**Reducing Antibiotic Prescribing in Children Expert Working Group**

Information pack for applicants

OFFICIAL

Safer Care Victoria invites clinicians and consumers who have experience with antibiotic prescribing for children to join the Reducing Antibiotic Prescribing in Children Expert Working Group.

This pack provides information on participation in the Expert Working Group and should be read in conjunction with the Safer Care Victoria and 100,000 Lives program Frequently Asked Questions document.

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### Expert Working Group: Purpose and process

#### Why is Safer Care Victoria establishing the group?

Safer Care Victoria wants to partner with clinicians and consumers to help us reduce antibiotic prescribing in children 9 years and under. This initiative will contribute to the delivery of excellent healthcare to Victorians and help health services to better manage childhood infections, ensuring children receive the right treatment now, to prevent antibiotic resistance in the future. The Expert Working Group will identify best practice and develop creative ideas for change to improve health outcomes for Victorians.

#### Who should consider applying?

We are inviting expressions of interest from:

* Clinicians with primary care, tertiary care or academic backgrounds (medical, nursing, allied health) or with expertise managing associated clinics.
* Consumers who have child(ren) with lived experience of receiving care for common childhood infections in the last five years.

**What does participation involve?**

The Expert Working Group brings a diverse group of people together to explore key topics, develop a shared understanding about how to progress the initiative, define aims and the theory of change which will be used to make improvements.

The Expert Working Group is a collective effort - outcomes from the group’s work will inform the improvement activities throughout the initiative.

The Expert Working Group will advise on a range of topics, depending on their subject matter expertise, including

* Development of a shared understanding of the problem and opportunities to address
* Development of key documents to guide delivery of the work
* Guidance on language, approach and suitability of change ideas
* Identification of opportunities and risks for testing change ideas.

#### What are the benefits of participating in the group?

You will have opportunities to:

* Provide clinical or consumer leadership and insights to improve the management of childhood infections.
* Provide advice and recommendations to reduce antibiotic prescribing for viral illness in children.
* Contribute to the design and development of a quality improvement program to be trialled in multiple Victorian health services.
* Utilise improvement science to create sustainable change for the health service and improve patient outcomes.
* Share your experiences, knowledge and skills with a range of people from diverse backgrounds.
* Work with like-minded people passionate about change.
* Hear from international and Australian leaders in the field and develop valuable personal and professional networks.

#### What will happen after the meetings?

Following the meeting/s, we will provide a summary of the discussion and decisions reached. You can expect to receive this within 2-3 days following the workshops.

You are not expected to commit time to the initiative on completion of the Expert Working Group, but we will share updates on the progress of the work via email/newsletter.

#### Is there a code of conduct for the participants?

Successful applicants are required to:

* Comply with the Victorian Public Sector code of conduct
* Notify Safer Care Victoria of any matters or concerns which may impact their participation in the group

Participants will also be required to sign a Deed of Confidentiality to protect disclosures of confidential information which may be shared during the participation in the group.

### **Attending meetings**

#### **Where will the meetings be held and how can I get there?**

The Expert Working Group meeting will be held face-to-face at a venue within or close to Melbourne CBD. We will provide further detail about location closer to the date.

#### **Pre-reading**

Information will be sent via email prior to each workshop.

### Application process

#### How to apply

* Complete the online [application form](https://forms.office.com/r/bDs8Pt6QC7)
* Complete the Deed of confidentiality ([page](mailto:page) 6) - *email completed attachment to* [brindha.garuda@safercare.vic.gov.au](mailto:brindha.garuda@safercare.vic.gov.au)
* Health service representatives are required to provide an endorsement letter with their application. This needs to be signed by an authorised delegate from your organisation approving the application and supporting attendance at the meetings and other related activities (page 7) - *email completed attachment to* [brindha.garuda@safercare.vic.gov.au](mailto:brindha.garuda@safercare.vic.gov.au)

Applications close 11.59pm Wednesday 29th June 2022 and will be reviewed by a selection committee from Safer Care Victoria. Responses can be expected by **Friday 1st July 2022.**

### Payment for participation

#### Is there a payment for participation in the group?

#### For lived experience experts/consumers

Safer Care Victoria provides payment to consumers for participation in the Expert Working Group in accordance with the Department of Premier and Cabinet’s [*Appointment and Remuneration Guidelines*](https://www.vic.gov.au/guidelines-appointment-remuneration)*, 1 July 2021*, (<https://www.vic.gov.au/guidelines-appointment-remuneration>).

