joanna Flynn, Martin Fletcher, Kym Ayscough, Sarndrah Horsfall, Matt Hardy, Sam Clausen, Megan Baker, Chris Ogilvie, Deena Jones

Specific Terms of Reference

In fulfilling its broad responsibilities, the Performance Committee will carry out the following functions

- Performance direction
 - Agree and recommend to the AManC and National Boards the broad performance objectives of the Scheme
 - Agree and recommend to the AManC and National Boards desired outcomes and related performance indicators for regulatory functions
- Review and monitor reported quarterly performance against agreed measures
- Report quarterly on performance through the AManC to National Boards and advise on reporting to external parties, including governments and public reporting
- Ensure performance activities are related to other activities of the scheme, including:
 - Reporting framework implementation
 - Planning and prioritisation
 - Notifications and Compliance Committee
 - Regulatory consistency implementation
 - Risk framework
 - Business Plan
 - Others as they are identified
- Monitor the overall effectiveness and outcome of performance indicators.
- Undertake other responsibilities as delegated by the AManC.

Reporting to the Agency Management Committee

- The secretariat provides minutes of the Performance Committee for consideration at the subsequent AManC meeting and makes them available to National Boards, through the Chairs Forum.
- The Performance Committee may provide papers for information or decision to AManC.
- The Performance Committee should report to AManC annually on its overall program of work.
- This report should be published, for transparency.

Committee activities for reporting period 1 January 2015 – 31 December 2015

- Development of a new Performance Reporting Framework which is linked to AHPRA's long term strategy.
- Development of a Notifications Quality Reviews Framework.
- Review of the Notification Operational Directive and KPIs
- Report and audit of notification caseload (aged).
- Endorsed a study for analysis of longitudinal data on notifications.
- Considered quarterly performance reports and provided specific commentary to National Boards
 - Regulatory Operations Performance Report
 - Regulatory Operations Volume and Trend report
- Reported quarterly on performance to the AManC.

Significant Issues

- There were no significant issues considered during the 2015 reporting period which could not be handled through routine Committee procedures.
- Matters of note considered by the Committee included:

- The engagement of external consultants Bevington to carry out a strategic review of AHPRA's regulatory processes and procedures.
- The approach Boards take to confirm decisions and actions and how greater national consistency can be achieved.
- A proposal about providing AHPRA with delegation to be able to close an enquiry about a named practitioner on the basis there are no grounds. The proposal specifically included options to manage the risk of AHPRA staff overlooking clinically significant issues.
- A qualitative study which the NT Board of the Medical Board of Australia planned as part of its action plan on notifications.

Looking Ahead

The Committee have highlighted the following key areas for AHPRA to begin work on;

- Further quarterly performance reporting for consideration:
 - Strategy and Policy Performance Report
 - Business Services Performance Report
- Routine publication of performance data on the AHPRA website

Committee review

The Agency Management Committee will initiate a review of the Committee's effectiveness every two years. A review of the Performance Committee will be instigated in 2016.