



Guidelines

Appointment Process for

Medication Safety Expert Advisory Group

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Purpose

These Guidelines outline the process that will be used by the Health Quality and Safety Commission (HQSC) and the National Health Board (NHB) for appointments to the Expert Advisory Group for the Medication Safety Programme. The Guidelines outline:

- the terms of appointment of members
- considerations for determining the appropriateness of reappointment of an existing member for a further term
- the nomination, appointment and / or invitation process
- the criteria that should be considered for determining which candidate has the best mix of skills and experience to fill an Expert Advisory Group vacancy
- the process for selection and appointment
- the timeline for the nomination and appointment process
- the composition of the Selection and Appointment Panel.

Background

The HQSC was formally established as a Crown entity under the New Zealand Public Health and Disability Act 2000, in November 2010. The HQSC, as an independent and neutral entity, is committed to strengthening linkages and relationships across the health sector. In particular, there is a need for strong collaboration between the HQSC, the National Health Board (NHB) and the National Health Information Technology Board (NHITB) to ensure the Commission achieves service integration across all areas of the Medication Safety Programme both hard copy projects and eMedicines projects.

Integration of the governance and operational frameworks for the national Medication Safety Programme was agreed in early 2011. This resulted in the formation of the Medication Safety Governance Group, Steering Group¹ and Expert Advisory Group.

¹ Reference to the Steering Group relates to the activity of the existing National eMedicines Interim Steering Group

The Medication Safety Expert Advisory Group (MSEAG) will provide independent clinical and technical expert advice across to the medication safety team within the HQSC, the National eMedicines Programme and the Governance Group. In addition it will lead specific projects that may be assigned to it by the Governance Group. Members will work actively in the sector on improving the safety and quality of medicines management in New Zealand.

The HQSC is responsible for the Terms of Reference, determining membership requirements and providing a Secretariat function for the MSEAG.

Terms of Appointment

The MSEAG Terms of Reference contain the term of office that any member can stand for. The period of office will be staggered to ensure knowledge continuity, but a member cannot sit for any more than 6 consecutive years. It is expected that the term of office will be reviewed at three yearly intervals, unless circumstances dictate otherwise.

The Appointment Process



The appointment process has three main stages.

Vacancy

While invitations may be extended to some members, to reflect appropriate cross-membership on the governance, steering and advisory groups, applications will also be called for across the sector. Membership will comprise a maximum of 12 members, with an independent chair. In the MSEAG's first three years of operation, the membership will be reviewed annually to ensure that the composition of members remains relevant to the needs of the Medication Safety Programme. Beyond the first three years, membership will be in accordance with the Terms of Reference.

The Secretariat will be responsible for the application, appointment and selection processes, in consultation with the Chairs of the MSEAG, the Governance Group and the Chief Executives of the NHITB and the Commission.

The Secretariat will liaise with MSEAG members at any review point and / or when they are eligible for reappointment or extension to see if they wish to be considered for reappointment. Vacancies can also arise through resignation of members by notification to the Chair in writing.

Selection is approved by the HQSC Appointments Panel and will need to be endorsed by the Governance Group. Criteria for selection will be reviewed as required dependent on the clinical and technical needs of the Medication Safety Programme and in accordance with the current Terms of Reference.

Recruit

Call for Application

If it has been determined by HQSC that there is a vacancy that requires filling, (either through resignation or non-reappointment) then it is important that the process used captures the best candidates that are available and that all stakeholder groups feel included in the nomination process.

The application / invitation process should be initiated as early as possible, once a pending vacancy is notified, and the process for nomination / invitation will be managed by the Secretariat.

Unplanned Vacancies

Where a member resigns suddenly, or for other unforeseen circumstances a vacancy suddenly arises, the MSEAG Chair should discuss options with the Secretariat. The Secretariat can assist the Chair to co-opt appropriately, according to the requirements set out in the Terms of Reference. Factors to take into account when determining the best course of action, include, the number of members remaining on the MSEAG and the length of time until a nomination / invitation process will be initiated.

