Guidelines

Appointment Process for

Medication Safety Expert Advisory Group

Contents

Purpose

These Guidelines outline the process that will be used by the Health Quality & Safety Commission (the Commission, the National Health Board (NHB), and the National Health Information Technology Board (NHITB) 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 Commission was formally established as a Crown entity under the New Zealand Public Health and Disability Act 2000, in November 2010. The Commission, 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 Commission, the NHB and the 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 with subsequent refinements taking place. The current governance structure overseeing the Medication Safety programme comprises the Medication Safety Governance Group, Expert Advisory Group, and the eMedicines Management Executive User Group.

The Medication Safety Expert Advisory Group (MSEAG) will provide independent clinical and technical expert advice to the medication safety programme ie, the medication safety team, the NHITB National eMedicines Programme and the Governance Group. In addition it may 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 Commission 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.

1. Vacancy

While invitations may be extended to some members, to reflect appropriate cross-membership on the governance, operational and advisory groups, applications will also be called for across the sector. Membership will comprise a maximum of 12 members, with an independent chair.

The Secretariat will be responsible for the application, appointment and selection processes, in consultation with the Chair of the MSEAG, the Chief Executive of the Commission and the Director of the NHITB.

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 Commission Appointments Panel and overseen by the Chief Executive of the Commission and will be used to inform decisions regarding reappointments and new appointees. Selection criteria 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.

2. Recruitment

a. Request nominations

If it has been determined by the Commission 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.

b. Unplanned Vacancies

Where a member resigns suddenly, or for other unforeseen circumstances a vacancy 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.

c. 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 or cultural 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 the 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, as appropriate. These general qualities should be considered along with the specific attributes outlined in the Terms of Reference for the MSEAG.

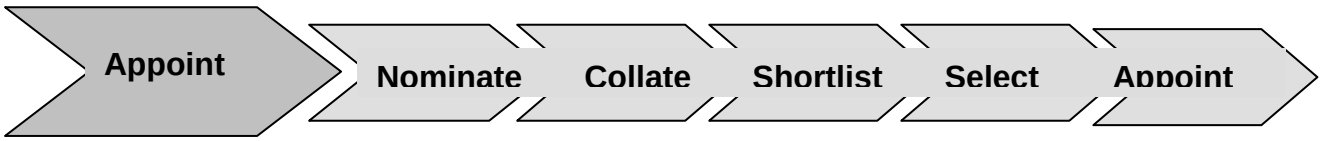
d. Specific desirable attributes

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

- the current composition of the Group in terms of skills, knowledge, experience within medication safety, whether this is system change, quality improvement or measuring and evaluation
- 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 on the MSEAG
- any other factors that may be relevant to ensure a balanced representation on the Group eg, sector experience, geographical spread, skill set etc.

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

3. *Appointments*



a. 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 informed of the nomination 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.

b. 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 will be forwarded to the Commission Selection Panel.

c. Selecting

The Secretariat will forward collated information, along with a short listing matrix based on the criteria above, to the Commission Selection Panel members to consider. (See example matrix: Appendix 1)

As an indicative proposal, this Panel may comprise:

- the Chair of the MSEAG
- the Chief Executive of the Commission (or an alternative staff member nominated)
- the Director of the NHITB (or an alternative staff member nominated)

- a medicine safety specialist (with clinical and / or technical expertise)
- Principal Advisor Quality Improvement at the Commission.

Once the Commission Selection Panel has considered the applications and reached agreement as to preferred appointees, the Secretariat will make recommendations for appointments to the Commission's Chief Executive.

Final decisions on appointments will be made jointly by the Commission's Chief Executive and the Chair of the MSEAG.

d. 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.

e. Appointments

The Secretariat will initiate the process for appointment on receipt of the final decision from the Commission's Chief Executive.

4. Fees

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

Appendix 1 Short Listing Matrix

Position title Membership Medication Safety Expert Advisory Group

Evaluation date :

Proposed panel members

Current rating	**1 = LOW**	**3 = MED**	**5 = HIGH**

Applicants name	Location	Organisation	Primary Secondary Aged care	Expertise in quality improvement and clinical risk management	Knowledge of health service research, evaluation and measurement	Knowledge / experience of clinical pharmacology	Knowledge of technical and electronic clinical systems	Knowledge and experience in regulation of pharmaceuticals	National Policy development, funding and service delivery experience	Clinical and or technical lead in safe & quality use of medicines initiatives	Experience DHB service provision and management at senior level	Leadership and engagement across sector networks to build knowledge, capacity and capability in the sector for medication safety	TOTAL	**COMMENTS**
TOTAL APPLICATIONS														