

# Agency Management Committee

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## Meeting Number 19

12 October 2010

AHPRA, Level 7, 111 Bourke Street, Melbourne

### Final decisions and actions arising

#### Members present

Mr Peter Allen

Mr Michael Gorton

Professor Genevieve Gray

Professor Constantine Michael

#### In attendance

Mr Martin Fletcher, Chief Executive Officer

Mr John Ilott, Director Operations

Ms Del Stitz, Director Implementation

Ms Dominique Saunders, Senior Legal Adviser

Mr Chris Robertson, Director National Board Services

Mr Ian Patterson, Chief Information Officer (Item 4.1.1)

Mr Nigel Cunningham, Chief Financial Officer (Items 5.1 & 5.2)

Mr Mark Cormack, Chief Executive Officer, Health Workforce Australia (Item 7.1)

Ms Monica Novick, Executive Officer, Health Workforce Australia (Item 7.1)

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

#### Apology

Professor Merrilyn Walton

## PART ONE

### Item 1: Record of previous minutes

The minutes of the meeting held on 14 September 2010 were approved by the Committee as a true record of the meeting. A subsequent amendment was made to identify Mr Chris Robertson as an apology for the meeting.

*ACTION: Nil*

**Item 2: 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.

No conflicts of interest were advised by Members.

*ACTION: Nil*

**Item 3: Current Situation**

**Item 3.1: Update from Chair, CEO and members**

Mr Fletcher reported on:

- His meeting with the Health Professions Reference Group on Friday 8 October, 2010. Members of the Reference Group provided feedback on early experiences with implementation of the National Scheme.
- Progress in implementing agreed organisational changes within the National Office of AHPRA. An advertisement for the new position of Director of Business Improvement and Innovation appeared in the national press on 9 October.

**Item 3.1.1: Medical Renewals Update**

Mr Fletcher updated the committee on the current status of medical renewals. The Committee noted:

- A total of 39,413 renewals were distributed across the ACT (1,285), NSW (9,736), NT (600), QLD (571), SA (6,285), TAS (1,598), VIC (17,848) and WA (283) to practitioners with addresses recorded in those jurisdictions. A further 1155 were distributed to those with a prime place of practice not known and 52 went to overseas addresses. All of these practitioners had an expiry date of 30 September 2010.
- As at 11 October, 31,885 or 80.9% practitioners have been successfully renewed with some 69% of that number utilising the on-line renewal process.

The Committee agreed:

1. To advise the Ministerial Council of the steps taken to manage the renewal process.
2. To consult Medicare on its ability to provide accurate data on current practicing registrants beyond the renewal period.
3. Mr Fletcher and Mr Allen to determine the use of media advertisements based on further costing information and assessment of other planned communication.
4. In the second half of October, AHPRA will contact every registrant yet to renew by phone (where we have phone numbers), explaining the process and consequences of non renewal.

*ACTION: AHPRA*

### **Item 3.1.2: Action Summary**

The Committee considered the action summary, noting further action required for item 2 (Work to be done to estimate required budget for bring four new professions into the national scheme) as follows:

1. Further advice on entry of partially regulated professions to be circulated to the Committee.
2. The need for discussion with Mr Mark Cormack, Chief Executive Officer in relation to the work being undertaken by Health Workforce Australia on the Aboriginal Health workforce.
3. The need to ensure clarity of roles and responsibilities for the work to be undertaken to bring new professions into the National Scheme.

*ACTION: AHPRA*

### **Item 4: Items for Decision**

#### **Item 4.1.1: Enquiries and Contact Centre – Future Strategy**

Mr Ilott and Mr Patterson addressed the Committee, presenting possible future strategies for AHPRA's Enquiries and Contact Centre:

- Option 1 – revert to original (distributed) ECC.
- Option 2 –continue to rely on an outsourced provider.
- Option 3 – implement a modified centralised ECC.

The Committee requested additional data on costs and projected demand for further consideration at the Committee's November meeting.

*ACTION: AHPRA*

#### **Item 4.2.1: Entry of Western Australia to the National Scheme**

Members noted the work underway on the entry of Western Australia to the National Scheme and noted correspondence with Minister Hames providing additional information.

Professor Michael advised of his meeting with the Director General of WA Health on Monday 11 October to discuss progress, with a particular focus on the work underway on data migration.

*ACTION: AHPRA*

#### **Item 4.2.2: Aitken Hill Meeting 2011**

The Committee reviewed feedback on the recent National Board member meeting at Aitken Hill. The generally very positive feedback and Boards' interest in holding another meeting of all National Board members, the Agency Management Committee and key AHPRA staff in 2011 was noted.

