

Agency Management Committee

Meeting Number 27

12 July 2011

AHPRA, 111 Bourke Street, Melbourne

Final decisions and actions arising

Members present

Mr Peter Allen (Chair)

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

In attendance

Mr Martin Fletcher - Chief Executive Officer

Mr John Ilott – Director, Operations

Mr Jim O’Dempsey - National Director, Business Improvement and Innovation

Mr Chris Robertson – Director, National Board Services

Ms Dominique Saunders – General Counsel

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

PART ONE

Item 1: 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 2009* (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 2: Record of previous minutes

The minutes of the meeting held on 14 June 2011 were approved by the Committee as a true record of the meeting.

ACTION: Nil

Item 3: Current Situation

Item 3.1: Update from Chair, CEO and Members

Mr Allen reported:

- The first year anniversary of the National Scheme took place on Friday 1 July 2011. Staff from each AHPRA Office celebrated their achievements and progress in what has been a challenging first year.

Mr Fletcher reported:

- A formal update has been provided to members of the Australian Health Ministers' Advisory Council, outlining the positive achievements of the recent national renewal of nurses and midwives. The update was tabled.
- Minister Hames, Chair of the Australian Health Workforce Ministerial Council (AHWMC) has signed letters of appointment to new Chairs and board members for the 2012 health professions. The first meeting of the 4 new boards will be held in the AHPRA National Office on 26 July 2011.
- AHMAC has approved the cost share budget for the preparatory work of the new boards during 2011-2012, along with 2011-2012 funding to support the work of the National Health Practitioner Ombudsman.
- As part of additional jurisdictional support, a one-off grant has been received from the Commonwealth for work on data quality and the web services interface with Medicare Australia and other data partners.
- The Nursing and Midwifery Board of Australia has finalised a revised English language standard following extensive consultation and review. The standard has been submitted to AHWMC for approval.
- A first draft of the AHPRA Monthly Dashboard/Scorecard was tabled for comment from Management Committee members.

The Management Committee discussed the updates and noted that:

- Committee members will provide comments/feedback on the monthly dashboard/scorecard at the August meeting.

ACTION: AHPRA

Item 3.2: Action Summary

The Committee discussed the action summary and noted:

- Part, item 1 – ‘A recent review of registration processes for international medical graduates will be discussed at an upcoming meeting’ – incorrect action listed against this item. This item will be discussed in Part 2 of the Management Committee meeting.
- AHPRA is still waiting to receive official feedback from Medicare Australia about its capacity to undertake a mail-out to practitioners whose registration may be lapsing.
- Part 1, item 8 ‘Develop and consult on a customer service charter’ – wording and scope will be amended to widen this to include consumers and the community as well as health practitioners.

ACTION: AHPRA

Item 3.2.1: Progress Report to AHWMC

The Committee noted the letters from Mr Allen to Dr Kim Hames, Chair, Australian Health Workforce Ministerial Council (AHWMC) on overall progress and fees for 2011-2012.

ACTION: Nil

Item 3.3: Minutes of Chairs Meeting June 2011

Members considered the minutes of the June Chairs meeting noting:

- The proposed consultation paper on the definition of practice will be distributed to members out of session.
- Revised mandatory statements will be circulated to Committee members, once finalised.

ACTION: AHPRA

Item 4: Items for Decision

Item 4.1: Health Profession Agreements

Mr Ilott provided an overview of the progress on the 2011-2012 Health Profession Agreements (HPA).

The Committee discussed the report noting:

- All Boards have agreed to sign the 2011-2012 HPA with the exception of Nursing and Midwifery, Psychology and Physiotherapy. These boards have approved expenditure by AHPRA on the Board’s behalf while their HPA is being finalised.
- Further information will be provided at the August board meetings in relation to the measures to be included in Schedule 4 on performance reporting.

ACTION: AHPRA

Item 4.2: Complaints, Privacy and FOI Report

Ms Saunders provided an outline of the draft Complaints, Privacy and FOI Report.

The Committee discussed the report and noted:

- The report is a work in progress with further data entry underway.
- Definitions need further clarification to aid interpretation of reports.
- Inclusion of flow charts and diagrams would be helpful in identifying actions and steps.

It was agreed that further work will be undertaken out of session with Professor Walton on the scope and presentation of the report for further consideration by the Management Committee at a later date.

ACTION: AHPRA

Item 4.3: Business Plan 2011 – 2012

Mr Fletcher provided an overview on the business plan 2011/2012.

The Committee discussed the report and noted:

- The business plan will be provided to National Board Chairs for information, proposing that feedback also be sought from national boards.
- Page 4, action 4 will be amended to better reflect a focus on best practice, identification of international trends and improved regulatory outcomes.
- Committee members will provide comments/feedback out of session prior to final endorsement at the August meeting.

ACTION: AHPRA

Item 4.4: iPad Acceptable Use Policy

Mr O'Dempsey provided an overview on the proposed iPad Acceptable Use Policy.

The Committee discussed the policy and suggested the 'do's and don'ts' of iPad use should be clearly detailed in the policy.

ACTION: AHPRA

Item 5: Performance Reporting and Risk Management

Item 5.1: Operational Report – June 2011

The Committee noted the report on activity levels during June 2011.

ACTION: Nil

Item 5.2 Business Improvement Update

Mr O'Dempsey provided the Committee with an update on the Portfolio of Business Improvement Projects.

Members noted:

- The majority of projects set out for completion by 30 June 2011 have been achieved.
- A presentation on the Enterprise Information Management assessment and action plan will be provided at the August meeting.
- The cost benefit analysis of the future options for peak call volume support suggests an internal call overflow system will be most effective.

ACTION: AHPRA

Item 5.3 Report against Business Plan 2010-2011

Mr Fletcher provided an overview on the end of year report in relation to the Business Plan for 2010 -11.

The Committee discussed the report and noted that the report will be provided to National Board Chairs for information. It was also proposed that the report be provided to members of national boards for information.

ACTION: AHPRA

Item 6: Items for Information

Item 6.1 Key Issues from June board meetings

Mr Robertson provided an overview of key issues from the June board meetings. Further discussion on joint consultation on the definition of practice will be discussed with national boards at their July meeting.

ACTION: AHPRA

Item 6.2: State, Territory and Regional Board appointments

Mr Robertson provided an update on appointments to State and Territory Boards.

Members discussed the update and noted:

- Board appointments have been finalised in the Australian Capital Territory, South Australia, Tasmania, Queensland and the Northern Territory.
- Interim arrangements have been put in place in NSW and Victoria with agreement of each Minister.
- Inductions have commenced for a number of new state and territory board members.
- The process in Western Australia is progressing in line with an October target date.

ACTION: AHPRA