Establish Criteria

Desirable Attributes

Terms of reference for the MSEAG outline the clinical and technical skill set required to actively contribute in this context. However there are also some general desirable attributes that apply when selecting members for such Groups:

These include (and are not limited to):

- previous governance, management or intersectoral experience in the field of medication safety
- wide professional networks
- strong personal integrity and ethical behaviour
- commitment and passion to the issues at the heart of the Group's purpose
- critical appraisal skills
- highly developed written and oral skills
- respect of peers in field
- appropriate clinical / technical / professional experience
- actively engaged in the sector
- the ability to engage with the other members of the Group and contribute constructively.

These qualities are likely to be demonstrated by a combination of previous experience, professional qualifications, referee comments and personal interviews, if appropriate. These general qualities should be considered along with the specific attributes outlined in the Terms of Reference for the MSEAG.

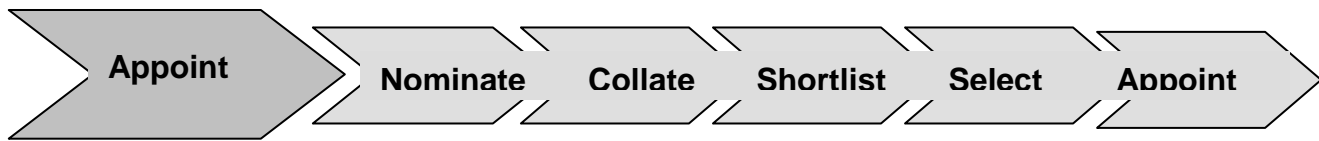
Specific desirable attributes

Other more specific factors to take into account when confirming membership appointment are:

- the current composition of the Group
- the Medication Safety work programme for the forthcoming year(s)
- any particular needs or challenges the Programme needs to address, and hence particular skill sets that may be required of the MSEAG
- any other factors that may be relevant to ensure a balance representation on the Group eg: sector experience, geographical spread, skill set etc.

These criteria will be approved by the HQSC Selection Panel prior to any invitations being extended or nominations called for.

Appoint



Nominations invited

The Secretariat will manage the process for inviting nominations and / or extending invitations in accordance with their documented processes. Key stakeholders will be fully involved in the nominations process. Nominations will be accepted for a limited period of time for up to a maximum of 10 working days from the date of advertising.

Collating and Short listing

The Secretariat will collate nominations and review them against the general attributes required and the criteria outlined. This process may include contacting referees and conducting interviews with nominees where necessary to complete an assessment. Details of all nominees that meet Key Selection Criteria outlined within this Guideline Document and the Terms of Reference will be forwarded to the HQSC Selection Panel.

Selecting

The Secretariat will forward collated information, along with a short listing matrix based on the criteria above, to the HQSC Selection Panel members to consider.

As an indicative proposal, this Panel may comprise:

- the Chair of the MSEAG (once established)
- the Chair of the Steering Group
- the Chief Executive of the HQSC (or an alternative staff member nominated)
- the Chief Executive of the NHITB (or an alternative staff member nominated)
- a medicine safety specialist (with clinical and / or technical expertise)
- Principal Advisor HQSC

Once the HQSC Selection Panel has considered the applications and reached agreement as to preferred appointees, the Secretariat will make recommendations for appointments to the Medication Safety Governance Group.

The Governance Group will consider these recommendations at the next available meeting or by special meeting and minute their decisions.

Declaration and conflicts of interest

Prior to appointment, potential candidates must provide the Secretariat with a declaration and a conflict of interest statement. Potential members should also describe how they will manage any conflicts of interest should they be appointed.

Appointments

The Secretariat will initiate the process for appointment on receipt of the Governance Group minutes setting out decisions made.

Fees

The payment of any fees or reimbursement of expenses (where applicable) are addressed in the Terms of Reference.