

POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.

HEALTH SERVICE AND PRACTICE ADVISORY SUBCOMMITTEE

1. Preamble:

The Health Service and Practice Advisory (formerly HMO Managers) subcommittee will provide a forum for Hospital Medical Officer (HMO) Managers, practice managers, Medical Directors, Chief medical officers and other relevant hospital staff to exchange views, share ideas and ensure a consistent, state-wide approach to medical employment related issues.

The HSPA subcommittee has a role in relation to the existing Core 1 and Core 5 of the PMCV 2009-2012 Strategic Plan

Capacity Expansion

Theme 1: Workforce Development and Innovation

Work with our stakeholder groups to identify ways in which prevocational training places can be expanded and explore new approaches to training and service including flexible employment models

Career Enhancement

Theme 5: Computer Matching Service

Administer the Computer Matching Service for junior medical officers, graduate nurses, medical radiation interns and Basic Physician Training (BPT) Consortia

Theme 6: Junior Medical Officer Welfare and Support

Support the training, professional development, welfare and well-being of junior medical officers and engage JMOs via the Victorian JMO Forum.

Continuity of Training

Theme 7: Undergraduate and Vocational Training Liaison

Continue the dialogue at the State between the Victorian universities and the PMCV. Formalise a dialogue between the Colleges and the PMCV at the State level...

2. Terms of Reference HSPA subcommittee

The purpose of the Health Service and Practice Advisory subcommittee is to:

- advise the Postgraduate Medical Council of Victoria on issues relating to the recruitment and retention of the junior medical workforce in Victoria;
- promote mutual understanding and sharing of information and processes between persons working in HMO management; and
- promote networking and professional development opportunities for persons working in HMO management.

To achieve its primary objectives, the Health Service and Practice Advisory subcommittee will:

- Communicate with stakeholders*¹ in relation to administrative and policy issues affecting the recruitment and retention of the junior medical workforce;
- Provide advice to the Workforce subcommittee on the impact of new recruitment and training models on the junior medical workforce e.g. community placements, GP placements, rural clinical schools;

- Provide advice to the Workforce subcommittee on operational issues as they relate to the intern and HMO computer matches;
- Monitor impacts on workforce, including safe hours of work and mobility/retention of junior medical staff, in particular prevocational medical staff;
- Strengthen links with the specialist colleges in relation to college recruitment processes of junior medical workforce;
- Form work groups as required, with terms of reference approved by the HSPA subcommittee.

(*1 Stakeholders include Australian Medical Association, Australian Medical Council, Department of Human Services, Department of Immigration, Indigenous and Multicultural Affairs, Medical Practitioners Board of Victoria, State Postgraduate Medical Councils, Victorian Medical Postgraduate Foundation)

3. Calendar of activities for the subcommittee

Membership

Review subcommittee membership annually

Responsibility: Members

Timing: At each meeting

Review Chair and Deputy Chair appointments

Responsibility: Secretary

Timing: Bi-Annually (December)

Terms of reference

Review terms of reference annually

Responsibility: Members

Timing: Annually (July)

Develop annual business plan

Responsibility: Members

Timing: Annually (July/August)

Monitor annual business plan to ensure progress against objectives

Responsibility: Members

Timing: May/June annually

Procedures and reporting

Ensure timely preparation and distribution of agendas, meeting papers and minutes

Responsibility: Chair / Secretary

Timing: One week prior to & after meeting

Review subcommittee procedures and members understanding of procedures

Responsibility: Members

Timing: As required

Implement induction process for new members

Responsibility: Chair / Secretary

Timing: As required

Provide report on HSPA activities for inclusion in the DoH Annual Report

Responsibility: Chair / Members

Timing: Draft Report to June meeting

Communication and interactions

Schedule meeting of HSPA and Workforce subcommittees

Responsibility: Committee Chairs

Timing: Annually (Usually April)

Identify issues for regular meetings with Department of Health

Responsibility: Chair

Timing: As required

Participate in the bi-annual meetings with University Clinical Deans

Responsibility: Chair / Secretary

Timing: February and September

Liaise with Victorian JMO Forum in relation to issues affecting their education and training

Responsibility: Chair/MD/Edn Manager/EO

Timing: As required

Provide input into the Review of the Computer Matching system

Responsibility/E.O/W.O

Timing: As required

Collaborative partnerships

Contribute to the planning of the annual Medical Careers Expo (in conjunction with VMPF and AMA Victoria)

Responsibility: Members

Timing: May/June

Provide input as requested to relevant Departmental Advisory Committees

Responsibility: Members/E.O as PMCV representative

Timing: As required

Respond to issues relating to the national offer process for internship

Responsibility: Chair / E.O.

