

Rural Health Outreach Fund (RHOF), Medical Outreach Indigenous Chronic Disease Programme (MOICDP), Healthy Ears, Visiting Optometrists Scheme (VOS) and Eyes and Ears Surgical Support (EESS)

The Advisory Forum will:

- Analyse and consider the annual needs-based planning completed by the Fundholder (CheckUP) and provide impartial advice and feedback on which locations should be prioritised for the next (12 month) funding period.
- Consider Outreach Program priorities and local needs, evaluate and provide impartial advice to the Commonwealth Department of Health on services being recommended for funding by CheckUP.
- Identify linkages with the planning mechanisms of other programs within the jurisdiction to explore possibilities for integrated program implementation, including a focus on linkages with tertiary services.
- Ensure an appropriate and equitable mix of services is recommended across Modified Monash Model MM3-7 (RHOF) and ASGC-RA 1-5MM1-7 (MOICDP, Healthy Ears and VOS) to target locations and service types where need is greatest.

While the Fundholder is the final decision maker on which services to prioritise in its State-wide Service Plan, recommendations and advice from its' independent Advisory Forum members must be considered.

Where Advisory Forum members do not agree with decisions made by the Fundholder the differences of opinion must be documented and presented to the Department with justification for the decision taken.

Advisory Forum membership and decisions of the Advisory Forum must be made public.

Advisory Forum Members and Observers

The Advisory Forum must include appropriate representation of experienced people capable of giving advice, recommendations, or counsel in connection with outreach health service delivery in their jurisdiction. This must include Aboriginal and Torres Strait Islander people. Membership is facilitated by the Fundholder and must include a range of stakeholders and representatives from:

- Aboriginal and Torres Strait Islander Peak Organisations.
- State/Territory health authorities.
- State or Territory Optometry Australia representative.
- State Workforce Agency.
- Consumer group/s.
- Primary Health Networks.

Where expertise from specific Health Professionals would enhance decision making, consideration should be given to mechanisms to include input from that profession.

A representative/s of the Australian Government Department of Health and/or Funding Arrangement Managers (FAMs) from the Community Grants Hub may attend meetings of the Advisory Forum as observers or invited guests of the Fundholder to provide a Commonwealth perspective.

Chair and Administration of the State Advisory Forum

A Chair will be appointed in consultation with the Aboriginal and Torres Strait Islander health peak body for the jurisdiction.

The Advisory Forum/s must meet face to face at least annually, with additional meetings held as needed. Alternative meeting arrangements, such as by video/teleconference, are acceptable. The Fundholder will provide secretariat support. Responsibilities include:

- Establishment of the Advisory Forum, ensuring an appropriate mix of key stakeholders.
- Providing support for the chairperson.
- Organising and documenting meetings - minutes to be provided to the Department if requested.
- Managing any follow up activities.

Role of the Commonwealth Department of Health

The Department will receive and consider recommendations and advice from the Advisory Forum in coming to decisions about which services to approve. The final decision on all matters relating to the RHOF, MOICDP, Healthy Ears, VOS and EESS, and eligibility against the Guidelines rests with the Department.

Confidentiality

All members will be required to complete, sign, and return a witnessed *Deed Poll in Relation to Confidential Information and Conflict of Interest* form in advance of the Advisory Forum meeting.

Conflict of interest

Conflict of interest or a potential conflict of interest for a member must be pre-recorded via the *Deed Poll in Relation to Confidential Information and Conflict of Interest* form, which will be distributed by CheckUP in advance of the Advisory Forum meeting.

Revised: April 2021