



TERMS OF REFERENCE PRIVATE SPECIALIST PRACTICE GROUP

Definition

The Private Specialist Practice Group (PSP) is formed in accordance with the AMA (WA) Constitution as Private Specialist Practice.

Objectives

The objectives of the Private Specialist Group (PSP) is as follows:

- (a) Identify issues that relate to operating a private specialist medical practice.
- (b) Identify issues that relate to practising medicine in private specialist practice.
- (c) Make recommendations to Council regarding appropriate policy positions, strategies, and actions for the AMA (WA) on operating a private specialist medical practice.
- (d) Develop draft AMA (WA) policy papers and revisions of existing position statements on relevant issues affecting the delivery of medical services in private specialist practice, for consideration and adoption by Council.
- (e) Liaise with other Groups of the AMA (WA) and Federal Council to ensure consistent views on issues of mutual interest.
- (f) Develop and maintain working relationships with other organisations associated with the delivery of medical services in private specialist practice.
- (g) From its membership, represent the AMA (WA) on external committees.
- (h) Engage directly and disseminate information to private specialist doctors in WA in an efficient and timely manner.
- (i) Ensure consultation and communication between Private Specialist Doctors and the AMA (WA) Management

Members

- (a) Members will be sought from those in Private Specialist Practice and/or perform clinical duties at a private hospital.
- (b) The membership composition should reflect the AMA (WA) membership and profession more broadly, with a view to increasing inclusivity, diversity and the breadth of representation.
- (c) The membership target is 40 per cent female, 40 per cent male and 20 per cent flexible.
- (d) Members must be financial members of the AMA (WA).
- (e) Members will be sought from those who engage in private practice, acknowledging the spread of specialties and sub-specialties.



- (f) The Committee shall consist of one Chair and at least one Vice-Chair(s). The Chair and Vice-Chair(s) shall be elected by the Committee. The terms are 2 years and re-nomination is allowed with a maximum of four consecutive years. Terms should normally expire in December.
- (g) Appointment of the Practice Group Chair and Vice-Chair(s) must be endorsed by the AMA (WA) Board chair and ratified by the Board.
- (h) In the event of early resignation, nominations for a replacement will be called for immediately and voted on at the next scheduled meeting.

Process and Procedures

The processes and procedures of the PSP Group are as follows:

- (i) All meetings will be chaired by the Chairperson or the Deputy Chairperson.
- (j) A meeting quorum will be three members of the PSPG.
- (k) A member of the PSPG may be represented by a proxy at the monthly meeting. The Chairperson and AMA (WA) must be advised at least four hours prior to the meeting.
- (l) Where practicable, decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the decision will be made by majority vote with the PSP Chairperson having a casting vote, where necessary.
- (m) Meeting agendas and minutes will be provided by the AMA (WA). This includes preparing agendas and supporting papers and preparing meeting notes and information.
- (n) Meetings will be held quarterly at the AMA (WA) offices or via electronic means where applicable.