

EXPRESSION OF INTEREST

Position description



Department of General Practice
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Data Governance Committee Members

ROLE	Committee member, Chairperson, Deputy Chairperson
ENTITY	Patron Data Governance Committee
ACCOUNTABLE TO	Head, Department of General Practice, The University of Melbourne
REMUNERATION	Fixed at \$250 per meeting for all eligible members and \$300 per meeting for the chairperson.
WORKING HOURS	Approximately 4 Committee meetings per calendar year. Meeting duration approximately 2-3 hours.
HOW TO APPLY	Send a short expression of interest that responds to the selection criteria (e.g. no more than two A4 pages) and your CV to: Data for Decisions Department of General Practice, The University of Melbourne 200 Berkeley Street, Carlton, Victoria, 3053 Australia Or email: rachel.canaway@unimelb.edu.au
CLOSING DATE	Expressions of interest close 1 April 2019
CONTACT FOR ENQUIRIES ONLY	Dr Rachel Canaway Tel +61 3 8344 3392 Email rachel.canaway@unimelb.edu.au

1. Patron Data Governance Committee

1.1 ESTABLISHMENT

Making more effective use of healthcare data is part of a global movement to improve health-related information exchange, decision-making, policy development, consumer health outcomes, and product and service development. In recognising the value and potential of primary care data The University of Melbourne's Department of General Practice has established the Data for Decisions research initiative which incorporates the Patron primary care data repository. The initiative collects, curates and makes available de-identified primary care data for research, policy development and teaching purposes.

See www.gp.unimelb.edu.au/datafordecisions

The Patron data repository operates within a robust technological, legal and ethical landscape which is detailed in the Patron Data Governance Framework (University of Melbourne's Human Research Ethics Committee [HREC] approval ID number 1647396). De-identified clinical data was extracted from the first participating general practice in August 2018.

The Patron Data Custodian (Head, Department of General Practice) is seeking expressions of interest for 8 to 10 members, including the Chairperson and Deputy Chairperson, of the Patron Data Governance Committee (the Committee). Member terms commence from 1 June 2019.

1.2 ROLE AND PURPOSE

The Committee will provide independent advice to the Data Custodian and the Principal Investigator, and oversight to the Patron program of work. The Committee should ensure ethical and transparent use of Patron data for the public good.

1.3 STRATEGIC DIRECTION, OPERATIONS AND ACHIEVEMENTS

The key tasks for the Committee will be reviewing and approving applications from researchers or organisations wishing to access Patron data. The Committee will also provide strategic advice on a range of areas including:

- the continued development of the Patron program of work;
- data security and data breach management;
- program operation in accordance with ethical and legal requirements.

The Committee will operate under the procedures and reporting guidelines outlined in the [Patron Data Governance Committee Terms of Reference](#), and within the Patron Data Governance Framework.

2. The Committee

2.1 COMPOSITION OF THE COMMITTEE

The Committee consists of 8 to 10 members, including the Chairperson and Deputy Chairperson, appointed by the Head, Department of General Practice, in consultation with (1) Head of the Melbourne Medical School and (2) Associate Dean of Research, Faculty of Medicine, Dentistry and Health Sciences – The University of Melbourne.

Committee members should represent key stakeholder groups, as follows:

- 2 consumer representatives;
- 1 CEO, practice manager or practice owner contributing data to the Data for Decisions program (non-University of Melbourne);
- 1 to 2 end users of data (e.g. researchers);
- 1 to 2 GP members;
- 1 to 2 members from general practice professional associations or other bodies (e.g. Royal Australian College of General Practitioners, Primary Health Networks);
- 1 person with legal expertise related to national and/or international regulation around data management.

One consumer representative should have concurrent membership of the Department of General Practice Health Users Advisory Group. One general practice representative should have concurrent membership on the Department of General Practice - General Practice Advisory Group.

