Victorian Medicines Formulary

Expert Reference Group – Chair

Position Description

OFFICIAL

Position	Chair, 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	Executive Director - Improvement
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 the evaluation and review of medicines, with respect to:

- 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 and are engaged for their expertise where required. Their advice supports the Council to make Formulary recommendations. Expert Reference Groups do not determine Formulary listings.

About the Chair role

Role purpose

The Chair provides clinical leadership to the Expert Reference Group and guides the development of specialist, evidence-informed advice and recommendations relevant to the group's clinical area for consideration by the Council.

The Chair leads balanced multidisciplinary deliberation and engages clinical leaders across the specialty to help ensure the Expert Reference Group's advice reflects contemporary evidence, clinical practice and the needs of Victoria's public health system.

Role responsibilities

The Chair is responsible for:

- providing clinical leadership and direction to support the Expert Reference Group to fulfil its purpose and responsibilities
- guiding the Expert Reference Group's evidence-informed evaluation of medicines and development of clear, specialist advice and recommendations for consideration by the Council
- leading respectful, balanced and constructive multidisciplinary deliberation
- ensuring relevant clinical, pharmacy, nursing, implementation and health-system perspectives are considered in the Expert Reference Group's advice
- building consensus wherever possible and ensuring differing clinical or professional views are appropriately considered and documented
- Supporting engagement with Heads of Unit, clinical leaders and professional networks across the specialty to seek broader input where required
- promoting strong governance, integrity and accountability in the Expert Reference Group's advice and recommendations, including appropriate management of conflicts of interest
- Working with the Formulary Secretariat to plan and support delivery of the Expert Reference Group's agreed work program
- representing the Expert Reference Group in discussions with the Council, the Formulary Secretariat and other stakeholders, where required.
- contributing as a voting member to the development of Expert Reference Group advice and recommendations on Formulary submissions and reviews

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:

- be a senior medical specialist with recognised expertise relevant to the clinical focus of the Expert Reference Group, including strong knowledge of medicines use and governance within that area
- demonstrate substantial experience in evidence-informed evaluation and critical appraisal, including applying value-based healthcare principles to the development of clinical advice and recommendations
- demonstrate understanding of medicines use and management within Victoria's public health system, including rural, regional and remote settings where relevant
- be able to engage clinical leaders across the specialty and reflect their perspectives in statewide advice
- demonstrate experience with chairing multidisciplinary groups, facilitating balanced deliberation and building consensus where different clinical or professional views are held
- demonstrate sound judgement, integrity and professionalism, with a commitment to the safe, effective and sustainable use of medicines, including compliance with confidentiality and conflict-of-interest requirements.
- 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.

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 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**