

Terms of Reference

1. Purpose

The Pharmacy Profession Compliance Roundtable (the Roundtable) is a consultation forum to engage pharmacy sector peak bodies on matters related to pharmacy approvals and compliance with the Pharmaceutical Benefits Scheme (PBS) requirements.

2. Membership

The Roundtable membership is:

Member	Role
C'th Department of Health – Daniel McCabe, First Assistant Secretary, Provider Benefits Integrity Division	Chair
C'th Department of Health – Ann Smith, Assistant Secretary, Compliance Operations Branch	Member
C'th Department of Health – Sean Lane, A/g Assistant Secretary, Compliance Analytics Branch	Member
C'th Department of Health – Harry Rothenfluh, Assistant Secretary, Compliance Systems Branch	Member
C'th Department of Health – Ben Sladic, Assistant Secretary, Pharmacy Branch	Member
Pharmacy Board of Australia – Mark Kirschbaum, Chair Notifications Committee	Member
Pharmacy Guild of Australia – Simon Blacker, President ACT Branch and Chris Flood, National Manager	Member
Pharmaceutical Society of Australia – Dr Shane Jackson	Member
Pharmaceutical Defence Limited – Gilbert Yeates, Deputy Chair	Member
Representative of Pharmacy Premises Registration Authorities of Australia – Grant Kardachi	Member

3. Objectives

The objectives of the Roundtable are to:

- Provide a forum to discuss:
 - PBS claims compliance related issues as permitted by legislation
 - Pharmacy approval application processes
- Share information related to improvement of PBS claiming practices.
- Ensure consistent information and advice is provided by all organisations involved.
- Establish, as required, Working Groups to address specific matters, for example, develop education, information and awareness strategies.

4. Exclusions

The Roundtable will not:

- Discuss individual compliance cases for which 'tip-offs' have been provided or which may be subject to investigation or another compliance activity.
- Discuss compliance issues related to pharmacy programs.
- Be responsible for development of, or changes to, Government policy, the Community Pharmacy Agreement or the Pharmacy Location Rules.

5. Operation

Meeting Frequency: The working group will meet twice a year.

Secretariat: Commonwealth Department of Health

Meeting Outputs

- Minutes and action items – circulated as soon as possible but no later than 10 working days after the meeting via email to members and attendees.
- Publish high level outline of matters discussed.