

ACC Primary Acute Care Expert Advisory Group

CALL FOR EXPRESSIONS OF INTEREST

Seeking Expressions of Interest:

We are seeking expressions of interest to join an advisory group tasked with jointly reviewing and considering options to optimise equity of access, patient experience and outcomes for users of Primary Acute Care services within New Zealand under our Urgent Care Clinic (UCC) contract.

Initially, we will present an overview of Primary Acute and Urgent Care services. Based on our available data, we will provide the advisory group with detail about where potential issues exist, and a range of measures to address these issues to then be discussed by the group.

The Primary Acute Care Expert Advisory Group (Advisory Group) will provide perspectives, advice, and guidance about possible opportunities and solutions with respect to delivery of injury related Primary Acute Care in New Zealand. It is intended that the output of this advisory group will contribute to the design of a new service for implementation by 1 July 2025.

Advisory group members will be compensated for both their time and out-of-pocket expenses. Additional time will be needed for preparation and post meeting tasks. These budgetary considerations will be coordinated and managed by ACC and will align with the documentation contained in the latest version of the Cabinet Fees Framework¹.

The advisory group sessions will be chaired, facilitated, and coordinated by ACC.

To form the advisory group, we are seeking individuals who can provide background, experience, and skills in the following broad areas of expertise or function. Although this is not mandatory, we believe it would be efficient and beneficial to identify people with experience in multiple areas allowing a broader coverage of areas of expertise.

¹ At the time of writing this is "[Cabinet Office Circular CO \(22\) 2: Revised Fees Framework for members appointed to bodies in which the Crown has an interest - 6 October 2022 \(dpmc.govt.nz\)](#)"

<p>Membership background, experience, and skills/areas of expertise (perspectives are targeted to cover the following broad groups)</p>
<p>Members will have knowledge or experience in one or more of the following skills/fields of experience</p>
<p>UCC Clinics <i>Management and/or Senior Nursing perspectives within a UCC environment. Experience in leading and delivering care within UCC environment.</i></p>
<p>Urgent Care clinician(s) <i>Vocationally registered UC fellows, experienced nurse practitioners. Experience in leading and delivering care within UCC environment.</i></p>
<p>General Practitioners <i>Vocationally registered specialist GP. Experience in leading and delivering Acute/After Hours injury care within GP environment.</i></p>
<p>Ambulance Services <i>Experienced Paramedic (or higher scope) or a senior ambulance service representative with experience in providing acute injury care within the community and clinic settings. Ideally also with leadership experience.</i></p>
<p>Pharmacy <i>A senior community pharmacist with experience in providing walk-in 1st level minor injury care.</i></p>
<p>Pasifika Health Clinician (including from Pasifika Medical Association) <i>Senior vocationally registered specialist GP with experience in leading and delivering care within a clinical setting serving a Pasifika community environment.</i></p>
<p>Māori Health Clinician (including from Te Ohu Rata o Aotearoa) <i>Senior Māori Health clinician experienced in leading and delivering care within a clinical setting serving a predominantly Māori community environment.</i></p>
<p>Radiology <i>Senior radiology representative experienced in leading and delivering community radiology.</i></p>
<p>Waka Hourua Approach <i>In consideration of members for panel selection, and in line with the Waka Hourua Approach, it is expected that the inclusion of a Tangata Whenua position within the Expert Advisory Panel will be achieved from within the respondents to the Expression of Interest.</i></p>

The required number of people from these groups are not defined, however the intent is to provide coverage over as many of these areas as is possible. Applicants who are able to demonstrate multiple areas of expertise are encouraged to do so.

The group will also include representative members from Te Aka Whai Ora, Te Whatu Ora and Manatu Hauora.

In addition to the representatives identified above, ACC will provide resource for the following roles:

- Chair
- Secretary

Expected time commitment

Involvement on the advisory group will require participation for approximately six months. The first meeting is proposed to be in-person and for approximately four hours (in Wellington or another city depending on members' place of residence). Each subsequent meeting will be a maximum of three hours duration, scheduled two weeks apart and conducted virtually.

