

Pharmacy Technician Role Redesign Steering Committee

Terms of Reference

TYPE OF COMMITTEE:

Internal

PREAMBLE: The Pharmacy Technician Role Redesign Steering Committee (Redesign Committee) oversees projects focused on building capacity in the pharmacy workforce through developing and expanding the scope of practice of pharmacy technicians and assistants. In 2016, the Redesign Committee completed a major project that examined current pharmacy technician and assistant roles and influencing frameworks in Australia, compared technician/assistant workforces globally, and provided recommendations for how SHPA may contribute to the improved utilisation of Australian hospital pharmacy technicians and assistants.

The Pharmacy Technician Role Redesign Steering Committee Terms of Reference have been revised to reflect its project management of **Phase 2** of the Pharmacy Technician and Assistant Role Redesign in Australian Hospitals project.

PURPOSE: The Re-design Project Steering Committee current purpose is to guide the direction of Phase 2 of the re-design project in accordance with the 5 recommendations arising from the Phase 1 project:

1. Update current SHPA Standards and workforce definitions available in the SHPA Standards of Practice for Clinical Pharmacy Services
2. Develop an Australian pharmacy technician/assistant competency standards framework and explore SHPA's role in credentialing individuals for defined competency areas from entry level to advanced level
3. Explore SHPA's role in improving accreditation and delivery of national qualifications
4. Document current innovative and advanced practice in each jurisdiction and consider SHPA support required to broaden this level of practice Australia-wide
5. Hospital pharmacy technician/assistant leadership development

RESPONSIBLE TO:

Federal Council

MEMBERSHIP:

- Chair*
- Supporting Councillor
- Pharmacist or pharmacy technician with a background in education and training
- National Pharmacy Technician Network Chair (NPTN)
- Pharmacy Technician member of SHPA
- Appointee with expertise in the VET sector
- Any other person who may be appointed from time to time by the Federal Council.

*The Chair may also be the supporting Councillor. If this is the case, an additional Councillor may be appointed.

SHPA National Secretariat Workforce Transformation staff provide secretariat services to the Steering Committee.

APPOINTMENT:

The Chair, supporting Councillor and National Pharmacy Technician Network Chair are appointed by Federal Council. When required, other Steering Committee members may be selected by an expression of interest process. The Chair recommends membership selections for appointment to be ratified by Federal Council. Federal Council will also appoint a Deputy Chair from the Steering Committee membership.

Members are appointed for the life of the project or until otherwise decided by Federal Council. Federal Council reserves the right to withdraw any appointment should it so desire.

MEETINGS: Meetings are to be held via teleconference or other electronic means as needed. Face to face meetings may be necessary on occasion. Support and advice will be provided by the Project Officer and other SHPA Secretariat staff.

QUORUM: A quorum of the Committee shall consist of a majority of appointed members. At least one Councillor must be present.

ROLE OF STEERING COMMITTEE:

- Provide expert advice and guidance to the Project Manager on the direction and scope of the project to ensure high quality outcomes
- Support decision making on the scope of the project based on engagement and communication with key stakeholders
- Monitor timelines for completion of key deliverables and ensure appropriate progression throughout the course of the project
- Report on progress and outcomes of the redesign project to Federal Council and make recommendations to Federal Council on future policies, standards, training, tools and professional supporting systems required to build capacity nationally in the pharmacy support workforce

TERMS OF REFERENCE:

- Use existing resources and reports, including Phase 1 redesign project report, to update existing SHPA standards and workforce definitions within SHPA Standards of Practice for Clinical Pharmacy Services. Ensure liaison with relevant stakeholders.
- Consider how these definitions can be used in broader workforce advocacy to ensure national consistency in workforce definitions for the technician and assistant workforce.
- Develop an Australian pharmacy technician/assistant competency standards framework. May involve working with external consultant or technical advisers.
- Consider how the technician/assistant competency standards framework may be integrated into relevant vocational training packages and how SHPA may use this framework in credentialing individuals for defined competency areas from entry level to advanced level.
- Investigate different models where SHPA could improve delivery and accreditation and delivery of national qualifications. May involve liaison with external providers such as RTOs.

- Identify examples and models of innovative and advanced practice in utilising the technician workforce. Use these examples to highlight and promote the technician workforce value and skillset.
- Promote technician/assistant leadership development through engagement with the National Pharmacy Technician Network.
- Identify and engage key stakeholders in redesign project (phase 2) to ensure suitability and sustainability of recommendations of scope and workforce redesign

Please note: Adherence as relevant to other SHPA policies and guidelines including latest versions on the [SHPA Conflict of Interest](#); [SHPA Code of Ethics](#) and Social Media policy documents.

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