Timing: As required

Respond to issues relating to the national Audit of Intern acceptances

Responsibility: Chair / E.O.

Timing: As required

Reviews

Monitor international developments

(e.g. Medical Workforce, junior doctor welfare, etc)

Responsibility: Members

Timing: Ongoing

Medical Workforce

Contribute to the planning for increased medical graduate numbers in the Victorian medical workforce

Responsibility: Members

Timing: Ongoing

Foster relevant interaction of Council and the Department of Health in relation to medical workforce initiatives and provision of data

Responsibility: PMCV/DHS?

Timing: Ongoing

Monitor initiatives in relation to medical recruitment overseas and local

Responsibility: Members

Timing: Ongoing

Monitor the support program for previously graduated medical students entering internship and/or interns or PGY2 doctors not progressing satisfactorily.

Responsibility: Medical Director/health services as identified

Timing: Ongoing

Computer Matching Service

Monitor the regulations and policies in relation to the medical computer matches and make recommendations as appropriate

Responsibility: Members

Timing: As required.

Receive timely reports on medical matches and monitor retention data

Responsibility: Members

Timing: May to October

Contribute to research and projects

Identify projects/activities to refer to Executive Committee for consideration for inclusion in Annual Service Agreement with DoH

Responsibility: Members

Timing: Ongoing

4. Membership:

4.1 Chair

The Chair of the HSPA subcommittee shall be appointed as follows:

- Existing members of the subcommittee are eligible to nominate for the Chair position.
- Interested persons who are not members of the HSPA subcommittee may also apply for the Chair position. In such cases, in addition to the requirements of the *Expression of Interest (EOI)* the applicant may be required to provide 2 referees to support their application.
- Interested persons are required to lodge an *EOI* with the Executive Officer of the PMCV by the advertised closing date either by email (cjordon@pmcv.com.au), facsimile (03 94191261) or mail (PO Box 2900 St Vincent's Hospital, Fitzroy Vic 3065).
- The *Expression of Interest* should:
 - State the applicants name and position;
 - Include a brief statement as to why you would be interested in taking this role; and
 - A brief CV should be included.
- Each *Expression of Interest* will be considered by the Board of the PMCV which will make a decision regarding the appointment of the Chairperson.
- Following the PMCV Board's decision, the Executive Officer, PMCV will notify all applicants.
- The outcomes of the Chair appointment process will be advised by email to all members of the Subcommittee and the PMCV Committee.
- The Chair will be appointed by PMCV for a period of 2 years, renewable for an additional 2 years.
- The Role of the Chair includes:
 - Chairing meetings of the HSPA Subcommittee
 - Alternating as Chair of the joint Workforce and Health Service and Practice Advisory subcommittee annual meeting
 - Cast the deciding vote where agreement cannot be reached on accreditation decisions
 - Act as a representative of the HSPA subcommittee in external committees and other forums as required.
 - Participate as a member on the PMCV Committee.

4.2 Annual performance of the Chair/subcommittee

The Chair will be subject to the annual performance review process implemented by the PMCV Board.

4.3 Members

Member representation should aim to include representatives from a variety of health services, general practices and organisations which support prevocational trainees.

- The Department of Health may have observer status at meetings.
- The MCV Medical Director (in attendance)
- The PMCV Executive Officer (in attendance/Secretary)

4.4 Secretary

The Executive Officer will act in this capacity.

- Secretary to prepare documentation in conjunction with the Chair for each meeting.
 - Distribute documentation for each meeting.
 - Liaise with members as required.
 - Prepare the minutes for each meeting and relevant correspondence.

