Victorian Medicines Formulary Clinical Council – Member

Position Description

OFFICIAL

Position	Member, 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 Council member role

Role purpose

Council members contribute specialist medical, clinical pharmacology, pharmacy, nursing, midwifery, primary care or health economics expertise to the evidence-informed evaluation of medicines and the development of statewide Formulary recommendations.

Members work collaboratively across disciplines to consider clinical effectiveness, safety, equity of access, implementation and health-system implications, cost-effectiveness and value, and the safe and appropriate use of medicines across Victoria's public health system.

Role responsibilities

Council members are responsible for:

- contributing relevant clinical, professional, lived experience or subject matter expertise to Council deliberations
- evaluating medicines and contributing to recommendations on Formulary listings, prescribing restrictions and conditions of use
- providing informed advice that considers clinical effectiveness, safety, equity of access, implementation and health-system implications, cost-effectiveness and value
- considering the practical, operational and fiscal implications of recommendations across Victorian public health services
- contributing as a voting member to the evaluation of Formulary submissions, reviews and appeals
- contributing to consistent, transparent and evidence-informed medicines governance
- participating constructively in multidisciplinary deliberation and the development of consensus-based, system-wide recommendations.

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:

- have recognised expertise or experience relevant to the Council's role in medicines evaluation, medicines governance and Formulary recommendations
- have experience in evidence-informed evaluation and critical appraisal, including applying value-based healthcare principles to medicines evaluation
- have a sound understanding of medicines management and quality use of medicines within Victoria's public health system
- be able to bring together considerations of clinical effectiveness, safety, equity of access, implementation and health-system implications, cost-effectiveness and value when contributing to advice and recommendations
- bring a broad system perspective that reflects the needs and operational realities of metropolitan, rural and regional health services
- 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.

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 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**