

**Terms of Reference**

Consumer Reference Group

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| **1.** | **Purpose** |

Queensland Health has initiated a Program of Work on Monitored Medicines (PoW) project in relation to how monitored substances are managed within Queensland. This will include Real-time Reporting which will allow direct access to a patient’s dispensing history by prescribers and dispensers.

The purpose of the PoW is to reduce harms to at-risk individuals and provide prescribers and dispensers with information to support evidence based clinical decisions making. The PoW will also enable improved regulatory compliance by health professionals and more timely identification of non-compliance by the regulator.

As part of the Program of Work, Insight were contracted to develop the educational component and establish a consumer reference group. The purpose of this reference group is to advise Insight on the relevant learning modules and promotional material.

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| **2.** | **Authority** |

This Reference Group

* functions under the authority of the contracted agency, Insight.
* is a time-limited group.

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| **3.** | **Membership** |

Membership of the group will include the following up to a maximum of 6 members:

* consumers and/or representatives from consumer advocacy groups
* The reference group will be chaired by (TBC)

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| **4.** | **Quorum** |

A quorum of a meeting (face to face or virtual) will be at the Chair’s discretion and the ability of those present to address the items requiring a decision. If required, items may be circulated to Members as an Out-of-Session item.

Observers are not included in the numbers required to form a quorum.

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| **5.** | **Conduct of Business** |

Meetings will be convened monthly or on an as needs basis (more frequently if necessary) for time urgent matters.

Meetings will be face-to-face / managed through a virtual (email) process. Tele or video conferencing will be made available if required.

The Secretariat support will be provided by the PoW Project team, Monitored Medicines Unit, Chief Medical Officer and Healthcare Regulation Branch.

The Chair will determine the agenda in consultation with members and the secretariat. Meeting attendees may also propose agenda items for consideration via email to the secretariat. All relevant supporting material should be included at this time (for example, reports, and diagrams).

The agenda and papers will be distributed at least five (5) days prior to the meeting. Late agenda items may be tabled at the discretion of the Chair.

Secretariat and Duties

* Coordination and distribution of the agenda and papers
* Development and distribution of minutes, action items and communique`
* Schedule meetings and notify members of meeting details
* Monitor progress of actions and report on progress in meetings if required
* Circulating matters to the reference group for comment out of session

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| **6.** | **Reporting** |

This reference group will report through the Director, Insight: Centre of Alcohol and other Drug Training and Workforce Development

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| **7.** | **Decision Making** |

The reference group is a non-decision-making body. Recommendations are provided to the PoW Project team.

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| **8.** | **Confidentiality** |

Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

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| **9.** | **Conflicts of Interest** |

Members must declare any conflicts of interest whether actual, potential, apparent, or appear likely to arise, and manage those in consultation with the Chair.

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| **10.** | **Review and Performance** |

These Terms of Reference will be reviewed annually or as otherwise determined by the Chair.