The Committee:

1. Agreed to convene a similar meeting in September 2011, noting the support of National Boards for such a meeting.

2. Noted the possibility of additional attendance in relation to the newly established National Boards for the four new professions to enter the National Scheme. This may mean that other venues need to be investigated to accommodate potentially increased numbers.
3. Noted the proposed dates of Friday 23, Saturday 24 and Sunday 25th September 2011.
4. Supported early work on developing a programme for the meeting and the suggestion of convening a small steering group with Board and AHPRA involvement.

*ACTION: AHPRA*

#### **Item 4.2.3 Management Committee Calendar**

Members noted the draft Management Cycle. AHPRA management was asked to review the timing of the work on national fees for 2011 and the planned review of sitting fees.

*ACTION: AHPRA*

#### **Item 4.2.4 Arrangements for the National Scheme Ombudsman**

The Committee noted the paper on the arrangements for the National Scheme Ombudsman.

*ACTION: NIL*

### **Item 5: Financial and Performance Reporting and Risk Management**

#### **Item 5.1: August 2010 Income and Expense Report: AHPRA Consolidated – All Boards**

Members reviewed the August 2010 Income and Expense Report noting that expenditure is currently within budget.

The Committee noted:

1. The need for better commentary on the reasons for variance from budget and projected end of year results.
2. Work underway to review and strengthen policies and procedures in relation to travel and accommodation expenditure.
3. The need for further information on legal expenses from the State and Territory Offices to be included in the reporting.

*ACTION: AHPRA*

### **Item 5.2: Update on Transfer of National Board Reserves**

Mr Cunningham provided an update on the transfer of National Board Reserves. Members agreed to consider a further paper at an upcoming meeting once data for Western Australia are included.

*ACTION: AHPRA*

### **Item 5.3: Operational Update**

Committee members noted the Operational Update.

The Committee requested, for discussion at a future meeting, further information and analysis in relation to management of notifications.

*ACTION: AHPRA*

### **Item 5.4: Quarterly Report against Business Plan**

The Committee noted the quarterly report against Business Plan objectives.

*ACTION: NIL*

## **Item 6: Financial and Performance Reporting and Risk Management**

### **Item 6.1: Key Issues from September Board Meetings**

Mr Robertson updated the Committee on key issues arising from the September Board meetings:

1. Continued work on developing appropriate communication and information links between National Boards and their respective committees.
2. The Medical Board has been undertaking a road show to each of the State Boards and key stakeholders. The Nursing and Midwifery Board are planning a similar undertaking.
3. The Nursing and Midwifery Board of Australia has progressed to the first stage of a consultation on a revised standard for English language.
4. Each of the Boards has indicated support for waiving late fees for renewals this year given the newness of the National Scheme.
5. The meeting schedule for the next 6 months has been finalised. The majority of Boards will commence holding their meetings in the National Office from October 2010.
6. Boards have agreed to a new approach to consultation on development of National Boards standards and guidelines.

*ACTION: AHPRA*

## **Item 6.2: 2009/2010 Annual Report**

The Committee noted the 2009/2010 Annual Report and congratulated the Agency on the presentation of the Report.

*ACTION: NIL*

## **Item 7: Briefing**

### **Item 7.1: Presentation from Mr Mark Cormack, Chief Executive Officer, Health Workforce Australia and Ms Monica Novick, Executive Office, Health Workforce Australia**

Mr Cormack provided a presentation to the committee providing an overview of the core functions and priorities of Health Workforce Australia (HWA) encompassing:

- Information for workforce planning and analysis
- Clinical training reform
- Workforce reform which incorporates:
  - a current project to profile the size and nature of the Aboriginal Torres Strait Islander Health Workers workforce.
  - a project to develop a national framework for non medical prescribing.
- International recruitment and retention and opportunities for a more nationally coordinated approach.

Discussion occurred about current work on simulated learning and the future role of the Australian Health Workforce Advisory Committee.

It was agreed that an MoU should be progressed between HWA and AHPRA/ National Boards as there are a number of areas of common interest.

*ACTION: AHPRA*

## **Item 8: Briefing**

### **Item 8.1: ANAO Guide on Administering Regulation**

Members noted the guide on Administering Regulation. The Agency was asked to provide further advice on how this Guide might be used to inform the work of AHPRA.

*ACTION: NIL*