Australian Government
Australian Digital Health Agency

National Digital Medicines Advisory Group Terms of Reference

8 August 2025 D005
Approved
OFFICIAL

1 Introduction

The Australian Digital Health Agency (Agency) commenced operations in July 2016 to realise an inclusive, sustainable and healthier future for all Australians through a connected and digitally enabled health system.

In its role as the Commonwealth representative responsible for the enduring governance and management of the National Digital Medicines Advisory Group (NDMAG), the Agency operates under an Intergovernmental Agreement (IGA) between the Commonwealth and state and territory governments. Under the IGA on National Digital Health 2023-2027, the Agency works closely with Jurisdictions to align the implementation of national infrastructure with their respective digital health strategies and investments, including the NDMAG.

2 Purpose

The National Digital Medicines Advisory Group (NDMAG) is a representative panel of stakeholders from Australia's medication management ecosystem whose role is to provide independent advice to the Australian Digital Health Agency's (Agency) and Department of Health, Disability and Ageing (the Department) on programs and initiatives that support development, implementation and adoption of health technologies and digital health capabilities across medicines management ecosystem to support the safe, effective and efficient provision of healthcare in Australia.

3 Objectives

The NDMAG's objectives are to:

- Provide strategic advice and subject matter advice to the Agency and the Department on national digital medicines matters, including program delivery, initiatives, associated benefits, milestones, risks, and outcomes;
- Act as a link between the national digital medicines activities and the health sector to ensure that the program delivers meaningful outcomes that address the needs of the consumers and the sector, in alignment with the existing intergovernmental agreements and regulatory frameworks pertaining to medicines I n Australia;
- Ensure that national digital medicines programs and initiatives remain aligned with the National Medicines Policy and its underpinning policy instruments, National Digital Health Strategy (NDHS), National Health Priorities, Digital Medicines programs led by the Department and the Agency, in addition to recent and relevant research evidence;

- Ensure that national digital medicines activities deliver outcomes that improve clinical safety, through appropriate digital enablers for medicines management, and identify opportunities for enhancing the safety and efficiency of medicines management through standard approaches to electronic medicines identification, monitoring and supply chain management;
- Consult with the stakeholder organisations to review programs outputs (when required), disseminate relevant programs outputs through their organisations and raise awareness of the national digital initiatives, projects and programs delivered by the Agency and the Department; and
- Review potential new innovations in safety and efficiency of medicines management.

4 Function

The function of the NDMAG is to provide advice to the Senior Responsible Officer (SRO) on Program's performance, its alignment with the broader strategic priorities and policy initiatives, any significant changes to program benefits, delivery, funding, schedule or scope, and management of known and emerging risks and issues. This function is achieved through:

- Monitoring program performance and ensure accountability;
- Review and endorsement of the Program plans;
- Stakeholder and consumer engagement and communications;
- Facilitation of communication and collaboration among stakeholders;
- Identification of independent program assurance reviews;
- Advising on any escalations to the Agency's Portfolio Review Committee (PRC), for example, unresolved high rated issues; and
- Provide feedback on conformance issues.