2.2 SKILLS REQUIRED

Members of the Committee will **collectively** have knowledge, skills and experience in:

- use of general practice services in Australia (member of the public);
- providing general practice services in Australia (medical doctor);
- contributing data to the Patron primary care data repository (general practice or member of the public);
- consumer advocacy and engagement;

- management or representation of general practice in Australia;
- understanding the relevant laws, policies and obligations in relation to data privacy and security;
- use of patient-related data sets for research purposes;
- Australian university governance; and
- data risk management.

3. The Governance Framework

3.1 CONTEXT

The Committee will work within and comply with the legal, ethical and governance frameworks provided by the:

- Patron Data Governance Framework and Standard Operating Procedures;
- Patron program as approved by the University of Melbourne Human Research Ethics Committee (ID #1647396) and any other relevant National Health and Medical Research Council (NHMRC) ethical guidelines;
- relevant University of Melbourne policies and guidelines (e.g. University of Melbourne Privacy Policy (MPF1104); and
- relevant Australian laws or regulations including the *Health Records Act 2001* (Victoria), the *Privacy and Data Protection Act 2014* (Victoria), and the *Commonwealth Privacy Act 1988*.

3.2 ACCOUNTABILITY AND KEY RELATIONSHIPS

In carrying out its roles and responsibilities, the Committee is accountable to the Data Custodian (Head, Department of General Practice, The University of Melbourne), who is accountable to The University of Melbourne (see Section 10) for the performance of the Committee.

The Data Custodian is supported by the Patron Program Management Group in overseeing the performance of the Committee. The Patron Data Steward and the Secretariat are responsible for providing oversight, advice and support to the Committee, as well as advising the Data Custodian and Principal Investigator on matters relating to the Committee.

One appointed committee member representing general practice (e.g. GP or Practice Manager) will also be a member of the Department of General Practice's 'General Practice Advisory Group'.

One appointed committee member representing healthcare users (i.e. a member of the public or patient advocate) will also be a member of the Department of General Practice's 'Health Users Advisory Group'.

3.3 MEMBERS DUTIES

In performing their role, it is the responsibility of Committee members to:

- act with honesty, integrity and confidentiality;
- act in good faith in the best interests of the public;
- act fairly and impartially;
- use information appropriately;
- use their position appropriately;
- act in a financially responsible manner;
- exercise due care, diligence and skill;
- declare any real or perceived conflict of interest;
- demonstrate leadership and stewardship.

4. The Role

4.1 THE ROLE OF THE COMMITTEE

With advice from the Data Steward and the Patron program researchers, the Committee provides independent advice and decision-making to ensure ethical and transparent use of Patron data within the *Data for Decisions* research initiative. The Committee's primary function is to review applications for use of Patron data and provide advice on those applications to the Data Custodian and the Patron Principal Investigator. For more information, see the Committee's [Terms of Reference](#).

4.2 THE ROLE OF THE CHAIRPERSON

The Chairperson of the Committee requires a further level of expertise and commitment. The Chairperson is responsible for the cohesive operation of the Committee and ensures smooth running of the Committee meetings. The Chairperson must ensure that all members views are considered in decision-making. In leading the Committee, the Chairperson ensures policy, legal or governance issues are considered as part of the Committee's decisions-making.

4.3 TIME COMMITMENT

The Committee will meet at minimum three times per year with additional meetings scheduled as required, with a maximum of six meetings per year. Time commitment is anticipated to be less than 4 hours per meeting including reading time.

4.4 ATTENDANCE REQUIREMENTS

Appointees are expected to attend at least 75% of Committee meetings.

4.5 REMUNERATION AND EXPENSES

Remuneration will be fixed at \$250 per meeting for all eligible members and \$300 per meeting for the Chairperson.

Employees of The University of Melbourne are not normally eligible for remuneration.

There will be reimbursement for parking and Melbourne metropolitan public transport costs, but no further reimbursement of travel expenses or accommodation.

