

Council of Australasian Archives and Records Authorities

Australian Health Practitioner Regulation Agency (AHPRA) Working Group

Terms of Reference

1 Mandate

- 1.1 The AHPRA Working Group is established as a working group of the Council of Australasian Archives and Records Authorities (CAARA).

2 Objectives

- 2.1 The objectives of the AHPRA Working Group are to:
- a) Liaise with AHPRA in respect to disposal, transfer and related recordkeeping issues arising in CAARA / AHPRA jurisdictions;
 - b) Identify and consider all of these issues in order to develop recommendations for protocols which effectively address the needs of AHPRA and affected CAARA members; and
 - c) Report to CAARA on these issues and on Working Group recommendations for protocols to address them.

3 Scope of Activity

- 3.1 The Working Group will be responsible for the following activities:
- a) Liaising with AHPRA in respect to disposal, transfer and related recordkeeping issues;
 - b) Identifying and considering all of these issues in order to develop recommendations for protocols which effectively address the needs of AHPRA and affected CAARA members; and
 - c) Recommending agreed protocols to CAARA on retention, disposal and related issues.

4 Mode of Operation

- 4.1 The Working Group will communicate via email and teleconference meetings. *(it is unlikely that face to face meetings will occur, although opportunities may be taken if they arise);*
- 4.2 The Convenor of the Working Group will be the first point of contact with AHPRA;
- 4.3 Any member of the Working Group liaising with AHPRA in their jurisdiction will inform other members of the issues discussed and outcomes;
- 4.4 The Working Group will report regularly to CAARA; and
- 4.5 The Working Group will remain in existence for as long as necessary to consider all issues and make recommendations on protocols to CAARA. It is expected that this work will be complete by June 2011.

5 Roles and Responsibilities

- 5.1 *Establishment.* PROV will take a lead role in establishing and organising the Working Group. The Working Group members will undertake the business of the Group according to the Terms of Reference.
- 5.2 *Convenor.* PROV will provide a Convenor for the Working Group. The Convenor will organise teleconference meetings, document issues and decisions, consult and seek input from stakeholders, coordinate the development of any required products, liaise with AHPRA representatives and provide regular reports to CAARA.

CAARA AHPRA Working Group Meeting

- 5.3 *Project Team:* All CAARA members in which the AHPRA will operate have a representative on the Working Group. Membership is optional for Archives New Zealand and National Archives Australia as they are not directly affected by the arrangements. Working Group members will identify and discuss issues and develop recommended protocols for CAARA.