

General Practice Queensland Policy on GP Representation (O096)



Purpose of Policy

Representation and advocacy for Divisions of General Practice in Queensland is seen as one of the key roles for General Practice Queensland, and is a core area of its strategic and business plans. As the State-Based Organisation (SBO) for the 18 Divisions of General Practice in Queensland, General Practice Queensland is frequently asked to provide state level representation for Divisions on high-level external committees and working parties. General Practice Queensland expects that in the majority of cases, this representation will be most appropriately provided by a General Practitioner, although Division staff members may also represent General Practice Queensland in some circumstances.

This policy applies to situations where representation is sought on an ongoing basis, or for a period greater than 3 months. Short term or one off representation requests will be resolved by the CEO or a delegated staff member.

General Practice Queensland representatives will have certain responsibilities commensurate with their position. They will be expected to speak from a broad general practice and Divisional perspective and on behalf of all Queensland Divisions, and other committee members will interpret their work on the committee as such. Therefore, General Practice Queensland representatives must be prepared to seek wide input in order to provide a collective view of the 18 Queensland Divisions views that is also consistent with General Practice Queensland's stated strategic direction. Representatives will be supported by a designated General Practice Queensland staff person, who will ensure that they receive any relevant information, however representatives are also responsible for making individual arrangements to obtain local and "grass roots" feedback.

Appointments

- As requests for representation are received, the Governance subcommittee will consider potential candidates from an existing pool, or alternatively will call for an expression of interest via email to all Queensland Divisions. The Governance Sub-committee will select a candidate for representation and make a recommendation to the General Practice Queensland Board.
- Representatives will be appointed by the General Practice Queensland Board based on the recommendations of the Governance Sub-committee.
- The Chairperson of the Governance Sub-committee will notify all candidates in writing of the outcomes of their expression of interest. Where appropriate the Division Boards who nominated candidates will also be notified in writing.
- In the event of a dispute regarding the appointment of a representative, the General Practice Queensland Board will make the final decision regarding an appointment. This decision is not open to challenge by member Divisions or potential appointees.

Terms of Appointment

- All representatives shall sign a contract of Appointment which will be reviewed annually. The contract shall contain terms and conditions of their appointment, including committee attendance, reporting, remuneration, duration of commitment etc. (See GP Remuneration Policy).
- As soon as practicable after their appointment, all representatives will be provided with an orientation that is tailored to meet the needs of the individual and the requirements of the representative position.
- General Practice Queensland may from time to time request representatives' participation in the development of policy related to the area of representation.

Reporting and Feedback

- All representatives shall submit a brief report to General Practice Queensland after each meeting attended, in the approved format (See Report Format).
- Representatives' reports shall be received and noted by General Practice Queensland prior to any claim for reimbursement being paid by General Practice Queensland.

Rescission of Appointment

- General Practice Queensland may rescind the appointment of any of its representatives in such circumstances as, though not limited to, the representative:
 - Consistently misrepresenting the General Practice Queensland position;
 - Failing to satisfactorily meet General Practice Queensland reporting requirements;
 - Brings the profession into disrepute;
 - Is dismissed as a Divisional or SBO member, office bearer or staff member.
- The General Practice Queensland Board will notify the representative in writing of its intention to rescind their appointment and the reasons for the decision. The General Practice Queensland representative will be provided with an opportunity to respond to the General Practice Queensland Board's concerns in writing and/or by attending a meeting of the full Board within two months of notification.
- Through its normal review processes, the General Practice Queensland Board will from time to time review the strategic relevance of its representative positions; this review may result in a recommendation that certain representative positions be curtailed. In the event of such a decision, the views of the representative will be taken into account in the decision making process, and not less than one months notice will be provided to the representative.

Responsibilities of General Practice Queensland Representatives

A General Practice Queensland representative should:

- Actively represent all Queensland Divisions;
- Inform themselves of relevant General Practice Queensland Policy;
- Take part in meetings to review Division representation;
- Regularly report back in writing to the General Practice Queensland nominated contact person on the issues and outcomes of meetings, consultations attended or undertaken in their capacity as a Representative (See Report proforma); reports should be received within 15 working days of the date of each committee meeting attended; payment for representation is contingent on the receipt of a report;
- Seek advice from the General Practice Queensland Governance Sub-committee or General Practice Queensland staff member on major issues under discussion by the representative's committee before endorsing a General Practice Queensland position in that forum;
- Be actively involved in the development of consultation drafts, position papers and other documents relevant to their area of expertise;
- Comprehensively brief incoming representatives at the end of their term.
- The General Practice Queensland Board President is the official spokesperson for the organisation and unless otherwise delegated the General Practice Queensland representative will refer all requests for public comment to the president.

Confidentiality

Representatives will be bound by the confidentiality protocols of the committee to which they have been appointed. Where it is necessary for the representative to seek the advice of the General Practice Queensland Board on matters in- confidence the representative will clearly inform General Practice Queensland of the confidential status of such matters prior to discussion. In all cases the representative will convey the General Practice Queensland position to their respective committee, however individual Board members' views and the nature of the discussions should remain confidential.

Conflict of Interest

As soon as any representative or candidate being considered for nomination becomes aware of any actual or potential conflict of interest relevant to their appointment they should declare this in writing to the General Practice Queensland President. The Governance Subcommittee will consider whether or not the conflict of interest will compromise the representatives' appointment and determine the necessary course of action.

Proxies

Where the General Practice Queensland Representative is unable to attend the meeting, they are requested to either nominate a proxy to attend on their behalf, or to notify General Practice Queensland to locate another representative. The proxy has the same roles and responsibilities as the appointed General Practice Queensland Representative and should therefore also prepare a report for General Practice Queensland within 15 working days of the date of the meeting attended.


Remuneration

General Practice Queensland Representatives will be remunerated in accordance with General Practice Queensland's GP Remuneration Policy.

Related Documents:

GP Remuneration Policy

GP Representation Report Form

Version number	2	Changes Last Made:	17 th June 2006
Approved by:			
Changes to this version:	<p>Purpose of Policy–1st paragraph-Division staff may represent General Practice Queensland 2nd paragraph added-Time span of representation 3rd paragraph-Minor wording changes Appointments-1st point-minor wording changes Terms of Appointment-1st point-Representatives shall sign a contract of appointment, reviewed annually. 2nd point-All Representatives will be provided with an orientation Rescission of Appointment-Another point added-General Practice Queensland Board will review relevance of its representative positions Responsibilities of General Practice Queensland Representatives & Confidentiality-Minor wording changes 27 September, 2007 Updated to General Practice Queensland</p>		
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