

Australian and New Zealand College of Anaesthetists

COMMUNITY REPRESENTATION POLICY (AUSTRALIA)

1. INTRODUCTION

The Australian and New Zealand College of Anaesthetists (the College) is the professional medical body in Australia and New Zealand that conducts the education, training, and continuing professional development of anaesthetists and pain medicine specialists. The College strives to serve the community by fostering safety and quality patient care in anaesthesia, pain medicine and intensive care medicine. As a result, Australia and New Zealand have one of the best patient safety records in the world - a factor that contributes to the high level of health outcomes enjoyed by most. The College, however, recognises the need to improve the health system to ensure greater access and equity for all. The engagement of community representatives is a valued means of supporting transparency and consistency in decision-making. The College seeks to continually improve its operations, in line with community expectations.

This policy outlines the College's commitment and expectations in regard to community representation in Australia.

2. BODY OF POLICY

2.1 Role of community representatives

Currently, the following four committees may have community representation, as stipulated by College regulations:

- Education and Training Committee
- Training Accreditation Committee
- International Medical Graduate Specialist (IMGS) Committee (and interview panel)
- Research Committee.

The role of community representatives includes the following responsibilities:

- To contribute to a robust, transparent decision-making process that aligns with the College's mission
- To provide a societal perspective on issues, and
- To ensure the committee recognises community concerns.

The chair of each committee may assist community representatives to fully understand their duties as specific to their individual role.

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2.2 Recruitment

As of September 2009, community representatives are to be appointed via the Consumers Health Forum (CHF) Consumer Representative Program. Applicants will be assessed by CHF according to the following key selection criteria (and possibly additional criteria, pending vacancies):

- A demonstrated interest in anaesthesia and pain medicine consumer issues and related health matters
- Excellent communication skills
- Good judgement and the capacity to be an enthusiastic and flexible team player
- Ability to analyse issues and judge their effects on the relevant consumers
- Capacity to negotiate on issues to achieve the best possible outcomes
- Availability to participate in meetings at ANZCA House, Melbourne

This recruitment approach is being piloted and will be reviewed in May 2011.

Appointment as a community representative does not give an individual employee status of ANZCA, nor does it infer an employee/employer relationship.

Following recruitment, appointees are to attend an orientation program, designed to provide further information about the College's purpose, structure and process, and appointees' specific duties.

2.3 Confidentiality

During the course of service, community representatives will have access to information regarding hospitals, Fellows, Trainees and College activities and functions. Community representatives are required to complete a confidentiality agreement upon appointment, the purpose of which is to bring to the signatory's attention the importance of confidentiality of information which is forwarded in good faith to the College and on the understanding that it is not used for any purpose other than as required in undertaking the College role.

2.4 Privacy

The College is committed to ensuring the privacy of individuals and complies with the following:

- National Privacy Principles – Australian *Privacy Act 1998, Privacy Amendment (Private Sector) Act 2001*
- Information Privacy Principles – New Zealand *Privacy Act 1993*

The ANZCA Privacy Policy outlines how the College collects, uses and discloses personal information, and the procedures that allow access to this information. Community representatives are required to comply with this policy.

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2.5 Representation of ANZCA

Community representatives must not make public statements on behalf of ANZCA unless given prior approval by the College. Examples include media interviews on committee process, speaking at conferences or writing material for journals or other publications. Individuals appointed via the Consumers Health Forum are permitted to provide an overview of key activities via the 'meeting report form', on the proviso that confidentiality is maintained.

2.6 Conflicts of interest

The College's Conflict of Interest Policy provides guidance with regard to identifying and handling potential and actual conflicts of interest involving the College and its activities. The policy primarily relates to Councillors and ANZCA managerial staff, but is intended to raise awareness of conflict of interest issues and provide guidance to all those who fulfil a representative role with ANZCA such as Committee members, examiners, community representatives or staff involved in College work.

Individuals seeking appointment as community representatives are requested to declare any potential conflicts of interest. Further, appointees are obliged to declare any conflict of interest that may arise during service.

2.7 Remuneration

Remuneration will be in accordance with the ANZCA Community Representation Schedule of Fees, informed by recommendations made by the Health Issues Centre and consistent with the range (Category 2) set by the Australian Government Remuneration Tribunal for offices not specified.

The hourly fee for participating in a committee assumes that approximately one hour of pre-reading is required prior to each committee meeting. Should pre-reading prove more onerous than this, individual community representatives are asked to raise this with their key staff contact so that suitable remuneration arrangements can be made, in liaison with the committee chair.

Pre-reading for IMGS structured interviews attracts an hourly rate, given the volume of material and its detailed nature, the comprehension and recall of which is essential to the interview process. Community representatives fulfilling this role are asked to detail the hours of pre-reading undertaken, for approval at the relevant manager's discretion.

If a community representative is required to attend a meeting or similar event in person for less than three hours, he or she will be reimbursed for a total three hours of engagement at a default hourly rate (that specified for contributing to a focus group). For example, attending a committee meeting one hour in duration would attract the following reimbursement:

(1 hour x participating in a committee) + (2 hours x contributing to a focus group).

This does not apply to telephone calls, teleconferences, attending to emails, pre-reading, etc.

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As outlined in the ANZCA Community Representation Schedule of Fees, individuals will be reimbursed for miscellaneous expenses such as travel (and, where applicable, accommodation), car parking, printing, telephone calls and childcare. All travel arrangements are required to comply with the ANZCA Travel Policy for Staff. Approval rests with the relevant responsible unit general manager; approval of the chief executive officer is not required.

2.8 Duration of appointment

Appointments are made for a period of 12 months. Community representation will be reviewed annually in May, in alignment with the College's practice regarding committee membership more broadly. A transitional review is scheduled for May 2010; a full review will follow in May 2011. At this time, the chief executive officer (in consultation with relevant committee chairs) will be responsible for reappointing existing community representatives for a further 12 months' service or appointing other nominees. An individual's continuation in the role of community representative is subject to the College's discretion. A community representative may resign at any time by submitting a signed letter of resignation to the chief executive officer.

3.0 CONCERNS OR COMMENTS

If you have any concerns or comments in regard to this policy, please contact the General Manager, Policy on +61 3 9510 6299 or via email policy@anzca.edu.au. Resolution of concerns will be sought as promptly as possible.

4.0 CHANGES TO ANZCA COMMUNITY REPRESENTATION POLICY

The College may modify or amend this policy at any time. Formal notice of amendments will not ordinarily be given, but the current community representation policy will be available via the College website www.anzca.edu.au or by contacting the College on +61 3 9510 6299.

Australian and New Zealand College of Anaesthetists

Community Representation

Schedule of Fees

Effective 1 November 2009

Remuneration will be in accordance with the following schedule of fees, informed by recommendations made by the Health Issues Centre and consistent with the range (Category 2) set by the Remuneration Tribunal for offices not specified:

<u>Role</u>	<u>Fee (hourly)</u>
Contributing to a focus group	\$50
Participating in a consultation workshop	\$50
Participating in a committee	\$55
Participating in IMGS structured interviews	\$55
Participating as a panel member at a conference	\$65
Delivering a presentation at a workshop	\$100
Delivering a presentation at a conference or forum	\$120
Reviewing and commenting on a draft document	\$40
Pre-reading for IMGS structured interviews	\$30

Individuals will be reimbursed for miscellaneous expenses such as travel (and, where applicable, accommodation), car parking, printing, telephone calls and childcare.