

Information guide

May 2023

Scheduled Medicines Expert Committee

This information guide includes information for individuals seeking appointment as a core member of Ahpra's Scheduled Medicines Expert Committee (the Expert Committee):

- information about the role
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Introduction

The Australian Health Practitioner Regulation Agency (Ahpra) is seeking expressions of interest from suitably qualified and experienced persons to be appointed as core members to the Expert Committee.

Appointments are made by Ahpra and may be for a period of three years, or as decided by Ahpra, with eligibility for reappointment. Appointments are expected to commence around July 2023 following the completion of the expression of interest process.

Australian Health Practitioner Regulation Agency

Ahpra is the national organisation responsible for implementing the National Registration and Accreditation Scheme (NRAS or the National Scheme) across Australia. Ahpra works in partnership with [15 National Boards](#) that are responsible for regulating 16 health professions in Australia.

The National Scheme is governed by the *Health Practitioner Regulation National Law*, as in force in each state and territory (the National Law). The National Scheme aims to:

- provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered
- facilitate workforce mobility across Australia
- facilitate the provision of high-quality education and training of health practitioners
- build the capacity of the Australian health workforce to provide culturally safe health services to Aboriginal and Torres Strait Islander Peoples
- facilitate the rigorous and responsive assessment of overseas-trained health practitioners
- facilitate access to services provided by health practitioners in accordance with the public interest, and
- enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.

For further information on the role and functions of Ahpra, please visit the [website](#).

Australian Health Practitioner Regulation Agency
National Boards

GPO Box 9958 Melbourne VIC 3001 Ahpra.gov.au 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

National Boards

There are 15 National Boards regulating 16 health professions under the National Law:

- Aboriginal and Torres Strait Islander Health Practice Board of Australia
- Chinese Medicine Board of Australia
- Chiropractic Board of Australia
- Dental Board of Australia
- Medical Board of Australia
- Medical Radiation Practice Board of Australia
- Nursing and Midwifery Board of Australia
- Occupational Therapy Board of Australia
- Optometry Board of Australia
- Osteopathy Board of Australia
- Paramedicine Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia, and
- Psychology Board of Australia.

The functions of National Boards include:

- registering practitioners and students in the relevant health profession
- developing standards, codes and guidelines for the relevant health profession
- overseeing receipt, assessment and investigation of notifications and complaints
- where necessary, establishing panel hearings and referring matters to responsible tribunals
- overseeing the monitoring and compliance of any restrictions on practitioners or students' registration
- overseeing assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and approving accredited programs of study as providing qualifications for registration.

The Expert Committee

The Expert Committee is a committee established by Ahpra, in partnership with National Boards, and in accordance with the [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](#) (developed by health chief executives as the former Australian Health Ministers' Advisory Council).

The role of the Expert Committee is to advise National Boards on:

- the use of scheduled medicines generally, and
- matters relevant to a National Board's proposal, including:
 - the public health need, if any, addressed by the proposal
 - the scheduled medicines or classes of scheduled medicines that are suitable for the class of health practitioner to administer, supply or prescribe
 - the training and continuing competence requirements to support safe and effective use of scheduled medicines by the class of health practitioner, and
 - the guidelines and other system supports required to ensure safe and effective use of scheduled medicines by the class of health practitioner.

Membership

The Expert Committee comprises core and co-opted members that together have the key skills, knowledge and attributes required to provide advice on matters related to scheduled medicines. Membership comprises of:

- no more than **five core members** (including the Chair), appointed by Ahpra through the CEO following an expression of interest process
- up to two co-opted members nominated by a National Board with a matter being considered by the Expert Committee, and
- two jurisdictional representatives nominated by the jurisdictions to act as co-opted members.

The Chair is a National Board member with experience in developing regulatory policy related to endorsement for scheduled medicines. Except for the Chair, core members are not members of a National Board.

The Chair of the Expert Committee confirms all nominations of co-opted members.

Meetings

The Expert Committee meet on a quarterly basis or as needed to consider a proposal or a request for advice/guidance from a National Board. Meetings are held either face to face in Melbourne or by videoconference, depending on the matters to be considered.

