Victorian Medicines Formulary Clinical Council – Deputy Chair

Position Description

OFFICIAL

Position	Deputy 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	Chair, Victorian Medicines Formulary Clinical Council
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 Deputy Chair role

Role purpose

The Deputy Chair supports the Chair in providing leadership to the Council and acts as Chair when required.

As a voting member, The Deputy Chair contributes senior clinical leadership and expertise in medicines governance, evaluation and implementation, supporting effective multidisciplinary Council decision-making.

The role helps ensure the Council's recommendations are evidence-informed, practical and responsive to the needs of Victorian public health services.

Role responsibilities

The Deputy Chair is responsible for:

- supporting the Chair in fulfilling the Council's leadership, governance and meeting responsibilities
- presiding when the Chair is absent or delegates responsibility for all or part of a meeting
- providing senior medical or pharmacy expertise and a broad system perspective on medicines governance, evaluation, medication safety and implementation, with the Chair and Deputy Chair collectively representing both medical and pharmacy perspectives.
- contributing as a voting member to the evaluation of Formulary submissions, reviews and appeals
- advising on the clinical, safety, feasibility, operational and implementation implications of proposed Formulary recommendations, including impacts on clinical practice and medicines management across health services
- supporting recommendations that promote the safe, effective, equitable and quality use of medicines across Victorian public health services
- supporting respectful, balanced and constructive multidisciplinary deliberation and the development of consensus
- supporting the Chair to represent 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 or senior pharmacy leader (such as a Director of Pharmacy) with recognised expertise in medicines governance, formulary management, quality use of medicines and/or medicines evaluation.
- demonstrate substantial experience in evidence-informed evaluation and critical appraisal, including applying value-based healthcare principles to medicines advice and decision-making.
- demonstrate a strong understanding of medicines use within Victoria's public health system, including clinical practice, medication safety, formulary implementation and the needs of metropolitan, rural and regional health services.
- be able to assess the clinical, operational and implementation implications of proposed Formulary recommendations and contribute a broad system perspective.
- demonstrate strategic thinking, leadership and committee experience, including the ability to support the Chair, facilitate multidisciplinary discussion and build consensus where different professional or system perspectives are held.
- 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 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 Deputy Chair will ordinarily receive the member rate of $326.60 per half-day session or $653.20 per full-day session. When fulfilling the duties of the Chair, the Deputy Chair will receive the Chair rate of $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**