

## Remuneration for Subject Matter Experts

### 1. Purpose

To communicate who a subject matter expert is, how CHN uses subject matter experts and the rate of remuneration.

### 2. Scope

This policy applies to external participants on panels, focus groups, advisory groups, councils, and committees, including community members.

Speakers/Presenters for CHN coordinated events are unpaid as they are representatives of organisation or company, self-promotion opportunity and/or CPD.

### 3. Definitions

**Council or Committee:** a group of internal and external stakeholders convened to provide advice, expertise or knowledge.

**Advisory Group:** a group of external subject matter experts and/or representatives who provide high level guidance, advice, oversight or support to CHN programs or projects.

**Subject Matter Expert:** is an individual who is an authority in a particular area or topic based on their formal education and/or work experiences. Consumers or community members will be considered subject matter experts for the purpose of this policy, based on their lived experience of health services or peer work experiences.

**Representative:** a person appointed to represent an organisation, company or government agency on a panel, advisory group, council or committee.

**Authorised CHN employee:** *Senior Manager or Executive*

**GP and Non-GP Specialists:** A medical practitioner who has admission to the Fellowship with an Australasian specialist college and either general or specialist registration with the Australian Health Practitioner Regulation Agency (Ahpra). (GP, medical specialist and consultant physician eligibility requirements - Medicare benefits for health professionals - Services Australia)

**Health Professionals and Practice Administrators:** An individual who practises a health profession (e.g. Medical Practitioners, Nurses, Midwives, Dentists, Pharmacists, Allied health professionals, and social workers) and/or who is registered under the Health Practitioner Regulation National Law.

**Consumers:** A person who uses (or may use) a health service, or someone who provides support for a person using a health service (Australian Commission on Safety and Quality in Health Care. Understanding my healthcare rights: a guide for consumers. Sydney: ACSQHC; 2020).

## 4. Principles

CHN regularly convenes panels, advisory groups, councils or committees to provide the organisation with expertise, knowledge, advice or guidance in relation to strategy, programs or projects. These groups have diverse membership made up of employees, representatives and subject matter experts including consumers of health services or peer workers.

Panels, focus groups, advisory groups, councils and committees can be ad hoc, time-limiting or permanent.

When convening a panel, advisory group, or committee, consideration should be given to ensuring the panel is culturally representative of the ACT community CHN serves and where possible there is inclusion of a consumer voice.

### Consumer engagement

Community or consumer feedback may be sought via representation on an existing panel or advisory group, or a specific consumer focus group or other activity depending on the level of feedback or input required.

## 5. Policy

Panels, focus or advisory groups, councils, committees or consumer engagement activities may be convened to:

- Ensure compliance with funding contracts and the constitution.
- Provide ongoing advice or feedback to the board and senior management in relation to members' perspectives or points of view.
- Assess responses to procurement activities and recommend preferred providers.
- Provide oversight and guidance for programs or projects.
- Support the development, planning and/or implementation of new programs or services to be commissioned by CHN.
- Ensure consumer centred approaches are included in programs and services.
- Provide the opportunity for CHN's stakeholders to have a voice and hold CHN to account.

### 5.1 Remuneration for subject matter experts

The board has resolved that subject matter experts sitting on panels, advisory groups, councils and committees are to be remunerated at a rate that is set and reviewed by this policy.

Remuneration is paid for a minimum of one hour and then on an hourly basis for each additional full hour (pro-rata for each part hour) for meeting or activity attendance.

Subject matter experts on panels, advisory groups, councils or committees will receive an additional payment to compensate for preparation or reading time required. The amount of time allocated for the activity for any preparation and attendance must be estimated and stated in advance by an Authorised CHN employee.

### 5.2 Remuneration for representatives

Panel, focus group, advisory group, council or committee members who are organisation representatives are not eligible for remuneration. General Practice staff should consult with their practice management on the practice policies that apply to staff reimbursement, particularly for participation during business hours.

### 5.3 Payment

Panel, focus group, advisory group, council or committee members seeking remuneration will complete a *Claim for Payment* Form which will be provided by the employee providing secretariat services to the group.

### 5.4 Remuneration

Subject Matter Expert remuneration rates for participants involved in committees, panels and Advisory groups is \$150 per hour for the duration of the meeting and \$75 per hour for reasonable pre-reading and post-reporting if required and where approved in advance by the Authorised CHN employee.

For each part hour the rate will be pro-rata to the nearest 30 minutes.

### 5.5 Lived Experience

CHN acknowledges the unique expertise of people with lived/living experience.

Lived/living experience in its broadest context, a person's direct and personal experiences and choices, positive and negative, the knowledge they have gained and the impact to them of these experiences and choices. This direct lived experience affords the person an authentic voice through their unique insight.

People with lived expertise bring knowledge, skills, attitudes and understanding gained by people with lived/living experience, compared to who have only observed or learnt about such experiences although do not have a lived/living experience of the subject. With appropriate training and support, this expertise can be applied to bring about change and improvement to the systems that affect others with similar lived/living experience.

Related documents:

Conflict of Interest Form

Conflict of Interest Guidelines

Claim for Sessional Payment Form

[Seven steps framework - lived experience \(primaryhealthtas.com.au\)](https://www.primaryhealthtas.com.au)

Review History

Controlled Document: yes

<b>Authorised:</b> 28/11/2021	<b>Authorised by:</b> CEO	<b>Version #:</b> 2
<b>Review date:</b>	<b>Reviewed by:</b>	<b>Next Review</b>
8/7/2024	General Manager HSI	June 2025