



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: 2013/05

Meeting date: 1 May 2013

Meeting time: 10.00am – 2:00pm

Meeting venue: AHPRA National Office, Level 7, 111 Bourke Street, Melbourne

Members present

Mr Peter Allen, Chair

Mr Michael Gorton

Professor Genevieve Gray

Professor Con Michael

Professor Merrilyn Walton

Ms Karen Crawshaw (not present for items (1.1, 2.1, 2.2 and 3.1.2)

Mr Ian Smith

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

Mr John Illott – Director, Finance and Corporate Operations

Mr Chris Robertson – Director, National Board Services

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

Apologies

Part One

Item 1 Welcome and general overview

The Chair opened the meeting at 10.00am.

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.

Mr Ian Smith declared a possible conflict of interest for agenda item 8.2 – Practitioner Information Exchange Project, as his organisation is a possible end user of the proposed service. Mr Smith was present during the discussion and for the decision made by the Committee.

Item 2 Record of previous minutes

Item 2.1 Record of Decisions and Actions arising from last meeting

Committee members confirmed the Decisions and Actions from the meeting held on 19 March 2013 as a true record of the meeting.

Item 2.2 Action Summary

Committee members noted the Action Summary for May 2013.

Item 3 Current Situation

Item 3.1 Update from Chair, CEO and Members

Committee members noted the update provided by Mr Fletcher including:

- The Standing Council on Health meeting scheduled to be held on 19 April was cancelled. This means the Terms of Reference for the upcoming 3 year review of the National Scheme have not yet been considered by Ministers
- A meeting to review the Memorandum of Understanding between AHPRA, Health Workforce Australia (HWA) and the Australian Institute of Health and Welfare in relation to sharing information and exchanging data on Australian health practitioners. The Committee noted that communication on the partnership will be circulated to stakeholders including Health Ministers
- The recent meeting hosted by AHPRA with members of the Optometry Board of Australia and the Medical Board of Australia and representatives from Glaucoma Australia, the Australian Society of Ophthalmologists, Department of Health and Aging and The Royal Australian and New Zealand College of Ophthalmologists in relation to concerns about the revised guidelines for the use of scheduled medicines.

Item 3.1.1 Queensland update

Committee members noted the update provided by Mr Fletcher about the developments in Queensland since the 19 March Agency Management Committee meeting including:

- Information has been provided at the request of the Queensland Police about six medical practitioners identified as a result of the independent legal review undertaken by Mr Jeff Hunter SC to follow up to recommendation 1 of the report by Mr Richard Chesterman. AHPRA has sent correspondence to all six practitioners to advise this matter is in the hands of the Queensland Police.
- An update on the current status of the Queensland Board of the Medical Board of Australia (QBMA) who were requested by Minister Springborg to show cause by 30 April 2013 as to why they should not be removed from office as a result of the matters raised in the Forrester Report. Members considered their positions with the assistance of independent legal advice and subsequently a number have resigned.

Mr Fletcher informed members about the arrangements proposed by the Medical Board of Australia to enable decision making about medical practitioners in Queensland to continue until Minister Springborg comes to a decision about interim Board appointments including the revised Terms of Reference for the

Medical Board of Australia's Immediate Action Committee which allows matters to be dealt with from different states and territories.

The Committee noted the upcoming meeting between Minister Springborg, Mr Fletcher and Dr Flynn, Chair, Medical Board of Australia.

Item 3.1.2 Victorian Parliamentary Inquiry update

Members noted the update provided by Mr Fletcher and:

1. the summary of issues drawn from published written submissions to the Victorian Parliamentary Inquiry into the Performance of AHPRA
2. the uncorrected transcript of evidence provided to the Inquiry.

Item 4: Performance Reporting and Risk Management

Item 4.1 Operational Update

Members noted and discussed the business operations reports for March 2013.

Members sought additional information to be included in future reports on offences. This will be provided on a six monthly basis.

Item 4.2 Business Improvement Portfolio Report

Members noted the Business Improvement Portfolio Report.

Item 4.3 Progress report on Prior Law matters

Members noted:

1. 43 of the remaining 296 prior law notifications have been closed since January 2013, leaving 253 open matters. This is a reduction of 14%
2. General Counsel is to meet with the Heads of Tribunals in June 2013 to discuss scheduling of prior law hearings.

Item 4.4 3rd quarter HPA Report

Members noted the report on performance against the Health Profession Agreement (HPA) performance standards for the third quarter.

Item 4.5 3rd quarter FOI/Complaints Report

Members noted the third quarter Freedom of Information Requests and Administrative Complaints Report.

Item 5 Business Items

Item 5.1 National Board Issues

Item 5.1.1 Issues arising, April Board meetings

Members noted the update provided by Mr Robertson on the issues arising from the April National Board meetings, including that Boards have adopted the AHPRA Hospitality Policy.

Item 5.1.2 Consultation update

Members noted the update on current National Board consultations.

Item 5.1.3 Quarterly project update

Members noted the National Board Services key activity and program report.

Item 5.2 Notifications Performance Improvement Plan

Item 5.2.1 Status Reports – state and territory offices

Members noted the feedback provided by State and Territory Managers in relation to operational notifications issues within their state or territory.

The Committee sought additional information about the timeliness of processes for dealing with notification matters and noted additional comparative data between state and territory offices will be circulated out of session.

The Committee also sought further information about training for investigations staff.

Item 5.2.2 Presentation on Notifications Resource Strategy

Mr Fletcher provided the Committee with a briefing on a proposal for additional funding of the notifications function.

The Committee discussed the strategy in particular the basis for the proposed workload measures. It was noted that additional funding would be sought from National Boards. The Committee endorsed continued work on resources to ensure that any backlogs or delays are addressed as quickly as possible and that agreed performance benchmarks can be met.

Item 5.2.3 Qld notifications project update

Members noted the update provided by Mr Fletcher about the Queensland notifications project which details a range of strategies arising from previous discussion with the Agency Management Committee including:

- the review of investigations greater than 12 months old
- the transfer of investigations to external investigators and to the Tasmanian office
- greater alignment between Victorian and Queensland offices.

The Committee noted:

- the progress with reducing the number of notifications in Assessment in the Queensland office
- the workload that is being addressed in investigations and panels.

Item 5.3 Draft 2013/2014 Business Plan and Productivity Initiative

Members noted the update provided by Mr Fletcher about the first draft 2013/14 business plan in particular the focus on improvement initiatives.

The Committee agreed to provide any comment on the direction and content of the plan out of session and noted an updated plan will be provided for final sign off at the June meeting.

Item 5.4 Customer Service Teams – future strategy

Members noted

1. the planned implementation of a single Australian call queue for Customer Service Teams and associated organisational and governance changes to be implemented by 1 July 2013
2. that this will enhance the quality, consistency and efficiency of CST services while enabling more efficient use of notification and registration staff.

Item 5.5 Management Calendar

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

Close

There being no further business, the Chair thanked the members for their participation and declared the meeting closed at 2.30pm.

Next meeting

The next meeting of the Agency Management Committee will be held on Tuesday 11 June 2013 at the AHPRA National Office, Level 7, 111 Bourke Street, Melbourne, commencing at 10:00am.