While appointed members are encouraged to attend the meetings at The University of Melbourne in Carlton, facilities will be made available for remote attendance if required.

Remuneration is based on Guidelines used by the Victorian State Government for the Appointment and Remuneration.

See: <https://www.dpc.vic.gov.au/index.php/policies/governance/appointment-and-remuneration-guidelines>

4.6 TERM OF APPOINTMENT

Members, including the Chairperson and Deputy Chairperson, will be appointed for terms of 2 years.

5. Key Selection Criteria

Applicants should have a desire to positively impact health care and health outcomes through research. Applicants will be shortlisted based on their skills, experience and knowledge in relation to the following criteria. Applicants are not expected to have skills, experience and knowledge aligned with all the criteria:

- general practice in Australia from public healthcare user or consumer perspectives;
- patient advocacy;

- general practice in Australia from a healthcare provider perspective;
- health services research, especially in General Practice;
- health or education related experience or training;
- data management, security and data privacy;
- understanding of the relevant laws, policies and obligations in relation to data privacy and security;
- understanding of governance and health policy;
- working positively as part of a team and able to relate effectively with a range of people.

6. Information and Forms to be Provided by Applicants

6.1 CURRICULUM VITAE

Applicants must provide a full and detailed CV, which should be current, typed and dated. Your CV must include the following information:

- your current employment and your employment history, including information about what you did and what you were responsible for in each role;
- your qualifications; and
- your current memberships (i.e. board memberships, committees, council memberships, community groups, professional associations).

6.2 PROBITY CHECKS

All successful applicants are required to undergo a National Police Record Check to the satisfaction of the University, prior to their appointment to the Committee. Provision of four suitable ID (identify) documents will be required. AHPRA checks will be undertaken for registered health practitioners.

6.3 NUMBER OF VACANCIES

The Data Custodian will appoint eight to ten members, including the Chairperson and Deputy Chairperson, to the Patron Data Governance Committee.

7. Anticipated appointment process time

Expression of Interest open	05/03/2019
Expression of Interest close	01/04/2019
Candidates interviewed	15/04/2019
University approval of candidates	29/04/2019
Successful candidates notified	15/05/2019
Sitting term commences	01/06/2019

8. Further information

For more information about Data for Decisions and the Patron primary care data repository, please see information at: www.gp.unimelb.edu.au/datafordecisions

Applicants should be familiar with the [Patron Data Governance Committee Terms of Reference](#) and the Patron Data Governance Framework. To access these documents, please send enquiries to Dr Rachel Canaway, Department of General Practice, The University of Melbourne, 200 Berkeley Street, Carlton, Victoria 3053, Australia. Email: rachel.canaway@unimelb.edu.au, Phone: +61 3 8344 3392

9. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing an environment free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

10. Occupational Health and Safety (OHS)

When attending Committee meetings, all members are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

11. Other Information

11.1 DEPARTMENT OF GENERAL PRACTICE

www.gp.unimelb.edu.au

The Department of General Practice originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community based medical education. The Department delivers postgraduate training for primary care nurses, and research training for medical, Honours, Masters and PhD students.

The Department focuses on clinical and health services research and training to achieve its vision through three major research themes. Using clinical data analytics, we explore patient pathways and describe the epidemiology of health and disease in primary care. We are developing a range of risk stratification tools for use within primary care. With a focus on primary care innovation we develop, test and implement simple and complex interventions including digital technologies with an emphasis on co-design and patient centred care. Our work informs evidence for stepped care models and the medical home. Central to our work is understanding the patient and practitioner experience and involving them in identifying the challenges designing and testing solutions. The Department has successful research programs in Cancer, Children and Young People's Health, Diabetes and Cardio-Metabolic Conditions, Mental Health, Sexual Abuse and Family Violence, and Clinical Data Informatics.

11.2 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au/

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

11.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and

the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

11.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

11.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-

spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement.

<http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

11.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at: <http://www.unimelb.edu.au/governance>