



TERMS OF REFERENCE PUBLIC HOSPITAL DOCTORS PRACTICE GROUP

Definition

The Public Hospital Doctors Practice Group (PHD) is formed in accordance with the AMA (WA) Constitution as Public Hospital Doctors.

Objectives

The objectives of the PHD Practice Group is as follows:

- (a) Seek, communicate and represent individual and collective views of Members on industrial and employment relations matters from their respective hospital;
- (b) Consider and interpret AMA (WA) and its subsidiary agreements and provide feedback on its implementation;
- (c) Advise the AMA (WA) Council and management on AMA (WA) Industrial Relation strategy;
- (d) From its membership, represent the AMA (WA) on external committees.
- (e) Disseminate information to doctors at respective hospitals that are relevant and cleared by AMA (WA) in an efficient and timely manner; and
- (f) Ensure two-way consultation and communication between the PHD and the AMA (WA).

Membership

- (a) The PHD membership composition should reflect the AMA (WA) membership and medical profession more broadly, with a view to increasing inclusivity, diversity and the breadth of representation.
- (b) The PHD membership target is 40 per cent female, 40 per cent male and 20 per cent flexible.
- (c) Members must be financial members of the AMA (WA).
- (d) The PHD will consist of members who undertake salaried or fee-for-service duties at one or more of the hospitals listed in Appendix A.
- (e) The Committee shall consist of one Chair and at least of 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.
- (f) Appointment of the Practice Group Chair and Vice-Chair(s) must be endorsed by the AMA (WA) Board chair and ratified by the Board.



- (g) In the event of early resignation, nominations for a replacement will be called for immediately and voted on at the next scheduled meeting.
- (h) AMA (WA) acknowledges that not all hospitals and HSPs have Clinical Staff Associations.
- (i) AMA (WA) will consult and request nominations from Chair of the Clinical Staff Association (CSA) at respective hospitals listed in Appendix A.
- (j) AMA (WA) will consult directly with respective hospitals or health services without CSA, to seek prospective nominations, which the PHD must approve.
- (k) Where there are no nominations forthcoming within 30 days, the Chair of the PHD, in consultation with the Chief Executive Officer of AMA (WA) may appoint a member to the PHD for a period of 12 months.
- (l) CSA nominations will be appointed for the length of their term on the CSA. Non-CSA appointments will be for two years.
- (m) Existing members of the PHD may be re-nominated.
- (n) The PHD will also consist of a member from the Doctors in Training Practice Group, being either the Chair or Co-Chair. The Doctor in Training Practice Group representative may select a proxy. A proxy must be a member of the Doctors in Training Practice Group.
- (o) At least one member will be employed by either University of Western Australia, Notre Dame University or Curtin University.
- (p) Any matters requiring clarification will be jointly decided upon by the AMA (WA) management, the Chairperson and President of AMA (WA).

Process and Procedures

- (a) The processes and procedures of the PHD are as follows:
 - (i) All meetings will be chaired by the Chairperson or the Deputy Chairperson.
 - (ii) A meeting quorum will be 5 members of the PHD.
 - (iii) A member of the PHD may be represented by a proxy at the meeting.
 - (iv) Meetings will be held bi-monthly, with a minimum of six meetings per year, at the AMA (WA) offices or via electronic means where applicable.
 - (v) 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 PHD Chairperson having a casting vote, where necessary.
 - (vi) Meeting agendas will be prepared by the AMA (WA).
 - (vii) The Secretariat will record actions arising from the meeting and circulate to members within seven days of the meeting.



- (viii) An audio recording of the meeting will be available to the Group on request.

Sub-committees

- (a) The PHD may establish ad hoc sub-committees as required including for complex cases.
- (b) If required subcommittee meetings will be arranged outside of these times at a time convenient to subcommittee members.

Appendix A

Hospital representation on the PHD:

- (a) *RPH*
- (b) *SCGH*
- (c) *FSH (Including Fremantle)*
- (d) *PCH and CAMHS*
- (e) *KEMH*
- (f) *Rockingham*
- (g) *Armadale*
- (h) *Bentley*
- (i) *Osborne Park*
- (j) *Graylands*
- (k) *Peel Health Campus*
- (l) *Joondalup Health Campus*
- (m) *SJOG Midland Public Hospital*
- (n) *North, South and East regions of WACHS*
- (o) *Clinical Academics*



Appendix A

Metropolitan services & sites

- East Metropolitan Health Service (Royal Perth Hospital) – 2 representatives
- North Metropolitan Health Service (Sir Charles Gardiner Hospital) – 2 representatives
- South Metropolitan Health Service (Fiona Stanley Hospital) – 2 representatives
- Child and Adolescent Health Service (Perth Children’s Hospital) – 1 representative
- King Edward Memorial Hospital – 1 representative
- Graylands Hospital – 1 representative
- Peel Health Campus – 1 representative
- Joondalup Health Campus – 1 representative
- SJOG Midland Public Hospital – 1 representative
- PathWest – 1 representative

Regions of the WA Country Health Service

- Kimberley, Pilbara, Midwest – 1 representative
- Wheatbelt and Goldfields – 1 representative
- South West (Bunbury Hospital) – 1 representative
- Great Southern (Albany Health Campus) – 1 representative