

Terms of Reference

Expert Advisory Committee on Pharmacist Prescribing

1. Background

At the Health Ministers' Meeting held on 5 June 2025, Health Ministers agreed to request the Pharmacy Board of Australia (the Board) to commence work to establish an endorsement for scheduled medicines for pharmacists under section 14 of the Health Practitioner Regulation National Law.

Ministers have noted that the jurisdictional expansion of community pharmacists' scope of practice is at differing stages and approaches, and there are risks associated with jurisdictions progressing these trials independently. Ministers have asked the Board to commence a program of work exploring formal recognition of endorsed pharmacist prescribers, who can perform advanced clinical diagnosis and management in the National Registration and Accreditation Scheme. Ministers have specified that the work is to include establishment of practice, registration, and accreditation standards for this group of practitioners. Ministers also expect that patient history taking, examination, diagnostic investigation, electronic record keeping and referral as part of a multidisciplinary team will be areas for national standardisation to ensure clinical appropriateness. Given the advanced stages of the jurisdictional trials, Health Ministers prefer an expedited process.

The Board will need to address enabling factors and barriers to maximise the impact of prescribing pharmacists within state and territory healthcare systems to safely prescribe medicines, without limiting current safe prescribing practices.

2. Purpose

The Expert Advisory Committee on Pharmacist Prescribing (the Committee) is established by the Board pursuant to clause 11 of Schedule 4 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law) to:

1. advise the Board and the Australian Health Practitioner Regulation Agency on matters relevant to establishing an endorsement for scheduled medicines for pharmacists under section 14 of the Health Practitioner Regulation National Law; and
2. undertake associated functions as set out in these Terms of Reference.

3. Functions

The Committee's functions are to:

1. advise the Board about matters including pharmacist education programs, training, supervised practice and assessment that suitably qualify pharmacists for an endorsement in relation to scheduled medicines and ensure safe practice including:
 - a. patient history taking
 - b. patient examination
 - c. diagnostic investigation
 - d. electronic record keeping
 - e. referral as part of a multidisciplinary team
 - f. clinical diagnosis and management
 - g. prescribing
2. advise the Board about the development of registration standards, accreditation standards, practice standards and practice guidelines
3. advise the Board about guidance and support for pharmacists, employers, stakeholders, other health practitioners and the community
4. advise the Board on how the safe practice of endorsed practitioners can be monitored, and

5. exercise any other functions determined by the National Board.

4. Appointment and Membership

A panel comprising the Board Chair, a community member of the Board and the Executive Officer, appoints members to the Committee for a term of up to 12 months and the period of membership may be extended or shortened as required by the Chair or the Board.

The Committee is to comprise:

1. a Chair who is the Chair of the Board
2. up to 2 pharmacists (prescribers in community pharmacy, partnered charting in hospital, practice in aged care including medication reviews and GP practice)
3. jurisdictional member - Commonwealth
4. jurisdictional member - prescribing pilot (NSW)
5. jurisdictional member - prescribing pilot (broad scope)
6. clinical educator in diagnosis, patient management and prescribing
7. a member of another prescribing profession
8. consumer
9. program accreditation representative
10. professional indemnity insurance representative

The Chair of the Board may appoint additional members and invite additional experts to provide advice to the Committee as required.

5. Chair

The Chair of the Board is the Committee Chair and will chair each Committee meeting.

In the event the Committee Chair is not available for a meeting, the Chair of the Board will nominate a chair from members for that meeting.

6. Defects in appointment of members

A decision of the Committee is not invalidated by any defect or irregularity in the appointment of any member (or acting member) of the Committee.

7. Quorum

The Committee is an advisory rather than a decision-making group. A simple majority of members is required for a quorum to be present.

8. Voting

A recommendation from the Committee shall be agreed to by consensus. If consensus cannot be reached, then a decision will be agreed to by a simple majority of votes (more than half of the members who cast a vote) of the Committee. In the event of an equality of votes, the Chair has a second or casting vote.

9. Public interest

Members of the Committee are to act impartially and in the public interest in the exercise of the member's functions. A member of the Committee is to put the public interest before the interests of particular health practitioners or any entity that represents health practitioners, as set out in clause 7 of Schedule 4 of the National Law and corresponding policies and procedures.

10. Confidentiality

The papers, discussions and records of the Committee are confidential in accordance with the provisions of s 216 of the National Law.

11. Conflict of interest

Members of the Committee are to comply with the conflict of interest requirements set out in clause 8 of Schedule 4 of the National Law and corresponding policies and procedures. The Committee Chair is delegated the responsibility of maintaining a record of disclosures.

12. Meetings

The Committee will:

1. meet monthly or as determined by the Committee Chair
2. meet at a time that is suitable to the majority of members
3. have the capacity to consider matters urgently during out of session meetings.

Meetings may be conducted by videoconference unless otherwise approved by the Committee Chair to meet face-to-face or by teleconference.

13. Procedures

The Committee will adopt procedures consistent with the National Boards, which will include agendas, decision and actions, privacy and declarations of any conflicts of interest.

14. Records of meetings

Records of meetings of the Committee will be made available to the Board and the publication of any outcomes of the meetings of the Committee will be determined by the Board.

15. Support

Administrative support is to be provided by the Executive Officer and Senior Policy and Project Officer.

16. Remuneration

Members of the Committee will be remunerated and will be paid at the rate listed in the current *National Scheme schedule of fees for board, committee and panel members*.

Committee members may not be eligible for remuneration if they are a public sector employee. Members must check their own employment arrangements to determine if this is the case. Members may be eligible for payment for work or travel done in their own time i.e. outside usual work hours or while on leave without pay.

17. Document Control

Approver	Pharmacy Board of Australia	
Date Approved	29 August 2025	
Date Commenced	1 September 2025	
Date for review	These terms of reference will be reviewed every 12 months or as necessary.	
Responsible Officer	Executive Officer, Pharmacy	
Sections modified	Date	Description
	29 August 2025	New Terms of Reference