



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

Information guide

January 2018

Appointment to the Scheduled Medicines Advisory Committee –

- Registered Optometrist (who holds an endorsement for scheduled medicines)
- Registered Optometrist (who holds an endorsement for scheduled medicines and is an academic/educator in optometry)
- Medical Practitioner (who practises as an ophthalmologist)

Background

The Optometry Board of Australia (the Board) is responsible under the Health Practitioner Regulation National Law (2009) (the National Law) as in force in each state and territory for ensuring that optometrists are suitably trained and that they practise in a safe, competent and ethical manner. Where the scope of practice of optometrists includes the administration or prescribing of diagnostic or therapeutic medicines for which they may have an endorsement and as authorised in State and Territory legislation, the Board has a role in ensuring optometrists have the necessary qualifications and practise in accordance with accepted professional standards.

Subject to the approval of Ministerial Council, the Board may, in accordance with that approval, endorse the registration of optometrists as qualified in respect of scheduled medicines.

Scheduled medicines are substances that are included in a schedule to the current Poisons Standard under the Therapeutic Goods Act 1989 (Cth). The authorities to prescribe scheduled medicines are conferred under State and Territory drugs and poisons legislation and regulations.

What is the Scheduled Medicines Advisory Committee?

The Scheduled Medicines Advisory Committee (the Committee) assists the Board in formulating standards of practice for the optometry profession in its use of scheduled medicines.

The Committee's role is to advise the relevant Optometry Board of Australia on the following matters with respect to the administration or prescribing of scheduled medicines by optometrists for diagnostic or therapeutic purposes:

- the scheduled medicines or classes of medicines that are suitable for optometrists to administer or prescribe
- any guidelines that might be required to support safe, competent and effective prescribing or administration practice by optometrists, and
- any other matters that the Board may refer from time to time.

Please refer to the [Terms of Reference](#) for further information about the Committee.

The Committee meets at least once a year and when matters are referred by the Board throughout the year.

Selection criteria for core members of the Committee:

The optometrist candidate must hold an endorsement for scheduled medicines.

The second optometrist candidate must hold an endorsement for scheduled medicines and also be an academic /educator in optometry.

The medical practitioner candidate must practise as an ophthalmologist.

In selecting candidates for appointment as a core member of the Committee, the following skills, knowledge and attributes will be taken into account.

The candidate may be selected based on the following:

1. Skills

The Committee as a whole should comprise the following skills:

- a. Demonstrated expertise in developing regulatory policy related to endorsement for scheduled medicines
- b. Demonstrated expertise in applying medicines and poisons legislation.
- c. Demonstrated expertise in the use and monitoring of scheduled medicines in the clinical setting.
- d. Experience in the supply and administration of scheduled medicines.
- e. Ability to undertake risk assessments to ensure public safety.
- f. Ability to balance the risks and benefits associated with the use of scheduled medicines.
- g. Expertise in clinical care provision in the profession to which the proposal relates.

2. Knowledge

The Committee as a whole should comprise the following knowledge:

- a. Understanding of the competencies underpinning the act of prescribing (NPS MedicineWise).
- b. Expertise in the Quality Use of Medicines.
- c. Expertise in jurisdictional processes.
- d. Expertise in workforce reform.
- e. Expertise in education relating to the therapeutic use of scheduled medicines.
- f. Expertise in development of standards, guidelines and protocols to support practice change.
- g. Expertise in quality and safety in healthcare.
- h. Expertise in the education of the profession to which the proposal relates.

3. Attributes

It is expected that all core members will demonstrate the following attributes:

- a. ability to bring a multi-professional perspective, and
- b. ability to work constructively in a committee structure and participate in consensus-based decision making.

Addressing the selection criteria

In order for the Selection Advisory Panel (SAP) to recommend a member to the Committee you must respond in writing to criteria set out below. The SAP will only accept up to a maximum of two pages for all four criteria points. Please be succinct and where possible provide an example.

Key Selection Criteria

1. Please describe and provide an example of your ability to work constructively in a committee structure and participate in consensus-based decision making processes
2. Considering the selection criteria described above, provide examples that best demonstrates your experience in :
 - a. developing regulatory policy related to endorsement for scheduled medicines
 - b. any advisory roles in the field of scheduled medicines by optometrists, and
 - c. applying your skills, experience and knowledge in the field of scheduled medicines by optometrists.

**Please remember no more than 2 full pages with minimum of size 10 font.* Please ensure you number the pages and your full name is titled on each page.

What do I need to do?

You will need to decide if you are able to commit to the time and work required to be a member of the Committee. Once you have decided that you are able to commit to the role and that you have the required skills, experience, knowledge and attributes please address the selection criteria listed above and provide a resume.

You will be required to complete a Private and Conflict of Interests Declaration (PCID) form, National Criminal History form and application form via the [committee recruitment page](#). Please note, probity checks will only be completed if you are shortlisted for the role.

Where do I send my written response, completed application form, PICD form and National Criminal History form to?

Please submit all documents via email to statutoryappointments@ahpra.gov.au by **16 February 2018**.

In addition to this, you will need to post your National Criminal History Check form and certified identification to:

Statutory Appointments – National Office
Australian Health Practitioner Regulation Agency
GPO Box 9958

Melbourne VIC 3001

What is the expected time frame for selection and who will contact me should I be successful?

A selection advisory panel will convene by 2 March 2018 to shortlist applications and interview, if necessary. It is anticipated that decisions will be made by the end of April 2018.

You will be contacted by Statutory Appointments, who will provide information about your appointment and provide contact details of AHPRA staff who will support the Committee.

If I have any questions who do I contact?

In the first instance, please contact the Statutory Appointments Unit via email to statutoryappointments@ahpra.gov.au.