Dates/times for the workshops are yet to be confirmed, however are likely to be fortnightly commencing late September 2023 (finalised dates will be confirmed once Expressions of Interest have been assessed and dates can be confirmed with successful applicants).

1. First meeting: 4 - 6 hours (In-Person meeting - Wellington) – date and time to be confirmed depending on best possible availability of members.
2. Ongoing meetings: Fortnightly from two weeks following initial meeting (same day, similar time) up to 3 hours (video conference)

Additional time may be required for preparation and some post meeting tasks. Agendas will be provided at least five working days in advance of the workshop.

Advisory group sessions will be chaired, facilitated and coordinated by ACC.

How to apply

To express your interest please complete the Expression of Interest form below and email this to PACAdvisory@acc.co.nz by 5pm, Friday 18 August.

Applications received will be reviewed and assessed against the breadth of capabilities noted within the table above and against the documented Expression of Interest form below.

We are committed to starting this work as soon as possible and will aim to have the Advisory Group confirmed in early September.

Thank you again for your continued interest in this work. If you have any questions or queries, please do not hesitate to get in touch with the group secretary via email PACAdvisory@acc.co.nz.

Expression of interest FORM

ACC Primary Acute Care Expert Advisory Group

Thank you for expressing an interest in being part of the advisory group tasked with investigation of options to improve ACC's UCC contract.

Please complete all questions below and send this back to PACAdvisory@acc.co.nz by 5pm, Friday 18 August.

#	Question	Response																		
1	Name Email Contact Number																			
2	Please describe your current role																			
3	What is the name of the urgent care clinic or organisation you work for or represent?																			
4	<p>Please describe your background experience, and skills/areas of expertise, in each of the areas that are noted in the table to the right. (Strike out/delete those areas where you do not have experience as appropriate).</p> <p>Include years working, relevant postgraduate qualifications/vocational qualifications or training, etc.</p>	<table border="1"> <tbody> <tr> <td>UCC Clinics</td> <td></td> </tr> <tr> <td>Urgent Care clinician(s)</td> <td></td> </tr> <tr> <td>General Practitioners</td> <td></td> </tr> <tr> <td>Ambulance Services</td> <td></td> </tr> <tr> <td>Pharmacy</td> <td></td> </tr> <tr> <td>Pasifika Health Clinician</td> <td></td> </tr> <tr> <td>Te Ohu Rata o Aotearoa Māori Health Medical Practitioners</td> <td></td> </tr> <tr> <td>Māori Health Clinician</td> <td></td> </tr> <tr> <td>Radiology</td> <td></td> </tr> </tbody> </table>	UCC Clinics		Urgent Care clinician(s)		General Practitioners		Ambulance Services		Pharmacy		Pasifika Health Clinician		Te Ohu Rata o Aotearoa Māori Health Medical Practitioners		Māori Health Clinician		Radiology	
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5	<p>Please describe any other relevant projects or initiatives you have been involved in, that <u>have improved equity</u> to clients including Māori, Pacific peoples, people with disabilities, women, older people, youth and/or rural communities.</p>	
6	<p>Please describe any relevant experience you have in <u>planning and delivering Primary Acute Care services</u> with the intent to reduce inequities and improve access, including for Māori, Pacific Peoples, people with disabilities, women, older people, youth and/or rural communities.</p>	
7	<p>Please list any organisations or associations/professional memberships, that you are currently a member of that might be related to this initiative.</p>	
8	<p>Please describe any other (real or perceived) conflicts of interest ACC should be aware of when reviewing your expression of interest.</p> <p><i>If your application is accepted, you will be required to more fully describe these conflicts when your engagement is agreed.</i></p>	
9	<p>Please indicate whether you are likely to be available to participate for the expected duration of the Group (six months) which is proposed to commence end of September. Accepting that timing cannot be confirmed until both the EAG membership is confirmed, and the first meeting is scheduled.</p> <p><i>Please also indicate preferred days of the week and time of day for these meetings, and the times that you would not be available.</i></p>	