



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

## Information guide

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September 2017

### Appointment to the Scheduled Medicines Advisory Committee – Pharmacist member

#### Background

The Optometry Board of Australia (the Board) is responsible under the Health Practitioner Regulation National Law (2009) (the National Law) as in force in each state and territory for ensuring that optometrists are suitably trained and that they practise in a safe, competent and ethical manner. Where the scope of practice of optometrists includes the administration or prescribing of diagnostic or therapeutic medicines for which they may have an endorsement and as authorised in State and Territory legislation, the Board has a role in ensuring optometrists have the necessary qualifications and practise in accordance with accepted professional standards.

Subject to the approval of Ministerial Council, the Board may, in accordance with that approval, endorse the registration of optometrists as qualified in respect of scheduled medicines.

Scheduled medicines are substances that are included in a schedule to the current Poisons Standard under the Therapeutic Goods Act 1989 (Cth). The authorities to prescribe scheduled medicines are conferred under State and Territory drugs and poisons legislation and regulations.

#### What is the Scheduled Medicines Advisory Committee?

The Scheduled Medicines Advisory Committee (the Committee) assists the Board in formulating standards of practice for the optometry profession in its use of scheduled medicines.

The Committee's role is to advise the relevant Optometry Board of Australia on the following matters with respect to the administration or prescribing of scheduled medicines by optometrists for diagnostic or therapeutic purposes:

- the scheduled medicines or classes of medicines that are suitable for optometrists to administer or prescribe
- any guidelines that might be required to support safe, competent and effective prescribing or administration practice by optometrists, and
- any other matters that the Board may refer from time to time.

Please refer to the [Terms of Reference](#) for further information about the Committee.

The Committee meets at least once a year and when matters are referred by the Board throughout the year.

## Selection criteria for the Pharmacist member

The Pharmacist member may be selected based on the following:

### 1. Skills

- a. Demonstrated expertise in developing regulatory policy related to endorsement for scheduled medicines
- b. Demonstrated expertise in applying medicines and poisons legislation.
- c. Demonstrated expertise in the use and monitoring of scheduled medicines in the clinical setting.
- d. Experience in the supply and administration of scheduled medicines.
- e. Ability to undertake risk assessments to ensure public safety.
- f. Ability to balance the risks and benefits associated with the use of scheduled medicines.
- g. Expertise in clinical care provision in the profession to which the proposal relates.

### 2. Knowledge

- a. Understanding of the competencies underpinning the act of prescribing (NPS MedicineWise).
- b. Expertise in the Quality Use of Medicines.
- c. Expertise in jurisdictional processes.
- d. Expertise in workforce reform.
- e. Expertise in education relating to the therapeutic use of scheduled medicines.
- f. Expertise in development of standards, guidelines and protocols to support practice change.
- g. Expertise in quality and safety in healthcare.
- h. Expertise in the education of the profession to which the proposal relates.

### 3. Attributes

- a. It is expected that all core members will demonstrate the following attributes:
  - i. ability to bring a multi-professional perspective, and
  - ii. ability to work constructively in a committee structure and participate in consensus-based decision making.

## What do I need to do?

You will need to decide if you are able to commit to the time and work required to be the Pharmacist member of the Committee. Once you have decided that you are able to commit to the role and that you have the required skills, experience, knowledge and attributes please address the selection criteria listed above and provide a resume.

You will be required to complete a Private and Conflict of Interests Declaration (PCID) form, National Criminal History form and application form via the [committee recruitment page](#). Please note, probity checks will only be completed if you are shortlisted for the role.

## Addressing the selection criteria

In order for the Selection Advisory Panel (SAP) to recommend a member to the Pharmacist member of the Committee you must respond in writing to criteria set out below. The SAP will only accept up to a maximum of two pages for all four criteria points. Please be succinct and where possible provide an example.

### Key Selection Criteria

4. Please describe and provide an example of your ability to work constructively in a committee structure and participate in consensus-based decision making processes
5. Considering the selection criteria described above, provide examples that best demonstrates your experience in :
  - a. developing regulatory policy related to endorsement for scheduled medicines
  - b. any advisory roles in the field of scheduled medicines by optometrists, and
  - c. applying your skills, experience and knowledge in the field of scheduled medicines by optometrists.

*\*Please remember no more than 2 full pages with minimum of size 10 font. Please ensure you number the pages and your full name is titled on each page.*

### Where do I send my written response, completed PCID and National Criminal History form to?

Please submit your application to [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au) by **13 October 2017**.

### What is the expected time frame for selection and who will contact me should I be successful?

A selection advisory panel will convene by 23 October 2017 with interviews, if necessary. It is anticipated that decisions will be made by the end of November 2017.

You will be contacted by Statutory Appointments, who will provide information about your appointment and provide contact details of AHPRA staff who will support the Committee.

### If I have any questions who do I contact?

In the first instance, please contact the Statutory Appointments Unit via email at [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au).