

Indigenous Taskforce



Terms of Reference

Date created: February 2011	Prepared by: Chief Executive Officer, Linda Osman
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Main Contact: Chief Executive Officer	Responsible to: AAPM President /Board

1. Overview

AAPM aims to establish a taskforce responsible for developing a mentoring strategy for Aboriginal Health workers with an interest in Practice Management. The strategy should relate to career opportunities, resources and education.

2. Purpose and Scope

- a. Members of the Indigenous Taskforce should be familiar with the existing AAPM membership structure, requirements of the broader healthcare sector, complex issues, cultural awareness and challenges associated by Indigenous Health.
- b. The scope of the Indigenous Taskforce includes (but is not limited to) Aboriginal medical services and other organisations within the sector.

3 Strategic Alignment with Objectives and Goals

AAPM's strategic goals and objectives, which align with the Indigenous Taskforce, are as follows:

- 1 *To increase the academic standing of all Practice Managers;*
- 2 *To have practice management recognized by industry and community by profession;*
- 3 *To increase membership by 30% of eligible practices;*

4 Role and Function

The functions of the Indigenous Taskforce are to ensure:

- a) Identification and analysis of the needs of existing members of AAPM who are working in Indigenous health
- b) Identify funding opportunities that might assist the task force in delivering education, mentoring and information resources to those working in Indigenous Health.
- c) Identification of workforce within Indigenous Health that could benefit from a mentoring strategy.
- d) Identification and analysis of the needs of workforce within Indigenous Health.
- e) Identify a number of education and information resources that will benefit Indigenous Health.
- f) The Indigenous Taskforce is to take into consideration at all times that AAPM is a non-political, association.
- g) Develop cost effective strategies that will best address the needs as outlined and make recommendations as to the best course of action consideration by the AAPM Board.
- h) The recommendations of Indigenous Taskforce members should be impartial and appropriately documented so that they are publicly defensible.
- i) Monitor AAPM membership numbers regularly with the aim of identifying and AAPM as part of its overall strategic plan.
- j) Deliberations of those on the Indigenous Taskforce members remain confidential.

5 Composition and Selection Criteria

- a) The development of the Indigenous Taskforce is considered a national, high level, strategic activity that will play an important role in AAPM's future strategic direction.
- b) Indigenous Taskforce members will consist of no more than five people and be selected by the AAPM Board based on the skills, expertise and knowledge required to achieve the taskforce objectives in line with AAPM's overall Strategic Plan.
- c) The composition for this Indigenous Taskforce is will consist of, but not greater than 5 people meeting the following criteria:

- i. Board member of AAPM*
 - ii. A indigenous health worker with a interest in Practice Management*
 - iii. Up to one member who is currently a Fellow of AAPM who possesses extensive experience in indigenous health;*
 - iv. At least one current member of AAPM with current experience in a Indigenous environment and others (as required) with experience in an non-indigenous environment*
 - v. The Chief Executive Officer of AAPM will be ex-officiery member of the Taskforce*
 - vi. Whilst not essential, it is preferred that members of the Taskforce have worked or have experience working in indigenous health organisations.*
- d) The selection criteria will be as per the Board approved selection criteria process.
- e) The AAPM Board may from time to time co-opt others with qualifications, expertise and experience relevant to the Taskforce.
- f) Members who are not AAPM Directors or staff will serve in an individual capacity and will be appointed for their expertise. This is not a representational role and therefore there is no provision for an alternate to attend meetings.

6 Meeting Frequency

- a) As determined by the members of the Indigenous Taskforce and in line with the approved budget.
- b) It is expected that the Indigenous Taskforce will maximise use of virtual and online strategies including teleconferencing, and web-based meetings etc on an as needs basis.
- c) The Indigenous Taskforce members will determine best and effective means of undertaking its role in order to achieve its overall objectives.
- d) Detailed requests for any costs associated with meetings of any kind that are outside the initial AAPM Board approved budget must be submitted in advance to the Chief Executive Officer outlining reason for additional funding support.

7 Reporting Responsibilities, Documentation & Accountabilities

- a) It is the responsibility of the Taskforce Co-ordinator to submit reports for the AAPM Board upon request. Board meetings usually occur every two months and the AAPM Head Office will issue a “Request for Report” notification in which the Indigenous Taskforce are required to send a report no later than two weeks prior to the Board meeting.
- b) The Report must outline if any Conflict of Interest has been identified and detail any action taken to ensure the Indigenous Taskforce process remained impartial.
- c) It is the responsibility of the appointed Taskforce Co-ordinator to promptly respond to any communication (letter/email/phone calls) sent from the AAPM Head Office seeking information, which may relate to member enquiries regarding their application.
- d) The Report will include sign off from the Indigenous Taskforce that due process has been followed.

