



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

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**Meeting number:** 2013/11

**Meeting date:** 20 November 2013

**Meeting time:** 10.00am – 12.30pm

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

### Members present

Mr Peter Allen, Chair

Professor Merrilyn Walton

Professor Genevieve Gray

Ms Karen Crawshaw (not present for items 1.1, 1.2, 2.2 and 2.3 and did not take part in any decision about item 8.2)

Professor Con Michael

Mr Ian Smith

### In attendance

Mr Martin Fletcher – Chief Executive Officer

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

Ms Pam Malcolm – Acting General Counsel

Mr John Illott – Director, Finance and Corporate (not present for items 1.1, 2.1, 2.2, 2.3, 3.1 and 41)

Mr Chris Robertson – Director, National Board Services and Queensland

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

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

### Apologies

Mr Michael Gorton

## 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.

Ms Karen Crawshaw declared a possible conflict of interest at item 8.2 in relation to advice about the review of the approach used to validate the costs of implementing the National Scheme for NSW.

Ms Crawshaw did not take part in any decision about item 8.2.

### 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 document from the 8 October 2013 meeting as a true and accurate record of that meeting.

#### Item 2.2 Action Summary

Committee members noted the Action Summary for October 2013.

#### Item 2.3 Remuneration Committee minutes – March 2013

Members noted the record of decisions and actions of the March 2013 meeting of the Remuneration Committee

### Item 3 Current Situation

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

Members noted the written and verbal update provided by Mr Fletcher and:

- The upcoming visit by the Victorian Parliamentary Inquiry Committee to Queensland, and meetings scheduled to discuss the Queensland Health Ombudsman model.
- Follow up actions in the light of media reporting of a worldwide police operation into child exploitation.
- An update on significant practitioner matters. Members sought further information about processes for monitoring conditions associated with impairment.

### Item 4 Performance Reporting and Risk Management - Regulation

#### Item 4.1 Operational update

Members noted the business operation report for the month of October 2013 and the process in place to identify high risk notifications.

Members were also briefed on work underway to implement a national training program for investigations staff in early 2014.

#### Item 4.2 Analysis of notifications data

Members noted the update provided by Mr Fletcher and the reports on open notifications, as at 31 October 2013 and the issues identified from an analysis of outliers and the actions initiated.

Members welcomed the analysis contained in the report and it was agreed that a progress report on the action plan will be provided.

#### Item 4.3 Queensland update

Members noted the update provided by Mr Robertson and:

- The Queensland Notifications Improvement Project (QNIP) report for October 2013.
- The revised corporate risk assessment and impact of mitigation strategies.
- That the selection process for the new Health Ombudsman is underway. Advice at this stage is that the full operation of the Health Ombudsman model will commence in July 2014.

- The engagement of specialist organisational psychology consultancy, Chandler McLeod to commence a survey of the Queensland office staff.

Members discussed some of the uncertainties for AHPRA, pending appointment of the Ombudsman and further discussion about the operational model.

#### **Item 4.4 Progress report on Prior Law Matters**

Members noted that 172 prior law cases relating to 130 practitioners remain open at 30 September 2013. While all cases are under active management and almost 80% of cases are now at disciplinary hearing stage, clearance of prior law cases has been slower than originally projected.

Members noted that the CEO has asked the National Director, Board Services and Queensland (for Queensland matters) and the National Coordinator, Regulatory Operations (for other jurisdictions) to directly monitor progress with a particular focus on the 35 cases still under investigation and health/performance assessment.

#### **Item 4.5 Dental Board of Australia update**

Members noted the Dental Board of Australia's action plan.

#### **Item 4.6 Aged Registration Application report**

Members noted the update provided by Mr O'Dempsey and that year to date, AHPRA has progressed complete applications to a decision on average within 19.91 days. 10,611 applications were open for longer than 60 days (as at 31 July 2013) and these have been reviewed to determine the reasons for delays. The review identified no systemic delays in AHPRA progressing individual or classes of applications, many of which relate to applications from overseas trained practitioners who need to meet additional requirements.

The operational procedure in relation to closure has been reviewed and will be modified.

