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# SCV Expert Working Group

## Information pack for applicants

OFFICIAL

Safer Care Victoria welcomes your expression of interest in attending a set of meetings of subject matter experts who have experience of or provide care to people with asthma, diabetes and COPD. This pack provides information on participation in the expert working group and should be read in conjunction with the Safer Care Victoria and 100,000 Lives program FAQs.

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### Stay Well Stay Home Expert Working Group: Purpose and process

#### Why is Safer Care Victoria establishing the group?

Safer Care Victoria wants to partner with clinicians and consumers to improve the management of asthma, chronic obstructive pulmonary disease (COPD) and diabetes to reduce hospitalisation by 10%, 15% and 30% respectively by December 2023.

The expert working group will identify best practice and develop creative ideas for change to improve health outcomes for Victorians.

#### Who should consider applying?

We would like to partner with clinicians from medical, nursing, allied health and primary care backgrounds and consumers with lived experience of asthma, COPD or diabetes (as a patient or carer) in acute and primary Victorian healthcare services.

### **What does participation involve?**

The expert working group brings a diverse group of people together to explore key topics, develop a shared understanding of how to progress the initiative, and define aims and the theory of change which will be used to make improvements.

The expert working group is a collective effort; outcomes from the group's work will inform the improvement activities throughout the initiative.

The expert working group advises on a range of topics, depending on their subject matter expertise, including:

- development of a shared understanding of the problem and opportunities to address
- development of key documents to guide delivery of the work
- guidance on language, approach and suitability of change ideas
- identification of opportunities and risks for testing change ideas

### **What are the benefits of participating in the group?**

You will have opportunities to:

- share your experiences, knowledge and skills with a range of people from diverse backgrounds
- influence health outcomes
- work with like-minded people passionate about change
- hear from international and Australian leaders in the field and develop valuable personal and professional networks.

### **What will happen after the meetings?**

Following the meetings, we will provide a summary of the discussion and decisions reached. You can expect to receive this within 2-3 days of the workshops.

You are not expected to commit time to the expert working group after the meeting, but we will share updates on the progress of the work quarterly via email.

### **Is there a code of conduct for the participants?**

Successful applicants are required to:

- comply with the Victorian Public Sector code of conduct
- notify Safer Care Victoria of any matters or concerns which may impact their participation in the group.

Participants will also be required to sign a Deed of Confidentiality to protect disclosures of confidential information which may be shared during participation in the group.

## **Attending meetings**

### **Where will the meetings be held and how can I get there?**

Meetings will be held virtually via Microsoft Teams. Instructions about how to use Microsoft Teams will be sent as a separate document and will require access to the internet via a computer or laptop.

Virtual meetings can be accessed via a smartphone, however we recommend using a computer or laptop if available to maximise your ability to engage.

## Pre-reading

Information will be sent via email prior to each workshop.

## What is the time commitment?

The expert working group will run for approximately two half days. Members will be expected to attend the expert working group meetings for up to four hours each.

Scheduled meetings include:

Tuesday 9 August 2022 - 1:00 pm-5:00 pm

Thursday 11 August 2022 - 1:00 pm-5:00 pm

## Application process

### How to apply

Those interested in joining the expert working group as members are invited to complete the [expression of interest form](#). Applications will be reviewed by a selection committee from Safer Care Victoria.

**Applications extended!** Applications close 3 August 2022.

### What approvals and other requirements do I need to participate in the group?

- All applicants are required to provide a signed Deed of Confidentiality (**Attachment 2**)
- Health service representatives are required to provide an endorsement letter with their expression of interest. This needs to be signed by an authorised delegate from your organisation approving the application and supporting attendance at the meetings and other related activities (**Attachment 1**).

## Payment for participation

### For lived experience experts/consumers

Safer Care Victoria provides payment to consumers for participation in the Expert Working Group in accordance with the Department of Premier and Cabinet's [Appointment and Remuneration Guidelines, 1 July 2021](#), (<https://www.vic.gov.au/guidelines-appointment-remuneration>).

The group falls into the Group C category, Band 3, according to which the lived experience experts/consumers are paid at a half-day sessional rate (for all meetings less than four hours) or a full-day rate (four hours or more).