8 Communication/Records

- a) All communication, applications, correspondence and any other materials that are associated with or during the operation of this Indigenous Taskforce remain the property of AAPM.
- b) The appointed Taskforce Co-ordinator must ensure all relevant materials including emails, attachments, applications etc sent directly to the Indigenous Taskforce are also forwarded to the AAPM Head Office for archiving purposes.
- c) In event that the Indigenous Taskforce is dissolved or a member resigns, all documentations and materials are to be handed over to the AAPM Head Office within 10 working days.

9 Confidentiality

- a) Indigenous Taskforce members will be required to respect the confidentiality of the Indigenous Taskforce process.
- b) Members must take all reasonable measures to protect from unauthorized use or disclosure, information provided to them by the AAPM Chief Executive Officer and indicated by AAPM to be ‘confidential’, ‘commercial in confidence’ or information that members ought to have known to be “confidential”.
- c) This confidentiality clause shall survive the expiration or termination of the members of the Indigenous Taskforce.

10 Conflict of Interest

- a) Where there is a conflict of interest identified during the process it must be declared. If it is considered to be a remote connection that will not impact on the recommendation/report/outcome it must be noted in the AAPM Board Report template.
- b) If a conflict is identified then the member must not be part of the deliberations or assessments of the relevant application and/or issue. The AAPM Board Report Template must note this conflict of interest and the action taken to ensure the process remain impartial.

11 Remuneration and associated cost (including Budget)

- a. There are no sitting fees associated for this Indigenous Taskforce.
- b. AAPM will arrange and pay for travel, accommodation and expenses incurred in attending any face-to-face meetings/assessments in accordance with AAPM Board approved budget.
- c. An initial task for the Indigenous Taskforce is to determine how the taskforce will be best conducted effectively and efficiently in order to achieve its overall objective.

12 Election of Taskforce Co-ordinator

At the first meeting of the Taskforce, a Taskforce Co-ordinator is to be appointed from those selected on the Indigenous Taskforce.

13 Quorum

At least a 50% majority of members of the Indigenous Taskforce must be present for a quorum unless by reason of conflict of interest a member has stood aside for consideration of a specific matter/issue.

14 Term of Appointment

- a) Appointment to the Indigenous Taskforce is for the period of May 2011 to October 2012. Members will be eligible for re-nomination at the discretion of the Board.
- b) Members may resign at any time by written notice to the Chief Executive Officer of AAPM. The Board will appoint a replacement in the event of any vacancy. Replacement appointments will serve out the remaining time of the above term of appointment.
- c) Where, in the opinion of the AAPM Board, an Indigenous Taskforce member is unable to continue to contribute effectively to the function of the Indigenous Taskforce, the Board may terminate that member's appointment.

15 AAPM Head Office Role

AAPM's role in relation to the Indigenous Taskforce is:

- a. The Taskforce Co-ordinator shall initially be responsible for convening meetings, coordinating and facilitating communication amongst members of the Indigenous Taskforce and reporting to the Board in the most cost effective manner.
- b. AAPM Head Office will assist in providing appropriate meeting resources to allow the Indigenous Taskforce to conduct face to face assessment (where required)
- c. AAPM Head Office will provide relevant information, data, research etc relevant to the interest of the Indigenous Taskforce to assist in determining the best strategic approach in addressing issues outlined in 1 (a) above.
- d. AAPM Head Office will also assist in reporting to the AAPM Board and the implementation of the recommendations of the Indigenous Taskforce once they are approved by the Board.
- e. Other Director/s may attend meetings to provide input and support to the Indigenous Taskforce where necessary.

16 Conflict Resolutions

- a) It is the appointed Taskforce Co-ordinator to be responsible to identify and immediately resolve in the first instance within any current or emerging issues that could impact on the effective function of the Indigenous Taskforce.
- b) If such issues cannot be resolved then the appointed Taskforce Co-ordinator is to formally raise this issue to the National Secretary outlining:
 - I. *The issue;*
 - II. *What has been undertaken to resolve the matter;*
 - III. *What advice is the Taskforce seeking from AAPM;*
 - IV. *Recommend option of solution for consideration.*
- c) Only after all process has been exhausted will unresolved matters be escalated to the President of AAPM in which the Board decision will be final.

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