#### **Item 4.7 Notifications KPI report**

Members noted:

- the Notifications KPI Report being considered by the Notifications Taskforce
- the issues identified in the initial review of performance data and the actions initiated to address these issues, and the further development of reporting capability.

Members noted the first KPI report in the new format will be provided to the February 2014 Agency Management Committee meeting.

### **Item 5 Performance Reporting and Risk Management – For noting**

#### **Item 5.1 HPA Quarterly report**

Members noted the report on performance against the Health Profession Agreement (HPA) performance standards for the first quarter on 2013/14.

#### **Item 5.2 Business Plan Quarterly report**

Members noted the first quarter performance report against the 2013/14 business plan.

The report will also be provided to National Boards and AHPRA staff.

#### **Item 5.3 FOI/Complaints Quarterly report**

Members noted the First Quarter 2013/14 Administrative Complaints report and the Freedom of Information report.

#### **Item 5.4 Business Improvement Portfolio report**

Members noted the portfolio update.

#### **Item 5.5 WHS Status report**

Members noted the Work Health and Safety status report and that training measures relating to the WHS Management System will be finalised by February 2014.

Members requested an annual training session on the WHS Management System.

### **Item 6 Business Items – For decision**

#### **Item 6.1 Membership of the Performance Committee**

Members appointed Professor Con Michael and Mr Ian Smith as the Agency Management Committee members of the Performance Committee, with Mr Smith to serve as Chair.

The Expressions of Interest from National Board Chairs were noted. It was agreed that Mr Allen will follow up with Ms Mary Russell, Chair of the Chairs Forum.

#### **Item 6.2 Accountability Framework**

Members approved the revised draft document for release to National Board Chairs for preliminary consultation in December 2013.

#### **Item 6.3 Work Health and Safety Policy**

Members discussed the Work Health and Safety Policy and endorsed the policy subject to the addition of a further sentence in the *purpose* section making clearer the governance and management responsibilities for the policy

#### **Item 6.4 On Hold Matters Policy**

Members endorsed the approach, noting that the implementation will be in consultation with the Notifications Taskforce.

Members noted the descriptor about notification relating to conduct of a practitioner in current court proceedings needs to be clarified and that there may be further types of matters in which a National Board might consider, or be asked to place a matter on hold, for example, significant illness of practitioners.

#### **Item 6.5 Litigation Management Framework**

Members noted and accepted the tracked changes to the Framework, which have taken into account the need for improved clarity in relation to Board decisions being implemented through AHPRA.

It was agreed to present the Framework to the National Boards.

#### **Item 6.6 Notifications Protocol for Board Members**

Members considered the feedback from National Boards and approved the revised protocol.

It was agreed to publish the procedure on the AHPRA website.

#### **Item 6.7 Consultation update**

Members noted the November 2013 consultation update.

Members agreed to a joint National Boards/AHPRA response to the Australian Workforce and Productivity Agency's current consultation on the 2014 Skilled Occupation List.

Members agreed that the response be published on the AHPRA website.

#### **Item 7 Business Items – For noting**

##### **Item 7.1 Issues arising September and October Board Meetings – verbal**

No issues were raised from the September and October round of National Board meetings.

##### **Item 7.2 Current status of Health Professional Agreements**

Members noted the current status of the Health Profession Agreements.

##### **Item 7.3 IQNM impact statement**

Members noted the terms of reference for the IQNM taskforce advisory sub-group and the IQNM expert group. Members noted the additional funding approved by the NMBA for resources required to support the IQNM expert group.

Members noted the preliminary impact assessment in relation to the change in assessment approach, and the intention to do further risk assessment of the impact of these changes, in the light of this preliminary impact assessment.

Members sought a further opportunity to discuss these issues in more detail at a future meeting, once the risk assessment has been complete.

#### **Item 7.4 Protection of title – Paramedics, South Australia**

Members:

- noted the background on the regulatory options being considered by the Australian Health Workforce Ministerial Council and health departments with respect to the appropriate regulatory approach to paramedics; and
- noted the amendments tabled in the SA Parliament and the advice received by the representative of SA Department for Health and Ageing regarding the impacts for the Scheme and AHPRA.

#### **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 be held on Thursday, 6 February 2014, AHPRA National Office, Level 7, 111 Bourke Street, Melbourne.