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## Board standing advisory committees

### Frequently asked questions – Clinical and Technical Advisory Committee

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Approved for external use

This fact sheet has been prepared to help:

- prospective members understand the role of the Board as the accountable authority of the Agency, and the role of Board standing advisory committees
- outline the process and requirements for submitting a nomination for advisory committee membership
- ensure there is a mutual understanding of expectations and responsibilities
- answer commonly asked questions.

#### Background

The Australian Digital Health Agency (Agency) is a corporate Commonwealth entity established by the Public Governance, Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

The Agency's purpose is *Better health for all Australians enabled by connected, safe, secure and easy to use digital health services*. As the population ages and the number of people experiencing chronic health conditions or mental health issues rises, the need for person-centric, connected healthcare has never been greater. Modernising and expanding digital health tools and services to effectively use data and share health information will empower consumers, improve individual health outcomes, ease pressure on the healthcare workforce, provide insights that inform individual and population health responses and support planning and future investment.

Used effectively, digital health information technology and data can help save lives, improve health and wellbeing and support a sustainable health system that delivers safe, high quality health services for all Australians.

As the steward for digital enablement of Australia's health system, the Agency has a lead role in coordinating national engagement, delivery, and adoption of digital health to enable person-centred, connected healthcare. In 2023–24 the Agency will deliver a new National Digital Health Strategy to drive information sharing, increase connectivity and advance real time information sharing, and modernise national infrastructure to transform healthcare delivery over the next five years and beyond.

The Agency partners with healthcare providers, the Australian government, State and Territory governments, the healthcare sector and industry to connect, promote and deliver digital technologies across the health ecosystem. We work to make it easier for healthcare providers and consumers to access, manage and share health information, for the benefit of all Australians.

## The Board and its committees

The Agency is governed by a Board comprising members with skills, knowledge and experience that includes governance, business leadership, healthcare leadership, management and delivery, digital informatics and technology. A list of current members, including their biographies, is available [here](#).

To carry out its functions, the Board has established an audit and risk committee and is supported by four standing advisory committees:

- Clinical and Technical Advisory Committee
- Consumer Advisory Committee
- Jurisdictional Advisory Committee
- Privacy and Security Advisory Committee.

These advisory committees provide advice and make recommendations to the Board specific to their function.

## Clinical and Technical Advisory Committee

The Clinical and Technical Advisory Committee is chaired by Board member, [Dr Bennie Ng](#), and has up to 10 other members.

### Function

The Clinical and Technical Advisory Committee provides advice and recommendations to the Board on:

- efficient and effective delivery of clinical care using digital health
- architectural integration of digital health systems
- priorities for investment in, and development and implementation of, national digital health systems
- changes to digital health system design to improve clinical usability and usefulness based on experience with the use of digital health systems
- proposed innovations and measures to improve the efficiency and effectiveness of digital health systems for clinicians and users of the systems.

### Eligibility criteria for members

The Board seeks nominations from persons who meet one or more of the following criteria:

- Chief Information Officer (however titled) of a public or private hospital
- registered health professionals:
  - medical practitioner working in rural or remote Australia
  - registered nurse practitioner or registered nurse.

The Board is committed to ensuring that committees reflect the rich diversity of the Australian community, with nominations particularly encouraged from:

- women
- a mixture of aged groups
- Aboriginal and Torres Strait Islander people
- people with disability

- people from culturally and linguistically diverse backgrounds
- those who identify with the LGBTIQ+ community
- people residing in regional, rural and remote Australia.

Further information on the Clinical and Technical Advisory Committee is detailed in the [Board standing advisory committee Charter](#).

## Application and appointment process

Before applying, please read the responses to frequently asked questions [below](#).

To apply for an advisory committee membership, please provide the following information to the Agency's Secretariat at [secretariat@digitalhealth.gov.au](mailto:secretariat@digitalhealth.gov.au) no later than close of business 24 November 2023:

- Your full name and contact information
- Claims against the eligibility criteria above, including AHPRA registration number (if applicable)
- Contact information for two referees
- Your current resume.

