
Clinicians' Advisory Group (CAG)

Terms of Reference



An Australian Government Initiative

Brisbane North Clinicians' Advisory Group (CAG)

Terms of Reference.

Purpose

To provide advice from a Clinician's perspective to PHN staff on programs and projects undertaken by the PHN, key stakeholders regarding a variety of program areas relevant to the PHN, and to act as the clinical governance reference group for PHN delivered services.

Objectives

- To provide advice to Brisbane North PHN staff and key stakeholders regarding a variety of program areas with the intent of ensuring programs are relevant and achieve their intended outcomes.
- To act as the clinical governance reference group for PHN directly delivered services unless another group is deemed more suitable.
- To provide a wider view to the Brisbane North PHN Board of Directors via the CEO or Executive Manager I Health Systems Improvement on matters of strategic importance to the future of the organisation.

Responsibilities

Group members are responsible to provide their own opinion from a primary care perspective on matters discussed. Where appropriate, group members may canvas opinions of others in their practices and bring such feedback to the meetings. Where items are advised to be commercial in confidence, group members must not discuss such matters outside of the meetings.

The Clinicians' Advisory Group is not responsible for the management of programs, staff or budgets and does not itself have reporting responsibilities. Program Managers associated with the group report to the Executive Manager I Health Systems Improvement who in turn reports to the CEO and Board of Directors.

Agenda

Agendas will include:

- Relevant items regarding a range of Brisbane North PHN program areas as determined by Program Managers in consultation with the Executive Manager I Health Systems Improvement.
- Items for feedback from the group as requested by the Board of Directors through the Executive Manager I Health Systems Improvement.
- Issues brought forward by key stakeholders regarding a variety of program areas relevant to the PHN.
- Issues brought forward by group members through the Chair which are relevant to Brisbane North PHN's business and require discussion by the group.
- Review and approval of Clinical Governance Frameworks for PHN directly delivered services.

Agendas will be reviewed by the Chair prior to distribution.

Communication

Group members must supply a valid email address as notification of meetings and agenda availability will be advised via email. Meetings will be minuted and an action log will be kept.

Secretariat/Chair

Participants are invited to select a Chair to conduct the proceedings of the meeting and to liaise with the PHN Secretariat function regarding the planned agenda.

Election of the Chair to occur biennially in June.

Members

In addition to relevant Brisbane North PHN staff, the group will include up to 14 GP participants; non-GP participants to be invited as relevant agenda items occur from time to time.

Membership will be reviewed and renewed biennially in June through an expression of interest process. Member selection will be conducted by the Executive Manager I Health Systems Improvement and the Chair. Where more than 12 applications are received, preference will be given to GPs who are not already involved in multiple Brisbane North PHN committees, while striking a balance between new members and existing corporate knowledge.

Confidentiality and Conflicts of Interest

Participants must disclose their involvement with other related organisations, to aid in the management of conflicts of interest.

The Clinicians' Advisory Group may, from time to time, discuss matters that are commercial in confidence to Brisbane North PHN and/or to other key stakeholders. Group members will be advised when matters are considered confidential and must not disclose or discuss these matters with non-group members. Group members may be asked to sign non-disclosure agreements with Brisbane North PHN.

Frequency of meetings

Two-hour meetings from 6:00 – 8:00 pm held every other month, up to 6 meetings per year either face-to-face or virtually; frequency of meetings to be reviewed if need arises.

Clinicians' Advisory Group members are required to attend at least 65% of meetings (4 or more) in a year.

Meetings are scheduled February, April, June, August, October and December.

Remuneration

Members will be remunerated for meeting attendance including allocated pre-reading at the normal hourly rate as per the Brisbane North PHN Policy.

Where the Chair attends additional meetings with Brisbane North PHN staff in preparation meetings, the Chair shall invoice for such additional time.

It is the responsibility of each Clinicians' Advisory Group member to produce a valid tax invoice to receive payments for their time. These invoices should be submitted following each meeting. Invoices MUST be received no later than two weeks after the end of financial year.

Resignations

Group members are asked to notify Brisbane North PHN Executive Manager I Health Systems Improvement in writing of an intention to resign from the group.

Review

Terms of Reference to be reviewed by the group annually in June, with recommendations for changes to be made to the Executive Manager I Health Systems Improvement.

Refreshments

Where meetings are held face-to-face, catering is provided from 6:00 pm. Participants should notify the PHN Secretariat function if they do not require a meal or have special dietary requirements.

REVISION HISTORY

Version	Approval date	Change
7	25 June 2026	No changes
6	28 October 2024	Agreed to review TORs annually in June
5	19 August 2022	Updated number of GP members
4	15 February 2022	Wording changes/edits & template
3	10 September 2021	Wording changes
2	24 October 2019	Template & wording in the member's section
1	22 October 2015	Template