

## **QUM MATES (Medicines Advice and Therapeutics Education Services) Program**

### **Stakeholder Reference Group - Terms of Reference**

#### **Preamble:**

The Quality Use of Diagnostics, Therapeutics and Pathology Program (the Program) is an Australian Government initiative and provides funding to improve the way medicines and medical tests are prescribed and used. The Program contributes to the implementation of Australia's National Medicines Policy (NMP) and the National Strategy for Quality Use of Medicines (NSQUM) by fostering cross sector collaboration and partnerships, collecting data, providing information, raising awareness and educating health professionals and consumers about the quality use of medicines and diagnostics.

Quality Use of Medicines (QUM) objectives must be achieved within a complex and crowded QUM ecosystem. This complexity underscores the need for the Program to be implemented in a manner consistent with the NSQUM's five principles: primacy of the consumer; partnership, consultative, collaborative, multi-disciplinary activity; support for existing activity; and system-based approaches.

The QUM MATES program has been funded under the Health Professional Education grant opportunity, which is targeted towards supporting the QUM educational needs of health professionals.

The QUM MATES program is led by the Quality Use of Medicines and Pharmacy Research Centre at the University of South Australia in collaboration with the Australian Medicines Handbook (AMH), the Drug and Therapeutics Information Service (DATIS), the Discipline of General Practice University of Adelaide, the National Aboriginal Community Controlled Health Organisation (NACCHO), the Pharmaceutical Society of Australia (PSA) and the Council of Australian Therapeutic Advisory Groups (CATAG).

The aim of the QUM MATES program is:

To optimise the use of medicines and health services to improve health outcomes and quality of life for Australians by adapting the educational interventions from the existing Veterans' MATES program, a program with proven success, and provide the educational interventions to all general practitioners in Australia, and through NACCHO to Aboriginal Community Controlled Health Organisations (ACCHOs), through PSA to accredited pharmacists, through CATAG to hospitals and health service organisations, and through DATIS to the Primary Healthcare Networks.

The QUM MATES program will deliver six educational topics over 2024-2025 and the objectives of the program are to:

- provide health professionals with useful information about the topic;
- increase health professionals' knowledge of the types of medicine related problems experienced by the patients they treat who meet the target criteria for the intervention, alongside evidence based solutions;
- provide health professionals with useful information to provide to consumers;
- change medicine or health service use in the direction of the intervention.
- develop data driven innovations which will enhance the program, improve the usefulness of the interventions and enable digital tools to support GPs, pharmacists and ACCHOs to effect change in their patient population.

Two national reference groups will be established to advise the Consortium on practical issues of program and topic development, implementation and evaluation. The groups will be:

- A multidisciplinary stakeholder reference group to provide advice on matters from each stakeholder's perspective and to disseminate program information to constituents.
- An Aboriginal and Torres Strait Islander reference group to provide advice on issues from an Aboriginal and Torres Strait Islander perspective and to disseminate program information to constituents.

The Stakeholder Reference Group will meet twice per year. The Aboriginal and Torres Strait Islander Reference Group will meet at least six times over the life of the project.

The following terms of reference apply to the Stakeholder Reference Group

### **Membership:**

The University of South Australia will request nominations for the Stakeholder Reference Group from health professional and consumer organisations.

Organisations to be approached include:

1. Australian Medical Association (AMA),
2. Royal Australian College of General Practitioners (RACGP),
3. Royal Australian College of Physicians (RACP),
4. Pharmaceutical Society of Australia (PSA),
5. Pharmacy Guild of Australia,
6. Council of Australian Therapeutic Advisory Groups (CATAG),
7. Consumers' Health Forum of Australia (2 members),
8. Primary Healthcare Networks,
9. National Aboriginal Community Controlled Health Organisation (NACCHO), and
10. Australian Commission on Safety and Quality in Health Care (ACSQHC).

