

TERMS OF REFERENCE

1. TITLE

Community Pharmacy Stakeholder Forum of the Sixth Community Pharmacy Agreement.

2. ESTABLISHMENT

The Sixth Community Pharmacy Agreement (6CPA) is a five-year agreement between the Australian Government and the Pharmacy Guild of Australia, established under the auspices of the *National Health Act 1953*, that governs, amongst other things, the remuneration arrangements for approved pharmacists for the supply of medicines listed on the Pharmaceutical Benefits Scheme.

Clause 9.1 requires the parties to the 6CPA to establish governance arrangements for the term of the Agreement. In particular, clause 9.1.2 establishes the need for the Department to undertake consultation with a range of stakeholders as appropriate.

The Community Pharmacy Stakeholder Forum will allow for communication and consultation with a broad range of stakeholders with a vested interest in the provision of pharmaceutical benefits and related matters and issues, including under the 6CPA.

3. FUNCTIONS AND RESPONSIBILITIES

To assist the Department and the Guild in overseeing and undertaking their responsibilities in relation to the implementation, administration and management of the Sixth Community Pharmacy Agreement (6CPA), the Community Pharmacy Stakeholder Forum exists to include a broad range of stakeholders.

The Community Pharmacy Stakeholder Forum will provide a forum for the Department and the Guild to communicate with key stakeholders on 6PCA related matters.

4. COMPOSITION

The Community Pharmacy Stakeholder Forum will be open by invitation to stakeholders as agreed by the Department and the Guild.

At commencement, the following stakeholder base will be considered for representation. Additional stakeholders will be considered as required:

- State and Territory Government representatives
- Consumers
- Society of Hospital Pharmacists of Australia (SHPA)
- Pharmaceutical Society of Australia (PSA)
- Pharmacy Guild of Australia (Guild)
- Australian Association of Consultant Pharmacy (AACP)
- Professional Pharmacists Australia (PPA) (Formerly APESMA)
- National Australian Pharmacy Students' Association (NAPSA)
- Australian Community Pharmacy Authority (ACPA)
- Pharmacy Board of Australia (PBA)
- National Rural Health Alliance (NRHA)
- National Pharmaceutical Services Association (NPSA)
- Medicines Australia (MA)
- Generic and Biosimilar Medicines Association (GBMA)

- Australian Rural Health Education Network (ARHEN)
- National Aboriginal Community Controlled Health Organisation (NACCHO)
- Australian Medical Association (AMA)
- Primary Health Networks (PHNs)
- Royal Australian College of General Practitioners (RACGP)
- Australian Private Hospitals Association (APHA)
- Rural Pharmacists Alliance (RPA)

5. LEADERSHIP

The Guild and the Department will jointly host meetings of the Community Pharmacy Stakeholder Forum.

6. SECRETARIAT

The Department will provide secretariat support to the Community Pharmacy Stakeholder Forum. The Secretariat will prepare agendas for meetings, document outcomes of all meetings and co-ordinate communications to Community Pharmacy Stakeholder Forum members.

Community Pharmacy Stakeholder Forums may be externally facilitated as necessary, with arrangements for facilitation to be agreed by the Department and the Guild.

7. MEETINGS

The Community Pharmacy Stakeholder Forum will meet as required. It is currently envisaged that there may be at least 2 meetings per year.

Meetings of the Community Pharmacy Stakeholder Forum may be held in two or more locations using any technology which gives the Community Pharmacy Stakeholder Forum members present at those locations a reasonable opportunity to participate in the meeting.

Forum members will be expected to meet their own costs to attend the Forums.

Minutes of committee meetings

All proceedings of each meeting of the Community Pharmacy Stakeholder Forum will be documented in summary form by the Secretariat.

Circulating reports and outcomes

Following each meeting, a communique will be drafted for publication to interested stakeholders of key outcomes from each Community Pharmacy Stakeholder Forum meeting.

8. ATTENDANCE OF OTHERS

Other parties may attend Community Pharmacy Stakeholder Forum meetings with the approval of the Department and the Guild.

9. AMENDMENT OF THESE TERMS OF REFERENCE

No variation of these Terms of Reference is permitted unless agreed by Department and the Guild.

**ENDORSED BY THE HON. SUSSAN LEY MP
3 FEBRUARY 2016**