



**Australian
General Practice
Network**

eHealth Advisory Group

Terms of Reference

**Release version 0.c
(December 2008)**

DRAFT ONLY

Document Control

1. BUILD STATUS:

Version	Date	Author	Reason	Sections
0.a	November 2008	Richard Wylie	Initial Draft	All
0.b	November 2008	Richard Wylie	Revisions by L. Wett	Removal of Funding Proxies & Quorum
0.c	December 2008	R. Wylie	Revisions by T. Lembke and C. Pearce	Selection Criteria, Secretarial Support & Decision Making

2. AMENDMENTS IN THIS RELEASE:

Section Title	Section Number	Amendment Summary
Funding		Section added
Proxies		Section deleted
Quorum		Section deleted

3. DISTRIBUTION:

Copy No	Version	Issue Date	Issued To
1	0.c	22/12/2008	L. Wett
2	0.c	22/12/2008	Dr T. Lembke

eHealth Advisory Group

Draft Terms of Reference

Version 0.c (December 2008)

Background

The AGPN Information Management Committee (IMC) in its meeting on 13 March 2008, called for additional advice for the committee from representatives within the network with high levels of knowledge and skills in the Information Management and eHealth area.

This request was as a direct result of the current rapid developments in eHealth within Australia and the resultant increase in demand for network representation and advice much of which relates to highly technical subject matter.

Establishment of an eHealth Advisory Group (eHAG) to support the IMC will help facilitate the extension of the Network's influence and responsiveness in the fast moving eHealth agenda and would in effect be a formalisation of an existing network of expertise / community of interest.

The role of the eHAG will be in addition to the ongoing broad based consultation with Divisions in relation to eHealth issues.

Role and Function

The purpose of the eHAG is to support the IMC by:

- Providing timely and comprehensive expert advice, analysis and options to the IMC on key issues in the eHealth agenda and particularly in relation to policy, planning, implementation and service delivery issues;
- Contributing to the identification of emerging areas of eHealth where the Network may take a strategic role; and
- Contributing to the eHealth environmental scanning, issue and risk identification.

Membership

The role of the eHAG is fundamental to the Network's ability to respond to the rapidly evolving eHealth agenda. It is therefore important that members of the Group are able to provide the requisite expert advice to the IMC. The eHAG will therefore be comprised of recognised experts who have been working in different areas of eHealth for a number of years.

AGPN will seek nominations from the Network for membership to the eHAG.

The IMC will be responsible for:

- Determining the size of the Group;
- Selecting its membership;
- Appointing the Chair; and
- Co-opting additional expert participation from time to time to address particular issues.

Selection Criteria:

Membership of the eHAG will be based on an assessment of nominees against the following criteria:

1. Their understanding of and commitment to the outcomes being pursued through the implementation of the national eHealth agenda;
2. Their level expertise and active participation in eHealth within the primary care setting and in particular general practice and the divisions network;
3. Their ability to deal with difficult and complex eHealth issues and provide comprehensive and expert advice; and
4. Their ability to analyse issues from a range of perspectives and appreciate the significance of the eHealth agenda for major stakeholders.

Member Responsibilities

The responsibilities of individual eHAG members include:

- Keeping abreast of the current status issues and directions of the national eHealth agenda;
- Actively participate in the activities of the Group; and
- Providing specialist input to the development of advice, analysis and options for and as requested by the IMC.

Frequency of meetings

Meetings of the eHAG will be held at least quarterly or more frequently as determined by the Chair.

Meetings will normally be by teleconference but may include face to face meetings as required.

Funding

The eHAG will be a self-funding entity and members will be responsible for meeting the costs of their participation in the activities and meetings of the group.

Decision Making

Decisions of the eHAG will be made by consensus of the members.

Secretarial Support

The eHealth Program in AGPN will provide secretarial support for the eHAG. Such support will include coordination of meetings, preparation of agenda, papers, recommendations to the IMC and recording of meeting minutes undertaken by members of the Group.

Review of Terms of Reference

This Terms of Reference is a living document which may be updated and reinterpreted by the IMC to ensure its needs continue to be met.

This Terms of Reference shall be reviewed annually by the IMC. A review may be conducted at an earlier stage if deemed appropriate.

The IMC will update and distribute the document when changes resulting from a review are approved. The purpose of this status is to allow the eHAG to persist into the future and remain focused on the priority areas as determined by the IMC.

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