

Agency Management Committee

Meeting Number 14

11 May 2010

Russell Kennedy, Level 12, 469 La Trobe St Melbourne

Final decisions and actions arising

Members present

Mr Peter Allen, Chair
Mr Michael Gorton
Professor Genevieve Gray
Professor Constantine Michael
Professor Marilyn 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
Mr Jim O'Dempsey, State Manager – Queensland
Ms Angela Wicks, Minute Secretary

Item 1: Record of previous meeting

The minutes of the meeting held on 13 April 2010 were approved by the Committee as a true record of 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 noted.

ACTION: Nil

Item 3: Current situation

Item 3.1: Update from Chair and members

The Chair reported on the following issues:

- sale of the NBV buildings and the imminent advice from the Victorian Minister of Health on the benefit flowing to the national scheme,
- issues highlighted by allegations against a medical practitioner in Victoria.

ACTION: Nil

Item 3.2: Implementation Update

The Committee reviewed the implementation update paper and members noted:

1. The traffic light report on implementation progress dated May 2010.
2. That initial training for State office staff is underway, noting plans for further staff training.
3. Actions being taken to respond to the increased levels of enquiry created by the mail out to registrants and increasing numbers of enquiries from various stakeholders.
4. That payroll transition is commencing and KPMG has been appointed to assist State and Territory Boards with payroll data extraction where necessary.
5. The decisions and action items arising from the meeting of National Boards Chairs' teleconference held on 14 April 2010.
6. A communiqué from the Australian Health Workforce Ministerial Council dated 22 April 2010.

Members agreed:

1. That an update of the AHPRA organisational structure be discussed at the next Agency Management Committee meeting.
2. That a full report on operational readiness be included on the agenda for the next Agency Management Committee meeting.
3. That a State Managers' meeting planned for June will review operational readiness within each State Office, including scenarios on how to deal with notification and registration matters which could arise from day one.

ACTION: AHPRA

Item 3.3: Action Update

The Committee noted the action update paper dated May 2010.

ACTION: Nil

Item 4: Governance matters

Item 4.1 Feedback from AHWMC meeting

Mr Fletcher reported on the AHWMC meeting and members noted:

1. Ministers recommended to COAG membership of the Australian Health Workforce Advisory Council.
2. Ministers have sought further advice from Health Workforce Australia and AHMAC on the accreditation standards approved by the Nursing and Midwifery Board of Australia.
3. The Dental Board of Australia's Scope of Practice Standard has been approved.
4. Ministers assigned the accreditation function for nursing and midwifery to a reconstituted Australian Nursing and Midwifery Council.
5. Ministers noted ongoing concerns raised by some elements of the psychology profession particularly in WA, in relation to the absence of specialist registration for psychologists; concerns have also been expressed by some elements of the physiotherapy profession about specialist registration for physiotherapy.
6. Ministers have requested further information on the methods used to set national fees.

ACTION: Nil

Item 5: Jurisdictional and legislative matters

Item 5.1 Update on progress of Bills C

Mr Fletcher reported on progress with legislation required to establish the national scheme in each State and Territory. Members noted:

1. Queensland, New South Wales, Victoria, the Northern Territory and the Australian Capital Territory are confirmed to join the national scheme on 1 July 2010.
2. Western Australia, Tasmania and South Australia have all introduced their legislation, although may not achieve passage of their legislation in time to join the National Scheme on 1 July 2010.

Members agreed:

1. To approve the date of 31 May 2010 for final advice from jurisdictions as to whether they are in a position to participate in the National Scheme from 1 July 2010.
2. That the Chair will write to Ministers in the relevant jurisdictions to formally advise of this decision.
3. That States who do not join the National Scheme on 1 July 2010 will transition at a later date, to be negotiated and subject to timing of their legislation, AHPRA capacity to support the work required for their late entry, and the timing of renewal dates.

ACTION: AHPRA

Item 5.2 New South Wales progress report

The Committee noted a paper on the progress in New South Wales including a diagram of the structure of the co-regulatory model.

The Committee also noted the appointment of Ms Jeanette Evans as the new CEO of the NSW Health Professions Authority.

ACTION: Nil

Item 5.3 Health complaint entities

Ms Saunders reported on the issues outlined in the agenda paper. Members noted:

1. That Mr Fletcher and Ms Saunders met with the Health Commissioners in Perth on 22 April 2010.
2. A further meeting is scheduled for 14 May 2010 in Melbourne, which will also be attended by some Directors of Notification from the State offices of AHPRA.
3. It has been agreed to develop a Memorandum of Understanding with the HCE's which sets out nationally consistent arrangements. It is recognised that a MoU will need to be adapted for jurisdictional contexts, particularly New South Wales and the ACT.
4. Initially an interim MoU from 1 July 2010 will be developed and reviewed over time.

Members agreed that the draft MoU will be circulated to Members for comment.

ACTION: AHPRA

Item 6: National board matters

Item 6.1: Key issues from the April Board meetings

Mr Robertson provided a verbal report on the key issues from the March Board meetings which included:

- a) Finalising delegations.
- b) Consideration of feedback on the consultation in relation to codes and guidelines
- c) Health Profession Agreements
- d) Presentations by State Managers, Ms Wardlaw-Kelly – Tasmania, and Mr Mullaly – Victoria and a National Law presentation by Ms Saunders.

Mr Robertson noted outstanding issues in relation to registration standards including:

- a) Review of the Pharmacy Board of Australia's professional indemnity insurance standard.
- e) Scheduled medicine endorsements for eligible midwives including indemnity arrangements and a registration standard detailing eligibility
- f) Limited registration with the Medical Board of Australia for public need, and teaching and research.