**Table 1: Classification criteria and remuneration schedule - Group C organisations**

Group C: advisory committees, registration board and management of small organisations	Chair	Member
<p>(a) Advisory bodies to departments. These bodies could be established under legislation or at the instigation of a Minister or department Head. The role of such bodies would be to hold internal inquiries/investigations in relation to an operation (or some aspect of an operation) of a particular department. The body would report within the department and at the department Head level or below.</p> <p>(b) Advisory committees required to consider issues/matters that are local or affect confined areas including local land and water advisory committees.</p> <p>(c) Trade and para-professional registration and licensing committees where legislation defines qualifications and regulates operating requirements of practising individuals.</p>	Up to \$272 per day	Up to \$233 per day

The remuneration of consumer participants does not include:

- hourly payment rates
- no additional payment is made for reading and preparation time, this is included in the daily sessional rate.

Remuneration levels are exclusive of any superannuation obligations.

### For clinical and health services representatives not employed by the Department

For clinical experts participating, only general private practitioners can be remunerated. The fees applicable are the same as above in Table 1: Classification criteria and remuneration schedule - Group C organisations.

### How will I get paid?

For lived experience experts/consumers and clinical and health services representatives not employed by the department who are participating in the Expert Working Group and have an ABN number, a tax invoice can be issued to Safer Care Victoria.

Alternatively, a *statement by supplier form* can be signed and submitted to Safer Care Victoria to create a vendor number for the payment. To be remunerated the following are required for each session attended:

- A completed general claim form to request the payment from the department's finance team.
- A completed attendance form used to verify your attendance at the meeting and attached to the payment request. A copy of the meeting minutes can also be used to verify attendance at the meeting.

### Am I able to get reimbursement for out-of-pocket expenses?

All participants remunerated or non-remunerated may be eligible to be reimbursed for reasonable out-of-pocket expenses such as travel, accommodation, meals and other incidental expenses associated with attendance at meetings.

To seek reimbursement, you will be required to complete the Personal Expenses claim and attach the supporting documentation of the expenses, for example:

- a copy of the car park receipt
- a copy of the Myki receipt

- full details of your motor vehicle and odometer reading.

Alternatively, if you require a taxi, speak to the meeting organiser about the availability of taxi vouchers.

Claims take approximately four weeks to process.

Payments are processed via electronic transfer into your nominated bank account.

### How can I get more information?

If you would like further information on the expert working group for the initiative or on completing this expression of interest you may contact:

Belinda Phelan, Asthma Project Lead [Belinda.Phelan@safercare.vic.gov.au](mailto:Belinda.Phelan@safercare.vic.gov.au),

Claire Dunn, COPD Project Lead [Claire.Dunn@safercare.vic.gov.au](mailto:Claire.Dunn@safercare.vic.gov.au),

Angela Baxter, Diabetes Project Lead [Angela.Baxter@safercare.vic.gov.au](mailto:Angela.Baxter@safercare.vic.gov.au).

Alternatively, please visit the Safer Care Victoria website ([safercare.vic.gov.au](http://safercare.vic.gov.au)).

## Attachment 1 – Letter of endorsement template

<Date>

<Name>

Safer Care Victoria  
50 Lonsdale Street  
Melbourne, Victoria 3000

Dear <Name>

**Re: Stay Well Stay Home Expert Working Group**

<Name> has informed me of his/her expression of interest for participation in the Stay Well Stay Home expert working group.

<Name> is currently employed as <role> at <organisation>.

I endorse <name> application as a participant in this group and support his/her attendance at the meetings and during his/her usual hours of work.

Yours sincerely

<Insert signature>

<Name>

<Title>

<Organisation>

<Telephone number>

<Email address>

## Attachment 2 – Deed of confidentiality template

I, \_\_\_\_\_ hereby indicate that I understand and agree to abide by the confidentiality provisions set out in the *Public Health and Wellbeing Act 2008*.

I acknowledge that I must not directly or indirectly make a record of, or divulge or communicate to any person any information gained by or conveyed to me by reason of my office, employment or engagement; or make use of the information for any purpose other than in the performance of the functions of the Stay Well Stay Home Expert Working Group.

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_