Terms of Reference

NSW THERAPEUTIC ADVISORY GROUP

1. Purpose

NSW Therapeutic Advisory Group (TAG) aims to improve medicines management and use within the framework of the National Medicines Policy as it applies to clinical practice in NSW public hospitals and at transitions of care within the public sector and wider community. NSW TAG promotes the equitable, safe, cost-effective and quality use of medicines, with the objective of realising the best possible health outcomes for all Australians.

2. Accountability

The NSW TAG is an independent, not-for-profit member-based organisation, comprised of clinical pharmacologists, pharmacists, nurses and clinicians committed to advancing quality use of medicines (QUM) in NSW. It is a member and business manager of the Council of Australian Therapeutic Advisory Groups (CATAG). It complies with legislation and provides annual reports to the ACNC and NSW Department of Fair Trading. The Executive Officer shall act as the Company Secretary.

3. Goals

The goals of the NSW TAG are:

1. To facilitate and support members, through an effective communication and information sharing network/community of practice, to ensure a strategically high-level cohesive approach to therapeutic issues of local, jurisdictional and national importance;
2. To provide expert, data-informed, consensus-based and focused collaboration with new and existing strategic partners across NSW and where applicable, Australia, for the purpose of maximising influence on practice to ensure a quality use of medicines approach is considered in both policy and practice; and,
3. To facilitate processes that ensure consumers of health care in NSW receive the most appropriate medicines in the most appropriate manner whilst ensuring that the limited resources of the health care budget devoted to medicines use are used according to sound economic principles.

4. Membership

Membership is open to those currently employed in clinical practice or academia in NSW, such as clinical specialists, pharmacologists, pharmacists and nurses and active in QUM and medicines governance. Affiliate membership is open to previous members of NSW TAG. Membership will be approved by the Management Committee.

4.1 Appointments

The Chairperson and members of the Management Committee are appointed through a nomination process by members of NSW TAG on an annual basis.

4.2 Appointment of proxies

Members can nominate a proxy with knowledge of medicines issues within their Local Health District/Network to attend NSW TAG meetings in their absence.

4.3 Length of membership

Membership may continue as long as they continue to take an interest in QUM and clinical practice in NSW and wish to participate in NSW TAG activities (see Section 4). Previous members who wish to maintain NSW TAG membership after resignation from clinical practice in NSW should write to the Chair of their intention to have NSW TAG affiliate membership.

4.4 NSW TAG Management Committee

As per the Constitution, the Management Committee consists of the Chairperson, a Deputy Chairperson, the Secretary, the Treasurer and 3 other members. The Management Committee will meet to discuss NSW TAG management issues a minimum of 4 times per year and out of session, when deemed necessary. Members of NSW TAG may serve as observers to NSW TAG Management Committee meetings when appointed by the Management Committee.

5. Secretariat

The Executive Officer and the Chairperson are responsible for the management of the Secretariat and coordination of NSW TAG's activities. Further, the NSW TAG Management Committee is expected to provide leadership to the Secretariat.

The Executive Officer shall be an *ex-officio* member of the NSW TAG Management Committee. The Executive Officer shall be entitled to receive notice of and to attend NSW TAG meetings, and be heard at such meetings, but will not be entitled to vote. The Executive Officer shall act as the Committee Secretary and record and prepare minutes of meetings. The NSW TAG Management Committee shall delegate the day-to-day functions of the committee to the Executive Officer, who shall report regularly to the Chairperson.

6. Management arrangements

NSW TAG's Executive Officer is responsible

- to the NSW TAG Chairperson on operational matters and will arrange a regular meeting schedule to seek guidance and support to ensure NSW TAG activities are progressed in a timely manner; and,
- for day-to-day management of administrative, and human resource support matters.

When required, management of NSW TAG and the Executive Officer may be referred to and considered by the Management Committee.

7. Funding

Current funding is provided by grants and bank interest.

8. Meetings

8.1 Regular Meetings

NSW TAG Member meetings occur at least 4 times in a twelve month period. Meetings can be virtual, face-to-face or hybrid. A schedule of meetings will be prepared annually. Members will be advised by the Executive Officer of any variation from the approved schedule at least one month in advance of the scheduled meeting.

8.2 Other meetings

Additional meetings may be convened, or scheduled meetings may be cancelled, deferred or rescheduled at the discretion of the Chairperson and Executive Officer. Members will be advised in advance by the Executive Officer of any variation from the approved schedule.

8.3 Attendance

It is expected that NSW TAG members attend (either virtually or in person) at least two of four NSW TAG meetings in each calendar year. Members unable to attend a meeting should send a proxy to attend the meeting and table an apology.

Guest speakers may be invited as necessary.

