

Agency Management Committee

Meeting Number 28

9 August 2011

AHPRA, 111 Bourke Street, Melbourne

Final decisions and actions arising

Members present

Mr Peter Allen

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

In attendance

Mr Martin Fletcher - Chief Executive Officer

Mr John Ilott – Director Finance and Corporate Operations

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

Mr Chris Robertson – Director, National Board Services

Ms Nicole Newton – Senior Communications Advisor (Part One, Item 4.3)

Mr Will Morton – Business Improvement Consultant (Part One, Items 6.1 & 6.2)

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

Apology

Ms Dominique Saunders – General Counsel

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.

Item 2: Record of previous minutes

The minutes of the meeting held on 12 July 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 Fletcher reported on his attendance at the August meeting of the Australian Health Workforce Ministerial Council (AHWMC) in Darwin, to address any issues Ministers may have regarding progress with the scheme to date and the planned inclusion of new professions in 2012. Mr Fletcher reported that Ministers congratulated AHPRA on the progress that has been made.

Ministers noted that the new national boards for the four 2012 professions met for the first time on 26 July 2011. Ministers also approved the revised English Language Skill Registration Standard for the Nursing and Midwifery Board of Australia for commencement in September 2011.

Mr Fletcher noted that the reconvened Professions Reference Group (PRG) met 3 August 2011 in the AHPRA National Office. The PRG has agreed to meet at least twice a year with a focus on the ongoing implementation of the National Scheme. Mr Robert Boyd-Boland will be the PRG Chair.

The Committee discussed the updates and agreed:

- Feedback will be provided to members at the September meeting on work to develop a consumer strategy and consumer reference group
- The need for clear protocols about advice sought from AHPRA in relation to any National Scheme issues being considered by the AHWMC.

ACTION: AHPRA

Item 3.2: Action Summary

The Committee discussed the action summary. It was agreed that International Medical Graduates should be included as an action item for discussion at future meetings.

ACTION: AHPRA

Item 3.3. Revised Management Calendar

Mr Fletcher provided an overview of the updated Management Calendar 2011-2012.

The Committee endorsed the Management Calendar.

ACTION: AHPRA

Item 3.3: Minutes of Chairs Meeting July 2011

Members noted the minutes of the July Chairs meeting, in particular the interest of the Osteopathy Board of Australia to consider including a history of civil claims on renewal forms for the primary purpose of informing Continuing Professional Development needs. Members suggested the approach used for neurosurgeons may be of interest.

ACTION: AHPRA

Item 4: Items for Decision

Item 4.1: Business Plan 2011- 2012

Mr Fletcher provided a final version of the Business Plan 2011 – 2012 for approval of the Agency Management Committee.

Members approved the Business Plan 2011 - 2012 and its publication on the AHPRA website.

ACTION: AHPRA

Item 4.2: iPad Acceptable Use Policy

Mr O'Dempsey provided an overview of the revised iPad Acceptable Use Policy.

The Committee approved the policy.

ACTION: AHPRA

Item 4.3: Review of Issues Management Protocol and Media Interest

Ms Newton provided an update on the implementation of the Issues Management Protocol and Media Interest.

The Committee discussed the update noting:

- Sound progress in the implementation of the Issues Management Protocol
- Trends in media reporting in relation to the work of AHPRA and the National Scheme.
- The need to amend the Issues Management Protocol to detail new requirements in relation to reportable events.

ACTION: AHPRA

Item 5: Performance Reporting and Risk Management

Item 5.1: Operational Report – July 2011

Mr O'Dempsey provided an overview on activity levels during July 2011.

The Committee discussed the activity levels, noting that the need for print media advertising of medical renewal expiry dates will be kept under review.

ACTION: AHPRA

Item 5.2 Business Improvement Update

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

The Committee noted the update.

ACTION: Nil

Item 6: Issues Briefing

Item 6.1: Presentation on Enterprise Information Management Assessment and Roadmap

Mr Morton provided a presentation on Enterprise Information Management Assessment and Roadmap.

Members discussed the presentation, noting that the action plan will be provided at the September meeting, with further advice in relation to mitigation and management of any current risks.

ACTION: AHPRA

Item 6.2: Strategy to Improve Reporting and Management of Notifications

Mr Morton provided a presentation on the strategy to improve reporting and management of notifications.

The Committee discussed the presentation and:

- endorsed the goals for improving reporting capability, subject to amendment reflecting 'transparency and openness'
- approved the data set for enhanced monthly reporting on notifications from September 2011
- approved the continued development of a standard report on 'long standing' notifications and audit for further consideration
- noted that National Boards have approved a new typology for classification of notifications which has been implemented from 1 July 2011
- noted that National Boards have approved the process and timeframe for development of Key Performance Indicators for inclusion in the Health Profession Agreements.

It was agreed that the Committee would hold a workshop on reporting and management of notifications at its October meeting.

ACTION: AHPRA

Item 7: Items for Information

Item 7.1: Key issues from July board meetings (verbal)

Mr Robertson provided an overview of key issues from the July board meetings noting:

- The approved procedures for development of accreditation standards have been noted by National Boards
- The proposal to routinely publish basic demographic data on registrants was supported
- Proposed enhancements in national committee support were outlined
- Three National Boards have decided not to be part of the consultation on the definition of practice. The preliminary consultation paper is out for targeted consultation, closing 20 August 2011.

ACTION: AHPRA

Item 7.2: Progress of 2012 Professions

Mr Robertson provided an update on the progress of 2012 Professions.

The Committee noted progress of the work underway.

ACTION: Nil

Item 7.3: Summary of Board Projects

The Committee noted the Summary of Board Projects.

ACTION: Nil

Item 7.4: Succession Planning

Mr Fletcher provided an overview of the draft National Board paper on succession planning.

Members discussed the report and noted that the paper will be considered by National Boards at their August meeting.

Further advice will need to be provided to Health Ministers, initially through the Australian Health Ministers Advisory Council meeting in September 2011.

ACTION: AHPRA

Item 7.4.1: Agency Management Committee Appointments

Mr Fletcher provided an overview of the process for Agency Management Committee appointments.

Members noted the process, noting that current appointments will reach the end of their tenure in March 2012.

Further advice will need to be provided to Health Ministers, initially through the Australian Health Ministers Advisory Council meeting in September 2011.

ACTION: AHPRA

Item 7.5: Declarations for Medical Renewals

The Committee noted the changes made to the declarations for medical renewals.

ACTION: Nil

Item 7.6: Conference Planning (verbal)

The Committee noted the progress on the NRAS 2012 Conference planning.

ACTION: Nil