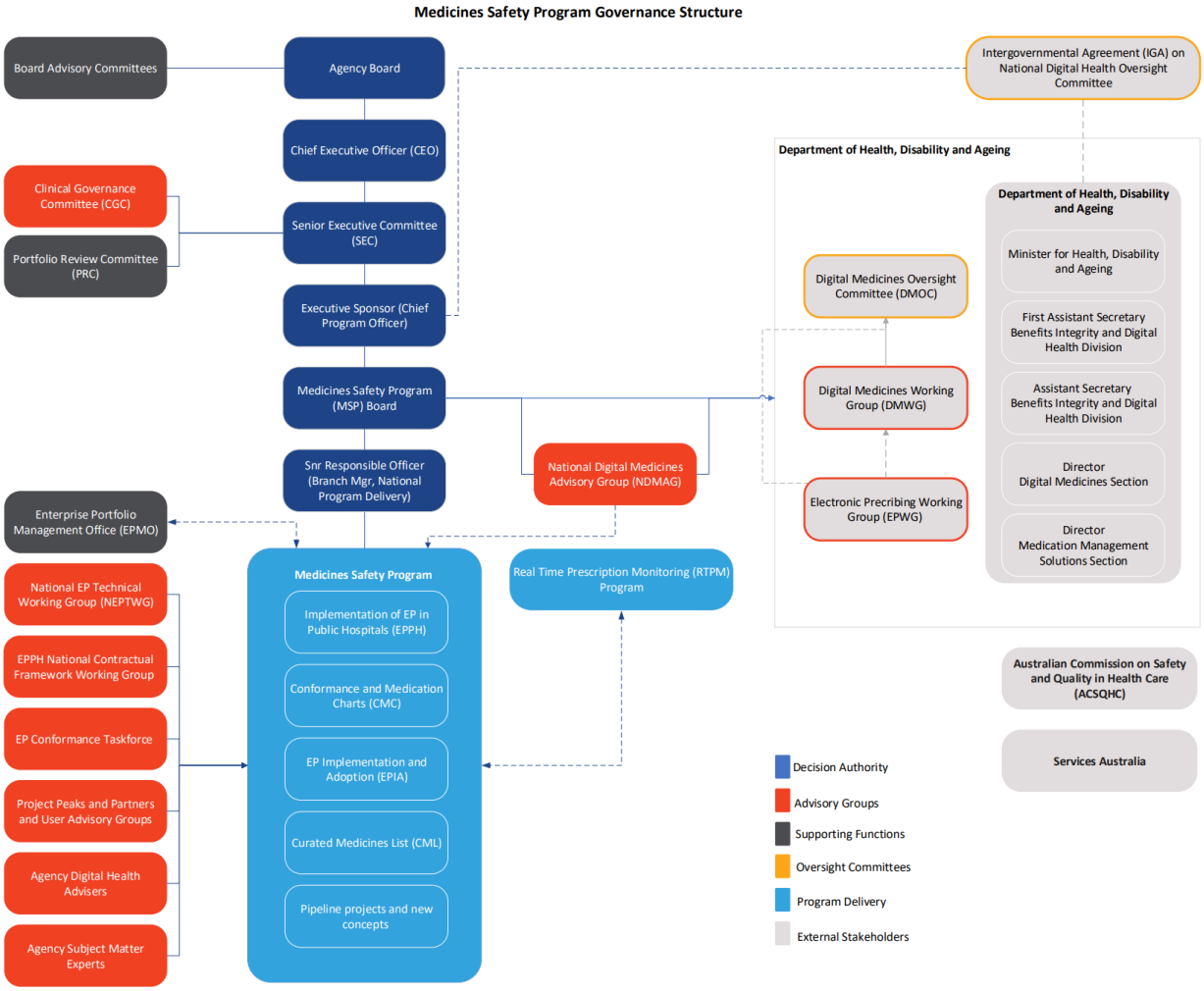
5 Authority, accountability and decision making

The NDMAG reports to the SRO, Branch Manager, National Program Delivery, the Agency and the Assistant Secretary, Digital and Service Design, the Department.

The NDMAG Co-Chairs may be requested to provide advice to the Agency and the Department on the matters pertaining to digital health and/or medicines safety. Advice should consider the outcomes for the health consumer and healthcare system as a whole and be clear, succinct and actionable. The accountability for decision making remains with the Agency and the Department.

6 Governance context

The governance context is shown below.



6 Governance pathways, reporting and escalation

The NDMAG reports to the SRO's. The NDMAG achieves clinical governance through the engagement of community, consumer and the industry stakeholders who:

- Are experienced, knowledgeable healthcare providers and subject matter experts;
- Represent the views of their profession and bring their skills, knowledge and experience gained from working within the healthcare industry; and
- Have recognition and standing in the community which engenders trust in the functionality and usability of products, systems or services in the healthcare setting.

The advisory group may, from time to time, raise risks related to medicines safety that will be referred to the Agency and/or the Department for further action, or to the appropriate entity or stakeholder with responsibility for the risk. Any Agency-related risks will follow the Agency Risk Management process.

7 Guiding principles

The guiding principles for NDMAG are:

- Provide intuitive, seamless, safe, secure and accessible national medicines digital infrastructures services that add value and benefit for health care consumers in managing their medicines;
- Ensure person-centricity and clinical safety is embedded into program delivery and integrated with the clinical governance processes;
- Empower people to be active participants in the digital health environment, with equity and inclusion, such as cultural safety, underserved populations or accessibility gaps;
- Advance governance, foster stakeholder engagement, drive collaboration and co-design;
- Promote conformance with standards to increase trust in digital health services, such privacy consent or ethical use of health data;
- Build capability, engagement and digital innovation in the medicines management ecosystem, with a commitment to long-term, scalable and interoperable solutions; and
- Enable our people to operate to the highest standards and as a high performing team withing our matrix organisation, with evaluation, performance metrics and feedback loops.

