
Frequently asked questions

Clinical Advisory Group – Primary Healthcare Provider

OFFICIAL

Who are we looking for?

We are looking for a primary healthcare provider with:

- recent experience working with people who have/are experiencing the Victorian hospital system
- experience promoting and sharing experiences from a diverse population perspective (primary healthcare)
- an ability to look beyond personal experiences and passions and discuss broad based topics
- effective communications skills, who can work collaboratively with others
- commitment to improving safety and quality of healthcare in Victoria.

What is the primary healthcare provider role in the CAG?

The primary healthcare provider role provides feedback and advice that facilitates strong primary healthcare provider partnerships and perspectives. It also supports CAG to identify ways to improve healthcare on various aspects and topics of care.

You will:

- work collaboratively with the multidisciplinary clinicians from several health services and settings and staff from different Safer Care Victoria branches
- advocate and promote the primary healthcare provider perspective to improve healthcare delivery for all Victorians
- share insights from a diverse population perspective (primary healthcare provider)
- have an ability to look beyond personal experiences and passions and discuss broad based issues and topics
- display a strong desire to create change in the health system
- attend and contribute regularly to meetings and respond to out of session requests.

Who is Safer Care Victoria?

Established in January 2017, Safer Care Victoria (SCV) is the state's healthcare quality and safety improvement agency. We work with consumers, families and carers, clinicians and health services to:

- monitor and improve the quality and safety of care delivered across our health system
- run targeted improvement projects and collaboratives, spreading success across the state
- develop best practice clinical guidance and resources for clinicians
- review and support adverse patient safety event reviews to look for improvement opportunities
- engage purposefully and systematically with consumers, clinicians, health services and subject matter experts to ensure quality and safety improvement is a key agenda across the state.

What is the Clinical Advisory Group?

The Clinical Advisory Group (CAG) reports to our executive team and provides advice and guidance on:

- quality and safety data trends
- clinical issues associated with healthcare services
- planning, prioritising, and evaluating of projects and safety within the sector
- SCV work and strategy
- request from Department of Health.

Group members are from diverse backgrounds and consist of:

- Safer Care Victoria CEO (chair)
- consumers
- consumer and clinical leads from Acute, Cardiovascular, Maternity and Newborn, Perioperative and Continuing Care Learning Health Networks
- allied health representation
- nursing and midwifery (metro, regional and rural)
- Aboriginal and Torres Strait Islander clinician
- Director SCV Centre of Clinical Excellence
- Chair of the Quality and Signals Safety group
- SCV's Chief Clinical Officers.

Is the Clinical Advisory Group a project?

The Clinical Advisory Group is not a project or a singular piece of work. Rather, you will be asked to provide advice, input and feedback on a variety of SCV and Department of Health priorities.

Please note that not all items discussed at Clinical Advisory Group meetings will focus on a population group that you may identify with or represent. Your perspectives are sought and vital to making system wide healthcare changes to improve the overall health and safety of the Victorian community.

What is the time requirement for this position?

In addition to the one-hour meeting every two months, there will be an agenda and papers to review prior to each CAG meeting. Additional document review and some out of session feedback and decisions may be required on an ad hoc basis. Around two (2) hours of work per meeting is expected.

How many primary healthcare positions are available?

There is one primary healthcare provider position available on the Clinical Advisory Group.

Do I have to have previously worked with Safer Care Victoria?

No, you do not have to have worked with SCV to apply for the advertised membership.

How long is the term of membership for the CAG?

The CAG membership is for two years. You may have the opportunity to undertake a second 2-year term with a maximum of 2 x 2-year terms. There will be no need to reapply if your membership is extended for a second term.

Can I see the Terms of Reference before deciding to apply for a CAG consumer role?

The Terms of Reference will be shared upon request (refer to More information).

Remuneration

You will receive remuneration for the time you spend contributing to the Clinical Advisory Group in line with the government policy. An excerpt is at the end of this document or you can read the Appointment and Remuneration Guidelines (effective 1 July 2022) - Group C classification, Band 3.

Can I apply if I live and work in a regional or rural area?

Yes. People living in regional and rural areas can apply. All CAG meetings will be held virtually.

More information

For more information, please contact Revanth Mantatkar, Senior Project Officer in the Centre of Clinical Excellence on (03) 9500 5727 or via centreforclinicaexcellence@safercare.vic.gov.au.

SCHEDULE C: CLASSIFICATION CRITERIA AND REMUNERATION SCHEDULE - GROUP C ORGANISATIONS (3)

Note: Remuneration levels are exclusive of any superannuation obligations.

Advisory Committees, Registration Boards and Management Boards of Small Organisations

Band	Classification criteria	Chair (Fee per day)	Member (Fee per day)
1	<p>(a) Scientific, technical and legal advisory bodies requiring members to be “experts in their field” and provide the highest level of advice available. Such bodies would be commissioned by and report directly to Government in response to proposals/issues considered important to the general community.</p> <p>(b) Disciplinary boards or boards of appeal for individuals (professional or non-professional) where the members of the board(s) are not required to be legally qualified or do not require the assistance of legal counsel.</p> <p>(c) Management boards of small size organisations undertaking a specific function or providing a discrete service. Members would have substantial management/business/professional expertise relevant to the field of operations. The operations of the organisation would normally warrant a General Manager in the low to middle levels of Executive Officer Band 3.</p>	\$318 to \$586	\$247 to \$448
2	<p>a) Qualifications, regulatory or licensing bodies for recognised professional groups. Such bodies would be responsible for establishing appropriate codes of practice and operating standards, administering relevant legislation and maintaining a register of licensed practitioners.</p> <p>(b) Bodies established by legislation or at the direction of a Minister (or Government) to investigate/monitor and advise/report to Government on issues considered to be of importance within the portfolio or where there is a high degree of concern within certain sections of the community.</p> <p>(c) Qualifications, regulatory or licensing bodies in relation to technical, trade or non-professional groups.</p>	\$196 to \$448	\$169 to \$349
3	<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 \$276	Up to \$237

Notes

There is no separate allowance or fee for a Deputy Chair. If a Deputy Chair is appointed, payment will be at the member's rate. If the Deputy Chair assumes the role of the Chair the Chair's fee will be payable for the period the Deputy Chair acts as Chair.

Daily rates are set for the maximum payable for official duties on a given day. Where official duties equal or exceed four hours, the maximum should be paid. Official duties of less than four hours should be paid at half the daily rate.