



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

Agency Management Committee - Decisions and Actions

Meeting number: 2013/02

Meeting date: 07 February 2013

Meeting time: 8.30am – 12:30pm

Meeting venue: AHPRA Sydney Office, Level 51, 680 George Street, Sydney

Members present

Mr Peter Allen, Chair

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

Ms Karen Crawshaw

In attendance

Mr Martin Fletcher – Chief Executive Officer

Mr Jim O'Dempsey – Director, Business Improvement and Innovation

Ms Dominique Saunders – General Counsel

Ms Kym Ayscough – National Coordinator, Regulatory Operations and NSW State Manager

Ms Deena Jones - Executive Assistant to Mr Martin Fletcher, Minute Secretary

Ms Andrea Oliver (item 5.1)

Apologies

Mr Ian Smith

Mr John Illott – Director, Finance and Corporate Operations

Mr Chris Robertson – Director, National Board Services

Part One

Item 1 **Welcome and general overview**

The Chair opened the meeting at 8.30am.

Item 1.1 **Disclosure of any conflicts of interest in relation to agenda items**

In accordance with Clause 8 of Schedule 2 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law), members declared any possible conflict of interest in relation to agenda items for consideration by the Committee.

No conflict of interest was declared.

Item 2 **Record of previous minutes**

Item 2.1 **Record of Decisions and Actions arising from last meeting**

Members confirmed the Decisions and Actions from the meeting held on 4 December 2013 as a true record of the meeting.

Item 2.2 **Action Summary**

Committee members noted the Action Summary for February 2013.

Item 3 **Current Situation**

Item 3.1 **Update from Chair, CEO and Members**

Members noted the update provided by Mr Fletcher including:

- the implementation of AHPRA's new national executive structure including a new role which is accountable for the delivery across state and territory offices of overall consistency and effectiveness of registration, notification and compliance functions
- an update on the upcoming Forum of Chairs meeting, including the Health Workforce Australia meeting with National Board Chairs, Accreditation Council Chairs and representatives of the Australian Health Ministers' Advisory Council
- advice regarding an individual complainant and the action taken by AHPRA.

Item 3.1.1 **Annual Report update**

Members noted the tabling of the Annual Report in each parliament and report of media coverage.

Item 4: **Performance Reporting and Risk Management**

Item 4.1 **Operational Update**

Mr O'Dempsey provided members with an update on the Schedule 5 Health Profession Agreement reports including current work with customer service teams to achieve targets. The Committee noted that the first more detailed quarterly report on data will be provided to National Boards in February and the Agency Management Committee in March.

Members also noted the:

1. Business Operations Report for the month of December 2012
2. End of Cycle Reports for those professions due to renew their registration at 30 November 2012.

The Committee noted planned changes to the Pivotal system to better measure preliminary assessment timeframes.

Item 4.2 **Business Improvement Portfolio Report**

Members noted the update provided by Mr O'Dempsey about the program of work within Business Improvement and Innovation including that:

- phase two of the practitioner audit, for three professions, is complete. A final report is with the Steering Committee for feedback and planning has commenced for a phase three pilot to include the Nursing and Midwifery Board of Australia (NMBA)
- negotiations are underway with a contractor in relation to delivery of the psychology exam
- improvements to the online Health Workforce Australia survey tool are on track for implementation during the upcoming nursing and midwifery renewal period.

Item 4.3 Progress report on Prior Law Matters

Mr Fletcher provided members with an update on the status of open prior law matters and members noted:

1. a reduction of 17% in open prior law matters since November 2012
2. matters which have been filed with the independent Professional Conduct Review Panel or Tribunals and projections in relation to completion dates
3. the projection that around 87% of prior law matters are expected to be completed by 30 June 2013.

General Counsel is currently developing policy guidance for when a matter should be placed on hold. The Committee requested further information about the nine matters currently on hold.

Further reports on the status of outstanding Prior Law notifications will be provided to the Committee in April and July 2013.

Item 4.4 Quarterly Reports

Item 4.4.1 Health Profession Agreements

Members noted the report on performance in relation to the Health Profession Agreement (HPA) performance standards for the second quarter.

Item 4.4.2 Business Planning

Members noted the 2nd quarter business plan progress report for October - December 2012.

Item 4.4.3 FOI and Complaints

Members noted the 2nd quarter Freedom of Information Requests and Administrative Complaints reports.

Item 5 Business Items

Item 5.1 Submission to the Victorian Legislative Council Committee Inquiry

Mr Fletcher provided the Committee with an update about the draft submission to the Victorian Legislative Council Committee Inquiry. The Committee discussed the submission and provided feedback.