8 Standing membership

The standing membership for the MSP Board includes the following members:

Table 1. MSPB Standing membership

ID	Organisational Role	TGC Role
1.	Branch Manager, National Program Delivery, Senior Responsible Officer, the Agency	Co-Chair
2.	Assistant Secretary Digital and Services Design Branch, the Department	Co-Chair
3.	Australian Commission on Safety and Quality in Health Care	Member
4.	The Pharmacy Guild of Australia	Member
5.	The Pharmaceutical Society of Australia	Member
6.	The Society of Hospital Pharmacists Australia	Member
7.	Australian Private Hospitals Association	Member
8.	Australian Nursing and Midwifery Federation	Member
9.	Digital Medicines, the Department	Member
10.	Medication Management Solutions, the Department	Member
11.	Technology Assessment and Access Division, the Department	Member
12.	Therapeutic Goods Administration	Member
13.	Jurisdictional representatives (two Chief Pharmacists)	Member
14.	Jurisdictional representatives (two Chief Pharmacists)	Member
15.	Services Australia	Member

16.	Australian Medical Association	Member
17.	Royal Australian College of General Practitioners	Member
18.	Royal Australasian College of Physicians	Member
19.	Medical Software Industry Association	Member
20.	Australian College of Rural and Remote Medicine	Member
21.	Aged and Community Care Providers Association	Member
22.	National Aboriginal Community Controlled Health Organisation	Member
23.	Consumer representative	Member
24.	Academic(s)	Member
25.	Medicines Australia	Member
26.	Digital Health Adviser	Member
27	Branch Manager, Clinical Governance and Assurance, the Agency	Member
28	Branch Manager, Partnerships and Education, the Agency	Member

The co-chairs may, from time to time, invite other individuals or groups to attend meetings. Members, in consultation with and with the approval from the co-chairs, may invite other parties to meetings. Guests do not have authority to make determinations in respect of NDMAG deliberations.

8.1 Co-Chairpersons

The co-chairpersons are responsible for chairing the meetings and will:

- Consult with the standing members to agree on the work program and agenda;
- Prepare and distribute the agenda for each meeting, via the secretariat;
- Oversee the orderly performance of business based on the agenda;
- Determine when an issue should be escalated to the executive sponsor and executive clinical sponsor;
- Disseminate outbound NDMAG decisions, via the secretariat;
- Contribute to their public profile and experience (be a visible face of MSP);
- Facilitate access to key stakeholders;
- Maintain focus on delivery and benefits; and
- Ensure messages, communications and language are aligned to sector expectations.

8.2 Secretariat

The secretariat is responsible for:

- Booking each meeting, based on advice from the co-chairpersons;
- Preparing and distributing the meeting agenda and meeting pack with reasonable time for review by members prior to meeting;
- Recording and distributing minutes, outcomes, resolutions, and recommendations of each meeting to members; and
- Disseminating recommendations made by the group, as required by the chairperson.

8.3 Standing members

Standing members and their delegates provide input, make recommendations, and support the effective operation of the NDMAG.

The standing members' responsibilities are to:

- Regularly update their nominating organisations on the NDMAG key activities and decisions;
- Table NDMAG minutes for noting at the relevant committee(s) of the nominating organisations;
- Review and provide advice on the proposed priorities;
- Specifically consider how and whether the proposed priorities will deliver benefits for the consumer and system within a timeframe;
- Specifically consider whether the national digital medicines activities align with the relevant policies, standards and the National Digital Health Strategy;
- Provide advice on external activities that may be interdependencies for the programs' benefits/outcomes; and
- Review and provide advice on program matters including but not limited to:
    - Benefits realisation
    - Stakeholder consultation and validation
    - Problem statements
    - Business scenarios and requirements
    - General risks and issues
    - Changes to projects and program time frames and deliverables
    - Relevant technical standards, including conformance matters
    - Consumer engagement.

8.4 Invitees and Advisors

Invitees and advisors may be invited to attend meetings by the chairperson or members to contribute to the discussion or presentation of agenda papers.

Invitees and advisors may be required to complete probity briefing prior to meeting attendance.

