



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

Agency Management Committee Communiqué

May 2017

The 86th meeting of the [Agency Management Committee](#) (the Committee) was held on Tuesday 16 May 2017 in Melbourne and via teleconference.

This Communiqué highlights key discussions and considerations from the Committee's meeting.

Chair and members' report

Dr Peggy Brown provided members with an update regard the Forum of Chairs meeting that was held on 11 May 2017 including:

- A presentation from Samantha Gavel, National Health Practitioner Ombudsman and Privacy Commissioner.
- An update presentation on the NRAS review implementation from representatives of the Department of Health and Human Services, Victoria.
- A presentation regarding the equity strategy from the CEO and proposed next steps.

Business items

The Committee noted the CEO report and update, and discussed and provided advice on key themes about the:

- Publication of the Senate Report on the Complaints mechanism administered under the Health Practitioner Regulation National Law.
- Continued work to implement the outcomes of the Chaperone Review

Ms Barbara Yeoh (Chair of the FARMC) provided an update regarding the Finance, Audit and Risk Management Committee meeting held 15 May 2017.

The Committee:

- Reviewed the recent independent quality assurance report of the Pulse project noting progress and current issues. The Committee received assurance that identified issues with the HR and payroll modules are being addressed and implementation is on track for August 2017.
- Agreed the terms of reference for a review by Internal Audit of the overall assurance framework and three lines of defence.
- Reviewed the QA Report on *Registration renewal for Provisional and Limited registration* and were satisfied with the management response in relation to addressing recommendations through procedural changes, recognising longer term work on system improvements.
- Recommended that the AManC agree that the proposed internal audit on transfer protocols be undertaken as a Quality Review, given the lower risk because it has a targeted focus on the movement of a small number of practitioners with restrictions between NSW and AHPRA jurisdictions.
- Was pleased with assurance from management in relation to confirmed action on issues arising from the internal audit on the implementation of the revised drug and alcohol screening protocol.
- Reviewed the serious incident report noting the role of human error in most incidents.
- Reviewed the independent audit of work, health and safety which indicates that overall performance is satisfactory but with a need to focus on a more proactive approach to injury management in areas such as return to work programs.
- Considered the shell Financial Statements for 30 June 2017 with three issues to be addressed:
 - How we treat funding received for preparatory work for the registration of paramedicine
 - How we account for the financial settlement in relation to Queensland OHO costs and the 'refund'

- How we deal with related parties disclosures and the implications of AASB 124. The Chair noted this is an area of significant complexity which will be the subject of further advice and consideration by the FARMC before a recommendation is made to the AManC.
- Considered and endorsed a Materiality Policy which will now come to the AManC for approval.
- Noted cultural audits being undertaken and whether the Committee should have a role in considering findings and implications for risk management.
- Outcomes of a self assessment on FARMC effectiveness which highlighted the need to consider a greater focus on strategic risk; the governance of the overall corporate assurance framework; improvements in induction; greater feedback on AManC decisions for members who do not belong to the AManC, and; a more strategic financial focus rather than monitoring of monthly management accounts (which should come direct to the AManC).

Dr Peggy Brown provided an update regarding the Performance Committee meeting held 11 May 2017:

The Committee:

- noted that registration performance against the key performance indicators relating to compliance with the statutory timeframe for completing applications and median time to decide an application remained strong this quarter.
- noted a 14.8% increase in the number of notifications received and a 29.8% increase in the number of notifications completed compared to the corresponding period in 2015/16.
- noted the number of investigations completed to the end of Q3 was 30.8% higher than the number completed in the same period last year and there was a similar (33.2%) increase in the number of investigations aged beyond 12 months completed.
- Endorsed actions for consultation with National Boards to finalise implementation plans including:
 - Specific focus on matters in Victoria and Queensland (noting that this account for more than 50% of the overall caseload)
 - Rollout of a number of piloted initiatives with the Medical Board of Australia (noting that 48% of open notifications relate to medical practitioners) including:
 - Centralised triage and assessment process to improve throughput and timeliness whilst minimising administrative effort
 - Early clinician led interviews to explore alternative ways of managing 'performance' notifications without a lengthy investigation
 - Development of a resource plan to inject additional resources with particular focus on:
 - Leadership of a case conferencing model to ensure investigations remain tightly focused and matters are brought to decision makers to be finalised as soon as feasible,
 - Centralised coordination of health and performance assessments and expert opinions.

Members discussed the proposed joint submission and AManC supplementary submission to the Accreditation Systems Review. Members approved the draft joint National Boards/AHPRA submission.

Members noted the proposed National Board fees for 2017/18 and the consultation process with each National Board on their recommended 2017/18 fee position.

Members noted the Schedule of Financial Delegations which took effect from 1 May 2017 as approved by the Chair.