8.4 Conflicts of Interest

Each member of NSW TAG shall declare any perceived, potential or actual conflict or duality of interest in matters of concern to the Management Committee (or sub-committee). NSW TAG members shall:

- make a Declaration of Conflicts of Interest at the beginning of each meeting;
- alert the Chairperson of any other conflicts of interest that may arise during the course of a meeting.

Nominated proxies shall complete and sign a Declaration of Conflicts of Interest at their first meeting attended in each financial year.

Invited guests or attendees shall complete and sign a Declaration of Conflicts of Interest at the commencement of any meeting attended.

Where a perceived, potential or actual conflict of interest has been declared, the Chairperson shall determine how to proceed and advise the meeting accordingly.

For Management Committee meetings, all attendees will make Declarations of duality/conflict of interest at the commencement of every meeting and alert the Chairperson of any other conflicts of interest that may arise during the course of a meeting.

8.5 Quorum for Meetings

(1) The quorum for a meeting of the Management Committee is 3 Management Committee members.

(2) The quorum for a general members' meeting is 5 members of the association entitled to vote under this constitution.

8.6 Chairing of Meetings

The nominated Chairperson will chair NSW TAG meetings. If the Chairperson is unable to attend a meeting, the Deputy Chairperson will chair the meeting and failing that a member of the NSW TAG Management Committee.

8.7 Resolutions

Wherever possible, all members should be represented when resolutions are to be taken. There must be an opportunity for discussion by all members for any matters requiring resolution. Resolutions will generally be reached by consensus. When necessary, a vote may be taken (see 8.8). When a quorum is not present (see 8.5), decisions shall not be final but will require confirmation at a later meeting or by email (see 8.9) at which a quorum is present.

8.8 Voting

The Chairperson may call for a vote on any matter requiring resolution, and may have the vote taken again if there is doubt as to the result, or to have the vote counted. Voting will normally be by voice or show of hands, but may be by secret ballot if requested by any member. In the case of an equality of votes, the Chairperson shall have a casting vote, which shall be cast in favour of the *status quo ante*.

8.9 Out-of-session Resolutions

To resolve some matters in a timely manner, the Chairperson may elect to determine the NSW TAG Management Committee's position by way of out-of-session vote. A written proposal(s) will be circulated to members, usually by email and a time and date will be specified for responses to be returned. In case of an equality of votes, the Chairperson may have a casting vote which shall be cast in favour of the *status quo ante*, or the Chairperson may elect to defer the matter for full discussion at the next regular meeting. Members will be advised promptly of the outcome of any out-of-session voting and consequent resolutions.

8.10 Agenda

Preparation of the Agenda for each meeting shall be prepared by the Executive Officer and Chairperson. Any member may submit items of business to be placed on the agenda. The agenda of regular meetings shall include business requiring discussion or action, including new and unfinished business, subcommittee reports including minutes and other information, any other business, correspondence, and other items for information or noting. The agenda for regular meetings shall be made available to members by e-mail at least seven days before each meeting.

Copies of all documents associated with a meeting shall accompany the agenda or be tabled at the meeting. Documents for information or noting may be circulated to members upon receipt and in advance of a meeting, to be noted during the meeting proceedings.

8.11 Minutes

Draft Minutes shall be distributed to members no later than fourteen working days after the meeting for which they were recorded. Minutes must include the date, time and place of meeting. Details of attendance and apologies must be recorded accurately. Items will be written in the order in which they appear in the agenda, irrespective of the order in which they were discussed during a meeting.

Resolutions shall be recorded accurately and numbered sequentially for each calendar year. Any actions to be taken shall also be recorded, together with the initials of the member(s) responsible for completing the action.

Minutes shall be confirmed at the next scheduled NSW TAG meeting with a quorum, and filed in the record of NSW TAG Minutes.

9. Communication

Usually, correspondence will be by electronic means. A database of NSW TAG members' contact details shall be maintained by the Executive Officer.

10. Confidentiality

Non-ratified working documents or papers marked 'confidential' are for the exclusive use of the NSW TAG members and are not to be copied or circulated unless authorisation is provided by the Secretariat. Any discussion or handling of clinical or health information must comply with the Health Records and Information Privacy Act 2002 (NSW), and any discussion or handling of other personal information must comply with the Privacy and Personal Information Protection Act 1998 (NSW), as applicable.

Documents may be shared with the permission of the document owner. All members and staff will provide confidentiality undertakings regarding discussions and documents as appropriate.

11. Annual summary of activities

The Executive Officer shall prepare an Annual summary of activities with the Chairperson. This shall be provided each year to NSW TAG members and published on the NSW TAG website. The NSW TAG Annual Financial Statement will be published on the NSW TAG website within 14 days of the Annual General Meeting.

12. Review

The Management Committee shall review its performance and Terms of Reference at least biennially; otherwise, as deemed necessary. Review and changes to the Terms of Reference shall be considered and endorsed by the NSW TAG membership prior to adoption.

For more information

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