ACTION: AHPRA

Item 6.2: Health Professions Agreements

Mr Ilott reported on the revised template Health Professions Agreements. Members:

1. Noted that the completed draft documents would be ready for consideration by each Board at their May meetings.
2. Endorsed the revised template HPAs with suggested amendments.
3. Approved the proposed approach for finalising HPAs with National Boards.

ACTION: AHPRA

Item 7: Business processes

Item 7.1: Safe transition of registrant matters (including the registrant mail out)

Ms Stitz reported on work underway to achieve safe transition of registrants to the National Scheme, including the mail out to registrants and the registration enquiries call centre.

Members noted:

1. The call centre has been established and in week two received approximately 7100 calls. The staffing of the call centre can be increased according to need.
2. A problem with data extraction in relation to midwifery endorsement for Queensland nurses has been identified and an additional letter has been sent to those affected to correct the information.
3. Ongoing work to accurately capture information about conditions and ensure this is transitioned to national registers. Where there are difficulties in finalising information, some registrants will have “conditions apply – see AHPRA” recorded on the national register, in the first instance.
4. The final data migration guidelines have now been released.

ACTION: AHPRA

Item 7.2: Summary of delegations

Members noted the summary of delegations tables and also noted there may be revision to these in the future.

Item 7.3: ICT – update presentation

Ms Stitz tabled a document detailing the implementation of ICT and provided an update on the progress including a summary on the various ICT systems and interactions.

Members noted:

1. Inclusion on the AHPRA payroll is required for allow staff to operate the AHPRA systems including registrations.
2. The Crimtrac system will not initially be fully integrated with the AHPRA system due to a new Crimtrac system delivery in May, which does not allow time to safely integrate before 1 July 2010.

3. Additional functions can be added into the AHPRA systems at a later date.
4. The AHPRA website which will be live from 1 July 2010 including a range of online services including online renewal and on-line public registers.

The Committee requested further information on whether information about de-registered practitioners would be available for people searching the registers.

ACTION: AHPRA

Item 8: Implementation update – Queensland

Mr O'Dempsey, AHPRA State Manager – Queensland, provided an update on implementation in Queensland. The Committee noted:

1. The accommodation handover for the Queensland office is to occur next week and IT workstations will be delivered in the next fortnight.
2. Mr O'Dempsey has scheduled a planning day with his two directors and six managers to ensure plans are in place to deal with critical issues relating to start up.
3. A problem with renewal dates on 30 June has been resolved through legislative amendment to allow registrants who fail to renew on time in Queensland one additional day of registration, which would then allow them to transition to the national register on 1 July.
4. A summary of open cases from the current Queensland boards will be completed and provided to AHPRA within the next fortnight.

Members thanked Mr O'Dempsey for attending the meeting and agreed to invite Ms Kym Ayscough to provide an update on the progress of implementation in New South Wales at the next Agency Management Committee meeting.

ACTION: AHPRA

Item 9: Accreditation matters

Item 9.1: Update on accreditation arrangements

Members noted:

1. Progress and timing towards establishing service agreements between AHPRA and accrediting Councils.
2. The assistance to be offered to accreditation councils in their efforts to reconstitute.
3. The Australian Health Workforce Ministerial Council's assignment of the nursing and midwifery accreditation functions to the reconstituted ANMC, and correspondence to the Chair of the ANMC.
4. Work on the accreditation framework document is continuing.

Mr Robertson reported on the recent meeting with the Australian Nursing and Midwifery Council.

Members agreed that roles and responsibilities of Ministers, Councils and Boards in relation to accreditation be included for discussion at the Aitken Hill meeting.

ACTION: AHPRA

Item 10 Financial matters

Item 10.1: 2009-2010 Budget Report

Members noted the financial report.

ACTION: AHPRA

Item 10.2: Revised delegations

Mr Ilott reported on the revised financial delegations.

Members:

1. Noted that exercise of large financial delegations must be notified to the Agency Management Committee at the next scheduled meeting.
2. Agreed that the delegations for the Senior Legal Advisor be \$250,000 for entering into contracts for supply of goods or services and \$250,000 for approval of operating expenditure.
3. Approved the financial delegations with the above change.
4. Authorised the CEO to sub-delegate further at his discretion and within his approved limits.

ACTION: AHPRA

Item 11: AHPRA set up

Item 11.1: Accommodation matters

Members noted the report on AHPRA accommodation.

ACTION: Nil

Item 11.2: Transition offers and staff recruitment

Members noted progress and staffing of AHPRA.

ACTION: Nil

Item 12: Communication plan

Item 12.1: Communications update

Mr Fletcher reported on communications issues and members noted the progress on the communications strategy.

ACTION: Nil

Item 12.2: Future communications strategy

Members considered an outline of the overall communication strategy and proposed functions with national and state offices.

Members requested a further report on communication strategy at their next meeting.

ACTION: AHPRA

Item 13: Risk register

Members noted the matters detailed in the risk register.

ACTION: Nil

Item 14: Next meeting

Members noted the next meeting is to be hosted by Michael Gorton on 8 June 2010 at Level 12, 469 Latrobe Street, Melbourne. The meeting will run from 8.30am to 1.00pm.

Mr Allen advised that he would be an apology for the next meeting. It was noted that the first order of business at that meeting will be the appointment of a Chair for the meeting.

ACTION: AHPRA

Item 15: Close

The Chair closed the meeting at 12noon.