9 Quorum

A NDMAG quorum includes at least one co-chairperson, at least one Agency Branch Manager, and at least 50% of the standing members. If an agenda item relates to a specific discipline or interest group, the co-chairpersons or secretariat may consider whether there is sufficient representation at the meeting to adequately address the agenda item.

10 Meetings

10.1 Frequency and location

The NDMAG meets quarterly unless otherwise agreed.

10.2 Meeting pack

NDMAG members are supplied with a "meeting pack" at least one week before each meeting to provide time for members to review the content.

The meeting pack includes:

- meeting agenda;
- previous meeting minutes, including actions and decisions, as draft for approval; and
- supporting information, as necessary for agenda items.

10.3 Agenda

The co-chairpersons set the agenda.

A call for Agenda items will be sent by the secretariat 21 days before the meeting. Members are required to submit proposed agenda items to the chairperson at least 15 days before the meeting.

The following items will be included in every agenda:

- apologies and absences;
- approval of previous meeting minutes;
- standing agenda item e.g. Agency update;
- other business;
- summary of decisions and actions; and
- confirmation of next meeting date and location.

10.4 Minutes

Minutes of the meeting will record all decisions made and assigned actions to group members, along with the target due date for reporting back to the group.

Meeting minutes will be circulated to members within 5 working days after the meeting. Copies of minutes will be made available on request to the NDMAG.

The NDMAG will develop and maintain a forward work plan which will be reviewed and updated at every meeting. Meeting actions will be documented, and their progress tracked on the action list. The action list will be reviewed at every meeting and the progress or status noted. Every action will have a title, action number, brief description, person(s) responsible, due date and status.

The NDMAG will determine when an action is completed or can be closed without further action. Completed and closed actions will remain for one additional meeting and will then be moved to the NDMAG completed action register for future reference.

10.5 Out-of-session papers

Urgent matters that cannot be deferred until the next NDMAG meeting can be managed as an out–of- session paper. The out-of-session paper and cover sheet will be sent to members via email with a requested response date.

For a resolution to be approved, the majority of members must acknowledge approval of the resolution by email by the response due date.

If approved, the resolution will be entered into the minutes of the next meeting.

11 Confidentiality and transparency

The NDMAG considers and discusses material that should be considered to be of a sensitive or commercial nature. Treatment of documents and knowledge associated with the Agency's Work Program will comply with the Agency's standing policy on information handling. Members and attendees acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

Highly sensitive information will be managed to ensure only employees with a valid reason to access and handle the information can access the material.

Approved information will be made available to support integrated and effective business operation.

The NDMAG will be formally minuted to ensure good governance practices are carried out, and to support effective operations of the committee in terms of creating a record of discussions aligned to the formal action and decision record.

Exclusions from the minutes may be made and in-camera sessions conducted at the committee chairperson's discretion.

At the first advisory group meeting, each member will declare any conflicts, potential conflicts, or perceived conflicts of interest with the program.

The declaration must give details of:

1. The nature and extent of the interest; and
2. The relation of the interest to the affairs of the program.

At each advisory group meeting (including virtual meetings), a co-chair will request any changes to previously declared conflicts of interest. A member who has a material personal interest in a matter that relates to national digital medicines programs and activities must give the other advisory group members notice of the interest.

The details of any changes to the conflict will be recorded in the minutes of the meeting. The secretariat will retain all details of interests declared and all standing notices of interest.

12 Conflicts of interest

Members are required to disclose all interests, pecuniary or otherwise, they have acquired that may conflict with the proper performance of their functions as a member. Members are expected to take reasonable steps to avoid any such conflict of interest, real or apparent.

13 Performance and review

The performance of the NDMAG will be measured at least on a regular basis or as determined by the SRO. Reviews will be conducted by NDMAG and key stakeholders. Option for review may include, but is not limited to, post meeting evaluation review to be sent to members, with results reported at the next meeting.

Measurement and performance criteria will include

- timely delivery of meeting packs supporting effective operations;
- attendance by standing members;
- quality reviews of minutes and decision registers; and
- opportunities for improvements

The value of the NDMAG will be evaluated every six months by the chairpersons. Performance factors to be considered include:

- effectiveness of committee meetings; and
- effectiveness of committee members in completing assigned tasks.

Version history

Version	Date approved	Comments
D005	8 August 2025	Approved

Version history

Version	Date approved	Comments
D001		Draft for internal review
D002		Updated template and draft for internal review
D003		Draft approved for external consultation/review
D004		Updated draft with external feedback/comments
D005		Final draft for approval

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