A shortlist of suitable candidates will be selected based on the experience, knowledge and diversity set out [above](#).

A representative of the Board may wish to talk to candidates while formulating recommendations for consideration and decision by the Board.

Before the Board appoints a member, it must consult with the Commonwealth Minister for Health and Aged Care and all State/Territory health ministers.

The decision of the Board will be final and all people participating in this process will be advised of the outcome.

The Board hopes to appoint new members by the end of the calendar year.

By submitting the above, you agree to the collection, use and disclosure of any of your personal and sensitive information that you contribute, in accordance with the Agency's [Privacy Policy](#).

## Frequently Asked Questions

### **How frequently are meetings held?**

The Clinical and Technical Advisory Committee meets four times a year. Meeting dates are usually confirmed 6-12 months in advance.

### **Are meetings held in-person or virtually?**

Meetings are held virtually, except for one face-to-face meeting per year. In-person meetings are primarily held in Agency office locations (Canberra, Sydney, Brisbane).

### **What is the average length of time for a meeting?**

Meetings are typically scheduled for 2.5 hours.

### **How much reading is required before or between meetings?**

Members are expected to invest appropriate time to read and understand the meeting papers and to come to meetings prepared and ready to contribute. Please advise the Agency Secretariat at [secretariat@digitalhealth.gov.au](mailto:secretariat@digitalhealth.gov.au) if you require support with meeting preparation.

### **Do I get paid for being a member?**

Yes, members are paid a daily fee for attending meetings. This daily fee is determined by the Remuneration Tribunal and is made on a per-meeting basis, not an hourly or other basis.

Members may be ineligible for payment if they hold an office or appointment, or are otherwise employed, on a full-time basis in the service or employment of:

- a State/Territory
- public statutory corporation
- a company limited by guarantee, where the interests and rights of the members in or in relation to the company are beneficially owned by a State
- a company in which all the stock or shares are beneficially owned by a State or by a public statutory corporation

Your entitlement will be assessed by the Secretariat prior to your commencement.

### **Am I eligible to receive additional payment for reading time?**

A loading has been included within the daily fees to compensate for time spent preparing for meetings. There are no additional fees payable.

### **Am I responsible for making my own arrangements for face-to-face meetings?**

If you need to attend a meeting in person, the Secretariat will arrange for flights and accommodation, in line with the Whole of Government travel arrangements. Reimbursement cannot be made for travel booked by individuals.

### **Can I nominate a proxy to attend meetings in my place?**

Members cannot nominate a proxy or observer to attend a meeting on their behalf. Members are appointed as a named individual and not as a representative of an organisation.

## What are the expectations of members?

Members are expected to:

- attend and participate in all scheduled meetings
- be familiar with the agenda and past minutes
- invest appropriate time to read and understand the meeting papers, noting support is available if required
- come to meetings prepared and ready to contribute
- be collaborative and respectful, and acknowledge the views of other members
- undertake allocated tasks in a timely manner and report back on outcomes
- familiarise themselves with their roles and responsibilities
- notify the Secretariat prior to the meeting if they are unable to attend.

## How long are committee terms?

Terms may be for 18 months to 3 years. Members may serve different terms to enable an evolving mix of skills and experiences through the advisory committees over time. Staggered terms also enable a balanced approach to differing experience levels.

Terms for appointed members will be set out in the instrument of appointment.

## Can committee members resign before completion of term?

Members may resign their appointment by providing written notice to the Board Chair through email to the [secretariat@digitalhealth.gov.au](mailto:secretariat@digitalhealth.gov.au).

## Who can I speak to if my question is not listed above?

Please contact the Agency's Secretariat Services team at [secretariat@digitalhealth.gov.au](mailto:secretariat@digitalhealth.gov.au) if you would have any further queries.

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