The group falls into the Group C category, Band 3, according to which the lived experience experts/consumers are paid at a half-day sessional rate (for all meetings less than four hours) or a full-day rate (four hours or more).

Table 1: Classification criteria and remuneration schedule - Group C organisations

|  |  |  |
| --- | --- | --- |
| Group C: advisory committees, registration board and management of small organisations | Chair | Member |
| (a) Advisory bodies to departments. These bodies could be established under legislation or at the instigation of a Minister or department Head. The role of such bodies would be to hold internal inquiries/investigations in relation to an operation (or some aspect of an operation) of a particular department. The body would report within the department and at the department Head level or below.  (b) Advisory committees required to consider issues/matters that are local or affect confined areas including local land and water advisory committees.  (c) Trade and para-professional registration and licensing committees where legislation defines qualifications and regulates operating requirements of practising individuals. | Up to $272 per day | Up to $233 per day |

The remuneration of consumer participants does not include:

* Hourly payment rates
* No additional payment is made for reading and preparation time, this is included in the daily sessional rate.

Remuneration levels are exclusive of any superannuation obligations.

#### For clinical and health services representatives not employed by the department

For clinical experts participating, only general private practitioners can be remunerated. The fees applicable are same as per above in Table 1: Classification criteria and remuneration schedule - Group C organisations.

#### How will I get paid?

For lived experience experts/consumers and clinical and health services representatives not employed by the department who are participating in the Expert Working Group and have an ABN number, a tax invoice can be issued to Safer Care Victoria.

Alternatively, a *statement by supplier form* can be signed and submitted to Safer Care Victoria to create a vendor number for the payment. To be remunerated the following are required for each session attended:

* A completed general claim form to request the payment from the departments finance team
* A completed attendance form used to verify your attendance at the meeting and is attached the payment request
* A copy of the meeting minutes can also be used to verify attendance at the meeting.

#### Am I able to get reimbursement for out-of-pocket expenses?

All participants remunerated or non-remunerated may be eligible to be reimbursed for reasonable out-of-pocket expenses such as travelling, accommodation, meals and other incidental expenses associated with attendance at meetings.

To seek reimbursement, you will be required to complete the Personal Expenses claim and attach the supporting documentation of the expenses, for example:

* A copy of the car park receipt
* A copy of the Myki receipt
* Provide full details of your motor vehicle and odometer reading.

Alternatively, if you require a taxi, speak to the meeting organiser about the availability of taxi vouchers.

Claims take approximately 4 weeks to process.

Payments are processed via electronic transfer into your nominated bank account.

### How can I get more information?

If you would like further information on the Expert working Group for the Reducing Antibiotic Prescribing in Children initiative or this expression of interest you may contact Brindha Garuda, Senior Project Officer via email [brindha.garuda@safercare.vic.gov.au](mailto:brindha.garuda@safercare.vic.gov.au) or via phone on (03) 9821 6008 OR (03) 9821 6116.

Alternatively, please visit the Safer Care Victoria [website](https://www.bettersafercare.vic.gov.au/) ([bettersafercare.vic.gov.au)](https://www.bettersafercare.vic.gov.au/).

## Attachment 1 – Deed of confidentiality template

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_hereby indicate that I understand and agree to abide by the confidentiality provisions set out in the *Public Health and Wellbeing Act 2008*.

I acknowledge that I must not directly or indirectly make a record of, or divulge or communicate to any person any information gained by or conveyed to me by reason of my office, employment or engagement; or make use of the information for any purpose other than in the performance of the functions of the Check Again Expert Working Group.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please email completed attachment to** [**brindha.garuda@safercare.vic.gov.au**](mailto:brindha.garuda@safercare.vic.gov.au)**.**

## Attachment 2 – Letter of endorsement template (only required for Health Service representatives)

<Date>

<Name>

Safer Care Victoria

50 Lonsdale Street

Melbourne, Victoria 3000

Dear <Name>

**Re: Check Again Expert Working Group**

<Name> has informed me of his/her expression of interest for participation in the expert working group for the Check Again initiative.

<Name> is currently employed as <role> at <organisation>.

I endorse <name> application as a participant in this group and support his/her attendance at the meetings and during his/her usual hours of work.

Yours sincerely

<Insert signature>

<Name>

<Title>

<Organisation>

<Telephone number>

<Email address>

**Please email completed attachment to** [**brindha.garuda@safercare.vic.gov.au**](mailto:brindha.garuda@safercare.vic.gov.au)**.**