Membership would also include:

1. Executive Program Director; QUM MATES
2. Program Director, QUM MATES;
3. DoHA representative.

### **Terms of Reference for the Stakeholder Reference Group:**

1. To provide direct input to the QUM MATES program team from a stakeholder perspective.
2. To provide feedback on QUM MATES program plans and activities to their constituency.
3. To provide advice to the QUM MATES program team in the preparation of topics, including advice on the suitability of presentation style and language used in project materials, particularly as they relate to their stakeholder constituency.
4. To provide advice to the QUM MATES program team on topics and materials.
5. To provide the QUM MATES project team with program-related feedback from their constituency.
6. To provide information on relevant health environmental issues that may be relevant to the program.

All members will be provided with a copy of the Terms of Reference.

### **Appointment and resignation**

Individual association members will be appointed to the Stakeholder Reference Group for the duration of the contract (August 2025) on acceptance of their nomination by the University of South Australia (UniSA)'s.

A member may resign from the Stakeholder Reference Group by giving notice at a meeting or in writing to the Chair. If a member resigns, the organisation(s) represented by the resigning member will be asked to nominate a replacement for the remainder of the term for consideration by UniSA.

### **Meetings**

Two meetings will be held per year. Meetings will be held in a hybrid format, allowing in person or virtual attendance. Meetings will be held at the University of South Australia.

### **Members' role and responsibilities**

Members or their proxies are encouraged to circulate relevant information emanating from the meeting to their constituents (subject to confidentiality constraints). Any request for comment from the media in relation to the meeting and its content is to be referred to the Chair.

Members are expected to prepare for meetings by ensuring familiarity with the agenda topics and background papers. Members will ensure qualified representation to the position of the organisations they represent to enable informed and non-speculative discourse.

If required, Members or their proxies are expected to observe 'Chatham House' rules and the confidentiality of sensitive discussions during a stakeholder reference group meeting.

Members or their proxies must disclose or take reasonable steps to avoid any conflict of interest (real or apparent) in connection with their appointment to or attendance at Stakeholder Reference Group meetings.

### **Conduct of Business**

The Chair and half of the members on the Stakeholder Reference Group at the time, plus one additional member or proxy, constitutes a quorum.

The Chair may regulate proceedings at meetings as he or she considers appropriate.

If the Chair is absent from a meeting or part of a meeting, he/she will nominate a temporary Chair.

University of South Australia (UniSA) will ensure timely notification of meetings and, as far as possible, provide draft meeting papers and any relevant materials electronically 2 weeks prior to meetings. Minutes will be taken and will include a record of any action items. A summary of the minutes will be disseminated no later than four weeks after the meeting by UniSA.

Members or proxies will act in the best interests of the Stakeholder Reference Group.

Members or proxies will treat each other and visitors with courtesy and respect. If conflicts arise at meetings, these are to be resolved where possible by negotiation between all parties.

### **Sitting Fees, Travel, Accommodation and Associated Expenses**

Members or proxies attending meetings who are not employees of their association and who will not be paid by their association to attend out of office events, will be paid a sitting fee of \$550 per meeting, including GST.

UniSA will book and pay for air travel, through its contracted travel provider, in accordance with the normal provisions.

Associated expenses, including taxi fares, toll fees and cost of parking for representatives or proxies attending the meetings, will be reimbursed with the UniSA Secretariat.

### **Support for the Reference Group**

Secretariat support will be provided by UniSA and will include:

- distributing the agenda, meeting papers and relevant materials
- circulating the minutes for comments and updating them as required
- preparing meeting agendas and clearing the agenda with the Chair
- acting as a contact point for all queries regarding the meeting
- making travel arrangements

### **Secretariat Contact Details**

The postal address for correspondence and invoices is:

University South Australia  
IPC Address: CEA-17  
Clinical and Health Sciences  
GPO Box 2471, Adelaide SA 5001

The e-mail address for correspondence and invoices is: [annette.paschke@unisa.edu.au](mailto:annette.paschke@unisa.edu.au)