Selection criteria for core members

In selecting candidates for appointment as a core member of the Expert Committee, the below skills, knowledge and attributes will be taken into account. Each individual member is not expected to have all of the following skills and knowledge.

Skills

1. Expertise in applying medicines and poisons legislation
2. Expertise in the use and monitoring of scheduled medicines in the clinical setting
3. Experience in the supply and administration of scheduled medicines
4. Ability to undertake risk assessments to ensure public safety
5. Ability to balance the risks and benefits associated with the use scheduled medicines, and
6. Expertise in clinical care provision in the profession to which the proposal or request for advice relate to.

Knowledge

1. Understanding of the Prescribing Competencies Framework
2. Expertise in the Quality Use of Medicines and related policies
3. Expertise in jurisdictional processes
4. Expertise in workforce reform
5. Expertise in education and assessment relating to the therapeutic use of scheduled medicines
6. Expertise in development of standards, guidelines and protocols to support practice change
7. Expertise in quality and safety in healthcare, and
8. Expertise in the education and assessment of the profession to which the proposal or request for advice relate to.

Attributes

All Expert Committee members **must** demonstrate the following attributes:

1. Ability to bring a cross-professional perspective, and
2. Ability to work constructively in a committee structure and participate in consensus-based decision making.

Selection process

A selection advisory panel will consider applications to fill the four core member vacancies on the Expert Committee and formulate a recommendation on candidates for appointment. The selection advisory panel will consist of:

- 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.

Applicants may be interviewed or otherwise assessed to ensure that they have the necessary skills, knowledge and attributes for the position.

Applicants are required to provide information on whether they are current members of other government or statutory bodies.

Applicants will be required to provide **certified copies** of proof of identity as the following probity checks may be undertaken to establish the suitability and character of an applicant:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority, and
- in the case of a health practitioner, a check of the National register to ensure that the practitioner is of good standing in the profession.

Referee reports

Referee reports are an important part of the selection process and at least one report will be obtained for all shortlisted candidates. Applicants are asked to nominate two to three referees who can support their application relevant to the selection criteria and duties of the position.

Roles and responsibilities of members

Members are required to act within the powers and functions set out in the National Law.

Conflict of interest

Members are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law.

Confidentiality

Members are required to comply with the confidentiality requirements of section 216 of the National Law. Any information that comes to a member's knowledge, in the course of, or because of the member's role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

Statutory protections

Under section 236 of the National Law, members of the National Boards and Committees are provided with appropriate statutory immunities for exercising their functions in good faith.

Remuneration

Sitting fees are determined by the Ministerial Council having regard to the remuneration generally applied to regulatory bodies with a substantial influence on the health industry.

The Expert Committee's core members and the National Board nominees will be paid by Ahpra at the rate listed in the current Schedule of fees for board, committee and panel members (table below).

The full day rate applies to all meetings and other assignments in excess of four hours in a day. The fees paid are assessable under the *Income Tax Assessment Act 1997*.

Under the *Superannuation Guarantee (Administration) Act 1992* members are eligible to receive contributions at 10.5% cent of total annual remuneration to a chosen superannuation fund.

Role	Quarter daily fee	Half daily fee	Full day fee	Extra travel time	
	Less than 2 hours	Up to 4 hours	More than 4 hours		
	Fees include up to 4 hours travel time			Between 4-8 hours	Over 8 hours
Chair	\$212	\$422	\$845	\$422	\$845
Member	\$173	\$345	\$691	\$345	\$691

Expenses

The Expert Committee's core members are entitled to claim reasonable travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required. More information on allowances and the process of payments and claims will be provided upon appointment.

Government or statutory employees

Ahpra recognises that government and statutory employees may be bound by their employer policy regarding payment for employment undertaken outside of the employer which may alter the way members are paid.

We recommend applicants consult with their employer prior to applying to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as a core member, and/or receive remuneration, should they be successful.

We recommend that applicants consult with their employer prior to submitting an application to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as a committee member, and/or receive remuneration, should they be successful.