

Reference Group – Development of a Pharmacist Capability Framework

Terms of Reference and Membership

1. Purpose

The **Reference Group (RG)** will provide advice on, and contribute to, the development of a Pharmacist Capability Framework ('the Framework'). The advice and expert commentary provided by the RG will be used by the Project Team to develop the draft Framework that will be considered for approval by the Project Governance Group and finally the Pharmacy Board of Australia (the Board).

2. Objectives

The RG is established to achieve the following objectives:

2.1 Provide expert commentary on the development of a Pharmacist Capability Framework to be used by:

- The Board for registration purposes
- APC for accreditation purposes

2.2 Provide feedback on documents presented by the Project Team including:

- Literature Review
- Draft Pharmacist Capability Framework
- Discussion papers

2.3 Assist APC to incorporate stakeholder feedback on the Pharmacist Capability Framework

3. Membership

The Reference Group will include representatives from professional organisations who will present the views of their respective organisation, as well as individual representatives who have specific experience and expertise across areas related to the deliverables of this project.

The RG will have the following members:

Reference Group		
Category		Number
Chair	APC appointed	1
Professional organisation representatives	Pharmaceutical Society of Australia	1
	Advanced Pharmacy Australia (was SHPA)	1
	The Pharmacy Guild of Australia	1
	Pharmaceutical Defence Limited	1
	Professional Pharmacists Australia	1
Education Providers	Council of Pharmacy Schools	1
Pharmacy Students	NAPSA	1
Aboriginal and Torres Strait Islander persons		2
Consumers		2
Pharmacy Board of Australia		2
Pharmacists in patient facing roles		2
Representative from another health profession		1

4. Appointment process

Organisations described in the RG membership will be invited to nominate a representative.

Individual members will be filled through an expression of interest (EOI) process.

Nominees and applicants will be required to declare any conflicts of interest they may have and will be asked to declare they are available to make the necessary a time commitment to project.

All members of the RG will be appointed by the APC CEO and the Chair of the Reference Group.

4.1. Reference Group individual member selection criteria

Individual members will be appointed based on their experience in:

- the development of professional frameworks (such as capability, competency, assessment or performance outcomes) or standards
- the design and delivery of pharmacy workforce strategies
- clinical governance and risk management
- no conflicts of interest
- time availability to contribute to the project

5. Term of Appointment

The term of membership is limited to the duration of the project.

6. Meetings

The RG will meet approximately four times throughout the project (1x in-person, 3x online).

Each online meeting is anticipated to last up to 3 hours (3 online meetings) and RG members are also required to attend an in-person meeting at a location determined by the Project Director. All RG members will be expected to allocate some time for preparatory work prior to each meeting.

The RG is not expected to reach consensus on issues regarding the project.

If an RG member who is a representative of an organisation is unable to attend, the organisation may nominate a proxy for approval by the Project Director.

7. Remuneration

Members from national member organisations will be funded by their organisation,

All other members including representatives from NAPSA will be remunerated by the APC as per the APC Remuneration Guidelines, and expenses paid as per the APC Travel Policy.

8. In attendance

The following Project Team members will attend RG meetings to assist with project management and delivery, and provide secretariat support:

- APC Chief Executive Officer
- APC Executive Director Accreditation & Assessment
- APC Director Research, Policy and Partnerships
- APC Project Manager (Consultant)
- APC Research & Policy Officer

DOCUMENT CONTROL

Approved: Chief Executive Officer

Date: 7 February 2025