Victorian Medicines Formulary Clinical Council - Chair

Position Description

OFFICIAL

Position	Chair, Victorian Medicines Formulary Clinical Council
Term	Initial two-year term, with eligibility for reappointment for a further one-year term.
Time commitment	Monthly meetings of up to two hours. Total commitment is approximately one day per month, including preparation and out-of-session work.
Remuneration	Sessional remuneration applies. See 'Remuneration' below
Accountable to	Chief Executive Officer, Safer Care Victoria
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 Victorian Medicines Formulary Clinical Council

The Victorian Medicines Formulary Clinical Council (the Council) is the principal statewide clinical governance body for medicines evaluation and Formulary recommendations.

The Council brings together multidisciplinary expertise and perspectives across medicine, clinical pharmacology, pharmacy, nursing and midwifery, primary care, health economics, Aboriginal health and consumer experience, with metropolitan and rural and regional representation.

The Council:

- evaluates submissions to add, amend or remove medicines and indications from the Formulary, considering clinical effectiveness, safety, implementation and system considerations, equity of access, and cost-effectiveness and value
- develops recommendations on Formulary listings, prescribing restrictions and conditions of use
- considers advice from Expert Reference Groups, the Formulary Secretariat, clinical leaders and other experts
- considers emerging issues, risks and trends in medicines use
- supports consistent implementation of Formulary decisions across Victorian public health services.

The Council provides expert advice and develops formal statewide recommendations on the Formulary for approval by the Secretary or their delegate. It does not hold independent statutory or delegated decision-making authority.

About the Chair role

Role purpose

The Chair provides strategic and clinical leadership to the Council and supports its effective operation as Victoria's principal statewide clinical governance body for medicines evaluation and Formulary recommendations.

The Chair leads multidisciplinary deliberation and supports the Council to develop transparent, evidence-informed and system-wide recommendations on medicines and their use.

Role responsibilities

The Chair is responsible for:

- providing strategic and clinical leadership to support the Council to fulfil its purpose and responsibilities
- guiding the Council's evidence-informed evaluation of medicines and development of clear, transparent and fiscally responsible system-wide recommendations
- leading respectful, balanced and constructive multidisciplinary deliberation
- ensuring the range of clinical, professional, consumer and health-system perspectives represented on the Council are considered
- building consensus wherever possible and ensuring differing views are appropriately considered and documented
- promoting strong governance, integrity and accountability in the Council's advice and recommendations, including appropriate management of conflicts of interest
- contributing as a voting member to the evaluation of Formulary submissions, reviews and appeals in accordance with the Council's Terms of Reference
- working with the Formulary Secretariat to set Council priorities and support an effective work program
- representing the Council in discussions with Safer Care Victoria, the Department of Health, health services and other stakeholders, where required.

Member expectations

All Council 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

- participate constructively in multidisciplinary deliberations and work towards consensus wherever possible
- provide informed, independent and system-wide advice in the public interest, rather than acting solely as a representative of their organisation
- act with integrity and professionalism
- declare and appropriately manage actual, potential or perceived conflicts of interest
- maintain the confidentiality of Council information and deliberations
- comply with relevant legal, ethical and governance requirements.

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

Key selection criteria

The ideal candidate will:

- be a senior medical specialist, clinical pharmacologist or senior pharmacy leader (such as a Director of Pharmacy) with recognised expertise relevant to medicines governance, formulary management, quality use of medicines and/or medicines evaluation
- have substantial experience in evidence-informed evaluation, critical appraisal and value-based healthcare decision-making
- demonstrate strong understanding of medicines use and management within Victoria's public health system
- have demonstrated strategic and clinical leadership capability, including experience leading multidisciplinary committees or advisory groups
- demonstrate the ability to build consensus and navigate differing clinical, professional and system perspectives
- demonstrate the ability to provide a broad system perspective, including consideration of metropolitan, rural and regional health service contexts
- demonstrate sound judgement, integrity and a commitment to safe, effective, equitable and sustainable medicines use
- demonstrate strong collaboration and teamwork skills, with the ability to work constructively and respectfully with other Council members from a range of clinical and professional backgrounds to reach consensus-based recommendations.

Remuneration

Council members will receive sessional remuneration for their participation in Council activities. Sessional fees cover meeting attendance and preparation.

The Chair will receive $359.50 per half-day session or $719 per full-day session.

Support provided

The Safer Care Victoria Formulary Secretariat will support the Council by coordinating meetings and papers, managing Formulary submissions, supporting medicines evaluation processes, and documenting and progressing Council recommendations.

New members will receive information and induction to support their understanding of the Formulary, the Council'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**