

Governance

Board Representation

Policy Number

G-010

System

Governance

Other relevant systems

Communication

Date Created /Reviewed

June 2003/ November 2004/ February 2009

Date for next review:

September 2010

Approved By:

Rob Grenfell (GPV Board -Chair)

Date:

20/03/2009

Philosophy/Background

GPV board has determined that it will speak as one on policy issues relevant to achieving the goals of GPV. The board has also determined that it will from time to time make policy statements on the goals and objectives of the Divisions Program.

Relevant Standards

Quality Improvement Council Core Standards for Health & Community Services

Leadership and management (1.1)

Identifying and meeting community needs (2.1)

Service agreements and partnerships (3.1)

Collaboration and strategic positioning (3.2)

Other

AS 8000: 2003 Good Governance Principles

Responsibility for Implementation

Chair (GPV Board)

CEO

Executive Assistant

Policy Statement

The GPV representation policy has been developed in order to provide a clear description of the purpose and processes of the GPV Representation Program to all stakeholders. As the peak body for Divisions in Victoria, GPV co-ordinates division representation which is accountable back to divisions and GPs.

GPV has a mandate from member divisions to present to DoHA the views of divisions on what the changes to general practice should be, and how the changes should be managed. In addition, GPV has a mandate from DoHA to facilitate these changes.

The GPV role in the state health system is also to present the views of the divisions, with a particular focus on enabling the state health system to work more effectively with general practice. Where changes that are beneficial to general practice are identified, GPV will work with the state and divisions to facilitate the changes.

Procedures

GPV will provide representatives for committees:

- which are auspiced by a statewide body, or which have a statewide brief.
- which have a genuine need for General Practice/Divisional input;
- whose aims and activities are in line with GPV's strategic goals;

Requests for national level representation are directed to AGPN. Organisations operating at a local rather than statewide level should approach their local division/s of general practice for representation.

GPV provides representatives to external bodies in order to:

- provide high quality representation of general practice and divisions of general practice to appropriate committees (including advisory committees, reference groups, working parties, management committees) and consultations;
- provide input to other organisations regarding the views, capacities, priorities and needs of Victorian divisions of general practice and their members, and in turn to receive information and input about the policies and priorities of other stakeholders in primary health care;
- build up general practitioners' skills and experience in statewide representation, negotiation and policy development, and thus provide both a form of professional development and a potential component of a career path for Victorian members of divisions of general practice.

A GPV representative should:

- actively represent GPV and Victorian divisions of general practice;
- inform themselves of GPV policy;
- undergo training and briefing as representatives;
- regularly report back both verbally and in writing to GPV on the issues and outcomes of meetings, consultations, etc attended or undertaken in their capacity as GPV representatives;
- seek advice from GPV on major issues under discussion by the representative's committee before giving GPV's endorsement on any position taken;
- be informed whether they are a voting member of the organisation, committee or board to which they are nominated;
- be actively involved in the development of consultation drafts, position papers and other documents relevant to their area of expertise; and
- comprehensively brief incoming representatives at the end of their term.

The Board delegates to the CEO responsibility for determining at what level GPV will be represented applying the following criteria:

- GPV Board member representation is warranted where important general practice policy is involved.
- Division member representation is warranted where specialist expertise is required.
- a GPV staff member may represent GPV in the following circumstances:
 - where the requesting organisation specifically asks that a staff member be appointed,
 - where the work of the committee does not require the presence of a GP to provide expert knowledge or for strategic reasons;
 - when GPV has a staff member whose experience and area of expertise is appropriate for the committee;
 - when GPV determines that it is an appropriate use of resources to devote a staff member's time to the committee

The CEO may decide that representation is not warranted.

The GPV selection process for representation will:

- be accountable and transparent in the selections made;
- select the persons most suited in experience, skills and qualifications to represent GPV and Victorian divisions;
- establish a pool of qualified people with specific expertise to draw on for both active representation roles through appointment to committees and for the support of appointed representatives; and
- encourage the involvement of GPs active in divisions and staff of divisions in representation and advocacy.

Method of Selection

GPV uses appropriate methods of selection for representation including:

- selection by a vote of the board from candidates nominated by divisions.
- appointment by the board of a member of the board.
- appointment by the board of a specific person.

Call for Nominations

All positions where it is determined that a GP representative is required are advertised to all divisions, except when a GPV board member is appointed, in which case divisions are informed.

Notification of Appointment of Representation

On receipt of notification of appointment GPV will

- Advise the successful nominee and their division of their appointment and implement the GPV Representative support/briefing process; and
- Advise all unsuccessful nominees and divisions.

Terms of Appointment

GPV will review appointments after 12 months. The annual review of the appointment of representatives may include consultation with the organisation or committee to which the representatives are appointed. At this time GPV considers the strategic importance of the committee and the contribution of the GPV representative.

At the end of the term of appointment GPV will consider GPV's ongoing representation by the previous representative or call for the nomination of another candidate. Existing representatives may be asked to provide input to the review of ongoing representation.

Where the committee is considered to have limited or no further strategic significance GPV representation may be withdrawn.

The GPV Board may rescind the appointment of any of its representatives

In such circumstances as (but not limited to) the representative;

- consistently misrepresenting the GPV position;
- failing to satisfactorily meet GPV reporting requirements;
- is dismissed as a divisional member, office bearer or staff member;
- is deregistered as a General Practitioner; or
- is convicted of an indictable offence.

Responsibility for implementation: The GPV Board will notify the representative in writing of its intention to rescind the appointment and the reasons for this decision. The representative will be provided with an opportunity to respond to the Board's concerns in writing or by attending a meeting of the board.

Remuneration

General Practitioner representatives will be remunerated for their work as GPV representatives on presentation of a report.

The rates will be set from time to time by the board at no less than rates specified by the Commonwealth Government Australian Public Service Rates obtained from Department of Health and Ageing. Where GPV provides a salaried staff member as a representative, any remuneration will be paid to GPV.

Time will be remunerated where it is agreed with the CEO of GPV that the representative will need to allocate reading time to perform the representative duties satisfactorily.

Where a GP representative position is funded under arrangements between GPV and DHS, the GP representative will be remunerated within the limits set by the contract arrangements.

A GPV staff member will be designated to liaise with each GPV representative

The staff member will:

- provide background briefing to GPV representatives on appointment
- assist the representative in dealing with their committee secretariat;
- be available to discuss issues before their committee;
- provide advice on the format and appropriate content of reports to the GPV Board;
- act as a liaison point between the representative and GPV Board, where necessary;
- undertake basic and limited research by negotiation.

The Executive Assistant is responsible for the implementation and administrative requirements of the representatives program.

Approved By:

Rob Grenfell (GPV Board -Chair)

Date:

20/03/2009