



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

Australian Health Practitioner Regulation Agency

23 August 2016

Dear National Board member

Call for expressions of interest for appointment as Chair of the Scheduled Medicines Expert Committee

I am writing to you as a matter of courtesy to let you know about the start of recruitment to the Scheduled Medicines Expert Committee (Expert Committee).

The Expert Committee is being established as required by the Australian Health Ministers' Advisory Council (AHMAC) *Guidance for National Boards: Applications to the Ministerial Council for approval of endorsements in relation to scheduled medicines under section 14 of the National Law* (the AHMAC Guidance). The AHMAC Guidance will be published on the AHPRA website when formal notification is received that it has been endorsed by the Australian Health Workforce Ministerial Council.

As a currently appointed National Board member, you are eligible to express interest in being appointed as Chair of the Expert Committee.

If you do not want to express interest in this role, you do not need to do anything or read any further.

The Expert Committee's role is to advise the relevant National Boards on the use of scheduled medicines generally, and on matters relevant to National Boards developing submissions for endorsements for scheduled medicines for consideration by the Australian Health Workforce Ministerial Council.

Expert Committee Chair

In accordance with the committee's Terms of Reference (attached for your information), the Chair of the Expert Committee will be a National Board practitioner or community member with experience in developing regulatory policy related to endorsement for scheduled medicines and who can address some or all of the key skills, knowledge, and attributes listed in the Terms of Reference.

The Chair of the Expert Committee will receive remuneration in accordance with the Schedule of fees for board, committee and panel members, at a Chair daily sitting fee rate of \$750 (meetings are usually half days, paid at half the daily fee).

The Expert Committee will meet as needed. Meetings will be held either face to face, by teleconference or by videoconference. The inaugural meeting will be held face to face.

If appointed, this role will be in addition to your role as Board member and will be for the duration of your term of appointment to the Board, or as decided by AHPRA.

How to express interest

Please refer to the attached information sheet *Seeking appointment as Chair, Scheduled Medicines Expert Committee*. As part of the process, you will be required to complete a Private and Conflict of Interests Declaration (PCID) form.

Expressions of interest must be submitted by **Tuesday 30 August 2016** to statutoryappointments@ahpra.gov.au.

Appointments will be made by AHPRA via the CEO or the CEO's nominee on the recommendation from the selection advisory panel, which will consist of:

- the Executive Director – Strategy and Policy, AHPRA
- one of the co-convenors, or their nominee, of the Forum of NRAS Chairs, and
- a community member of a National Board with experience in developing regulatory policy related to endorsement for scheduled medicines.

If you have any queries, please contact Statutory Appointments via email at statutoryappointments@ahpra.gov.au.

Yours sincerely

Catherine Russo

Manager, Statutory Appointments