Victorian Medicines Formulary

Expert Reference Group – Member

Position Description

OFFICIAL

Position	Member, Expert Reference Group
Term	Initial two-year term, with eligibility for reappointment for a further one-year term
Time commitment	Meetings held as required, online and typically up to two hours. Additional preparation and out-of-session work will vary depending on the matters under consideration
Remuneration	Sessional remuneration applies. See 'Remuneration' below
Accountable to	Chair of the relevant Expert Reference Group
Location	Online / remote
Further information	Medicines and Pharmacy Improvement Team: medicinesformulary@safercare.vic.gov.au

Safer Care Victoria

Safer Care Victoria is the state lead for quality and safety in publicly funded health services across Victoria. We work in partnership with health services, the Department of Health, clinicians, consumers, carers and other key stakeholders to drive improvements in the safety and quality of care for Victorians.

About the Victorian Medicines Formulary

The Victorian Medicines Formulary (the Formulary) is a statewide reform that aims to improve equitable access to medicines, strengthen evidence-informed practice, standardise medicine use and support the sustainability of Victoria's public health system.

The Formulary will support a more consistent approach to medicines use across Victorian public health services.

About the Expert Reference Groups

Expert Reference Groups are specialist advisory groups that provide clinical and subject matter expertise to support the Victorian Medicines Formulary Clinical Council (the Council). Each Expert Reference Group focuses on a defined therapeutic area or clinical specialty.

Expert Reference Groups provide specialist, evidence-informed advice on:

- evaluation and review of medicines
- clinical effectiveness and safety
- equity of access
- implementation and health-system implications
- cost-effectiveness and value
- appropriate use of medicines, including prescribing restrictions and conditions of use
- emerging medicines, therapeutic developments and risks relevant to their specialty.

Expert Reference Groups operate in an advisory capacity. Their advice and recommendations support consideration by the Council. Expert Reference Groups do not determine Formulary listings.

About the Expert Reference Group member role

Role purpose

Expert Reference Group members contribute specialist clinical, pharmacy, nursing, midwifery or other relevant expertise to the evidence-informed evaluation of medicines relevant to the group's therapeutic area or clinical speciality.

Members work collaboratively to develop specialist advice and recommendations for consideration by the Council, taking account of evidence, clinical practice and the practical implications of medicines use across Victorian public health services.

Role responsibilities

Expert Reference Group members are responsible for:

- contributing specialist expertise relevant to the Expert Reference Group's therapeutic area or clinical specialty
- reviewing relevant evidence and contributing to the evaluation of medicines and Formulary submissions
- providing advice on the evaluation of medicines, with respect to clinical effectiveness, safety, equity of access, implementation and health-system implications, cost-effectiveness and value
- contributing as a voting member to the development of Expert Reference Group advice and recommendations on Formulary submissions and reviews
- contributing advice on the appropriate use of medicines, including indications, prescribing restrictions and conditions of use
- considering the practical implications of proposed advice for Victorian public health services
- participating constructively in multidisciplinary discussion and the development of evidence-informed advice and recommendations.

Member expectations

All Expert Reference Group members are expected to:

- attend at least 75 per cent of scheduled meetings
- prepare for meetings, review supporting material and respond to out-of-session requests where required
- contribute specialist expertise and evidence-informed advice
- participate constructively in multidisciplinary discussion

- contribute independent, system-wide advice in the public interest rather than acting solely as a representative of an individual organisation or health service
- act with integrity and professionalism
- declare and appropriately manage actual, potential or perceived conflicts of interest
- maintain the confidentiality of Expert Reference Group information, papers and deliberations.

Successful applicants will be required to sign and comply with the Expert Reference Group Member Code of Conduct and confidentiality requirements and complete a declaration of interests.

Key selection criteria

The ideal candidate will:

- have recognised expertise relevant to the Expert Reference Group's therapeutic area or clinical specialty
- demonstrate experience in evidence-informed evaluation and critical appraisal, including applying value-based healthcare principles to the development of clinical advice or recommendations
- demonstrate a sound understanding of medicines use, medicines management and quality use of medicines within Victoria's public health system
- be able to provide specialist advice that considers clinical effectiveness, safety, equity of access, implementation and health-system implications, cost-effectiveness and value
- demonstrate sound judgement, integrity and professionalism, with a commitment to the safe, effective, equitable and sustainable use of medicines.
- demonstrate strong collaboration and teamwork skills, with the ability to work constructively and respectfully with other Expert Reference Group members from a range of clinical and professional backgrounds to reach consensus-based recommendations

Remuneration

Members will receive sessional remuneration for their participation in Expert Reference Group activities. Sessional fees cover meeting attendance and preparation.

Members will receive $326.60 per half-day session or $653.20 per full-day session.

Support provided

The Safer Care Victoria Formulary Secretariat will support the Expert Reference Group by coordinating meetings and papers, providing relevant evidence and supporting material, supporting evaluation processes, and documenting and progressing advice and recommendations.

New members will receive information and induction to support their understanding of the Formulary, the Expert Reference Group's governance arrangements and their responsibilities as members.

To receive this document in another format, **email the Medicines Formulary Project Team at medicinesformulary@safercare.vic.gov.au**