Members also:

1. noted an extension to Friday 15 February 2013 for the AHPRA submission to the Victorian Parliamentary Inquiry has been granted
2. agreed that the Chair, Agency Management Committee would clear the final AHPRA submission, incorporating any changes
3. noted the joint National Boards submission for 13 National Boards which is being considered by Board Chairs at the February Forum of Board Chairs
4. noted the Medical Board of Australia (MBA) submission.

Case studies, for inclusion within the submission, will be circulated to the Committee out of session.

Members thanked Ms Oliver, Ms McHugh, Ms Riley and Ms Newton for their work in preparing the AHPRA submission.

Item 5.2 OBPR Update and proposed minor changes to AHPRA procedural documents

Members:

1. noted the update provided on AHPRA's contact with the Office of Best Practice Regulation (OBPR)
2. noted the proposed minor changes to the *AHPRA Procedures for the Development of Registration Standards* and the *AHPRA Procedures for the Development of Accreditation Standards*

3. noted that feedback is also being sought from the National Boards and AHMAC's Health Workforce Principal Committee at their February meetings
4. noted that feedback on the proposed minor changes to the procedural documents will also be sought from accreditation authorities, through the Accreditation Liaison Group.

Item 5.3 Community Reference Group

Members noted the progress report on the establishment of the Community Reference Group and the update provided by Mr Fletcher including:

- the Chair of the Community Reference Group has been appointed
- expressions of interest for membership are being sought, noting the view that it would be important to have some members who understand regulation
- the inaugural meeting is scheduled to be held before the end of April
- appropriate linkages with the New South Wales co-regulatory system are under discussion.

A further update will be provided to the Agency Management Committee once the Community Reference Group has met for the first time.

Item 5.4 Threat protocol for Board Members

Members noted the update provided by Mr Fletcher on the Interim Protocol for Management of Threats against Board and Committee Members including that:

- the protocol has been provided to National Chairs for feedback
- the policy will be adopted as an Agency Management Committee policy once finalised.

Item 5.5 Proposed Employee Exchange Program with Health Care Professions Council –UK (HCPC)

Mr Fletcher updated members on the proposed employee exchange program with the HCPC. The Committee discussed the proposal and provided feedback.

Members endorsed in principle the concept of an exchange program, subject to further advice on purpose, benefit to AHPRA, length of time for an exchange (suggest longer rather than shorter timeframe) and costs.

Item 5.6 Cost Allocation Study

Members noted the Cost Allocation Report and the proposed allocation rates for National Boards for 2013-14.

Item 5.7 NRAS All Boards Meeting 2013

Members discussed and noted the NRAS Provisional Program for the 2013 Combined Meeting.

Item 5.8 Follow up of Chesterman recommendations

Members noted the status of actions in relation to the follow up of the recommendations of Mr Richard Chesterman and the update provided by Ms Saunders.

Members were advised of the recent resignation of the Chair of the Queensland Board of the Medical Board of Australia for personal reasons.

Item 5.9 ATSIHP BA ongoing funding arrangements

Members noted and discussed the advice going forward to the Health Workforce Principal Committee (HWPC), of the Australian Health Ministers Advisory Council (AHMAC) regarding options for funding the operations of the Aboriginal and Torres Strait Islander Health Practice Board of Australia (ATSIHPBA).

Item 5.10 National Board Issues – Registration Standards review update

Members noted the current issues paper, commissioned by National Boards, on the findings from background work which will inform the review of mandatory registration standards.

Item 5.10.1 Issues arising, December Board meetings

Members noted the update provided by Mr Fletcher on issues arising from the December National Board meetings including:

- the current review of mandatory registration standards
- the progress of reviews of accreditation arrangements.

Item 5.10.2 Summary of National Board Services Board projects

Members noted the update provided by Mr Fletcher and discussed and provided feedback on the summary of National Board Services (NBS) board projects including:

1. the NBS key activity and program report, prioritisation outcomes and NMBA and MBA program reports
2. that the report format, future activity reports for NBS will be provided quarterly in the updated format
3. the approach used by AHPRA in setting priorities for responses to external consultations.

Members are keen to see clear priorities for board work programmes, in the context of business planning.

Item 5.11 Management Calendar 2013/14

Members noted progress in accordance with the management calendar to end January 2013.

Close

There being no further business, the Chair thanked the members for their participation and declared the meeting closed at 12.30pm.

Next meeting

The next meeting of the Agency Management Committee will be held on Tuesday 19 March 2013 at the AHPRA National Office, Level 7, 111 Bourke Street, Melbourne, commencing at 10:00am.