5 Conduct of Meetings:

5.1 Time

Normally Wednesdays 1.00-3.00pm

5.2 Location

Mary Aikenhead Conference Centre, St Vincent's Hospital, 27 Victoria Parade, Fitzroy

5.3 Notice

The Secretary must give reasonable notice of every meeting of the subcommittee (but not less than seven days).

5.4 Frequency and Length

The subcommittee must meet at least five times per year.

All meeting dates for the following year shall be determined by the Subcommittee at its last scheduled meeting of the previous year.

5.5 Attendance

Members may attend in person or by teleconference. An annual review of membership attendance will be undertaken and members who attend fewer than 50% of meetings without a leave of absence or apology may be asked by the Subcommittee Chair to provide reasons for non-attendance and may be asked to step down from the subcommittee.

5.6 Quorum

A quorum is no fewer than 50% of the subcommittee members present at the meeting.

5.7 Voting

5.7.1 How determined

- In determining a question before a meeting of the subcommittee, the Chair will ask if any member is opposed to the motion before the Chair. If no members dissent or object, the motion shall be carried.

- If any member indicates that they are opposed to the motion, the Chair shall call for those in favour of the motion and then those against the motion and will declare the result to the meeting.

5.7.2 Method of voting

- Every question put to the subcommittee is determined by a majority of votes.
- If a member of the subcommittee request it, a question requiring a vote will be determined by a ballot and otherwise is by show of hands. The Chair will determine the conduct of the ballot.
- A member of the subcommittee has one vote. A majority of votes is sufficient to pass a resolution.
- A vote may be given personally or by proxy provided that it is in the format prescribed.

5.7.3 Casting vote

- The Chair of any meeting has a casting vote.

5.8 Conflict of Interest

Members with items of Conflict of Interest are asked to declare this at the commencement of the meeting and to absent themselves from the relevant item discussion.

5.9 Business of the Meeting

- a) Standing Agenda Items
- b) Confirmation of Minutes
- c) Declaration of Conflict of Interest
- d) Matters Arising from Minutes for noting and action
- e) New Business Matters for noting and action
- f) Correspondence
- g) Other Business
- h) Date of Next Meeting

5.10 Confirmation of Minutes

There shall be no discussion or debate on the minutes permitted except where their accuracy as a record of the proceedings is questioned. If a subcommittee member is dissatisfied with the accuracy of the minutes, they must state the item or items and propose a motion clearly outlining the alternate wording to amend the minutes. The Chair will sign the minutes once confirmed by the members. Minutes of each meeting are to be submitted to the next appropriate meeting of the subcommittee for confirmation.

5.11 Content of the minutes

In keeping the minutes of the subcommittee meeting, the Secretary must arrange the recording of the minutes to show:

- i. The name of the Subcommittee, meeting number, date, location and time at which the meeting was held.
- ii. The names of members and whether they are present, an apology or on leave of absence;
- iii. The names of any other persons in attendance and the organisation they represent or in what capacity;
- iv. Every motion and amendment moved;
- v. The outcome of every motion;

- vi. Where a division is called, a table of names of members present, showing the way they voted (FOR, AGAINST or ABSTAIN);
- vii. Details of any failure to maintain a quorum and any adjournment;
- viii. Time and reason for adjournment of the meeting or of the standing orders;
- ix. Disclosure of any declaration of direct or indirect interest of a member declared or identified to the meeting;
- x. Any other matter which the Secretary, in conjunction with the Chairperson, thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes; and
- xi. Conclude with the official signing of the minutes by the Chairperson.

Except where a member requests, individual expressions of view, if recorded, do not identify the member.

5.12 Disclosure

Any member of the subcommittee who has direct or indirect financial interest in any matter brought before the subcommittee for discussion must immediately disclose that interest to the other subcommittee members and must not be present during discussion on this matter. This statement must appear on all agendas.

5.13 Effect of resolutions

Any motion or resolution passed at a meeting of the Subcommittee must be endorsed by the Executive Committee or the PMCV Committee before it has any effect.

5.14 Documentation

The Secretary must ensure that all records of all relevant information from meetings of the Subcommittee are maintained including agenda, attachments, minutes and correspondence for a period of 7 years. All incoming and outgoing correspondence to the Workforce Subcommittee should be addressed to or signed by the Chair, Workforce Subcommittee.