

INNOVATE RECONCILIATION ACTION PLAN

August 2018 – August 2020



Independent, not-for-profit and evidence-based, NPS MedicineWise enables better decisions about medicines, medical tests and other health technologies. NPS MedicineWise receives funding from the Australian Government Department of Health.

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Our vision for reconciliation

NPS MedicineWise's vision is to advance and improve health outcomes for Aboriginal and Torres Strait Islander peoples to achieve equitable health outcomes for all Australians.

This will be achieved through driving innovation in, and access to medicines and medical technologies. We aim to implement strategies that increase cultural awareness across the organisation and our members, creating an environment to build relationships based on mutual trust and respect, leading to meaningful opportunities for Australia's First Peoples.

Our business

We are an independent, not-for-profit and evidence-based organisation, leading improvements in the way medicines and other medical technologies are prescribed and used in Australia. We enable MedicineWise behaviour through behaviour change interventions, evidence based decision-making support, and targeted health communications campaigns.

Our programs create impact. Established in 1998, NPS MedicineWise consistently demonstrates positive changes in the way medicines and medical technologies are prescribed and used across the Australian health system, including in primary, acute and aged care in metropolitan, rural and remote areas.

NPS MedicineWise is globally recognised for its work and is acknowledged by the World Health Organization (WHO) as a world-leading organisation in this space. We deliver quality improvements, costs savings and better health outcomes through designing and implementing behaviour change programs based on the best available evidence and a deep understanding of the context in which care is delivered. We undertake rigorous evaluation to ensure maximum impact. We have delivered over \$1 billion of savings to the Pharmaceutical Benefits Scheme since inception.

Our strong customer focus ensures our programs meet the needs of both health professionals and consumers. Our extensive and multidisciplinary in-house clinical and academic expertise, combined with thorough knowledge and engagement across the Australian health system, enables us to design, develop, deliver and evaluate the complex behaviour change programs required to improve care.

Our members and partners

NPS MedicineWise adopts a highly collaborative approach to incorporate the knowledge, views and values of a diverse group of stakeholders. As an independent company limited by guarantee, we have 47 member organisations participating in our governance structure. Our members represent the peak bodies for health professionals, consumers, the medicines sector and key health stakeholders. In designing and delivering projects, we leverage our relationships and expertise from across the sector to inform the development and delivery of products and programs in pursuit of our mission. Our expert advisory groups include senior academics, clinicians, industry representatives, consumers and policy makers from across the health and community sectors.

NPS MedicineWise maintains strong and effective working relationships with the Department of Health and other government departments and agencies, and we actively participate across the health system, including sitting on government and stakeholder committees and working groups.

We are well recognised among GPs and other health professionals with our ongoing audience research highlighting that health professionals view NPS MedicineWise as a trusted and evidence-based organisation.

Employees and location

NPS MedicineWise employs around 300 people in part-time and full-time roles; we currently have one staff member who identifies as an Aboriginal and/or Torres Strait Islander person. We have three offices, in Melbourne, Canberra and Sydney however our mobile Clinical Services Staff are located in each state, enabling program reach across Australia.

Our RAP

NPS MedicineWise's strategic plan 2015-2017 contained specific commitments to improving Aboriginal and Torres Strait Islander health, including the development and implementation of a Reconciliation Action Plan (RAP). We have made strong progress against our current RAP and are looking to continue this with the next iteration of our RAP for 2018-2020.

While NPS MedicineWise has a strong history of working with members and other industry partners to develop programs and products for Aboriginal and Torres Strait Islander peoples and health professionals, we recognise the importance of a structured and accountable process in delivering the best outcomes for everyone involved. We are grateful for the honest feedback from members who are committed to improving health outcomes for Aboriginal and Torres Strait Islander peoples and their input and encouragement in our journey towards reconciliation.

Through our RAP we aim for a more integrated and systematic approach to ensure a continuing focus across the organisation, developing relationships based on mutual trust and respect and leading to meaningful opportunities and better health outcomes for Australia's First Peoples.

Through the formalisation of this plan for reconciliation we are building on previous work towards our vision which has included:

OPRAH

The OPRAH (Outreach Pharmacists for Remote Aboriginal Health Services) program was established by NPS MedicineWise in June 2008 to support pharmacists who provide outreach quality use of medicines support to remote Aboriginal and Torres Strait Islander communities through Aboriginal Community Controlled Health Services (ACCHS). NPS MedicineWise ran two workshops per year on a particular therapeutic topic in various locations across Australia until 2010. Topics included: Antibiotics, Pain, Diabetes and Cardiovascular disease. NPS MedicineWise developed the OPRAH program to complement the existing S100 relationships that pharmacists have with their ACCHS.

GMBH

The development of the Good Medicines Better Health (GMBH) program began in 2003 through our partnership with the National Aboriginal Community Controlled Health Organisation (NACCHO), and the program ran from 2010 until 2013. NPS MedicineWise contributed to the NACCHO-led program through partnering to develop resources and clinical review of the materials (along with other organisations, such as the Heart Foundation). The program focused on delivering a series of training modules to Aboriginal Health Workers in the ACCHS. Training was delivered either directly via a training team to ACCHS Aboriginal Health Workers or by a train-the-trainer model which builds the capacity of more experienced Aboriginal Health Workers to deliver training to their colleagues and the community. State affiliates of NACCHO were able to provide the quality use of medicines training using whichever model best fitted their health system and organisational structure, recognising the need for the program to be flexible and adaptable. Topics included: quality use of medicines, diabetes, asthma and hypertension.

Open Access

The Open Access program was a one-off workshop in 2011 that used the GMBH modules to train Aboriginal and Torres Strait Islander health workers employed in a range of settings, to extend access to training beyond the ACCHS for which GMBH was available. In this program, training was delivered using a direct delivery model, rather than train-the-trainer techniques as used in the GMBH program. Expert pharmacists delivered the training over 4.5 days, in collaboration with a member of the Aboriginal and Torres Strait Islander Health Registered Training Organisation National Network (ATSIHRTONN).

RAP Working Group

Our plan for reconciliation is championed internally by our two Executive sponsors Monique Heighes and Kerren Hosking, both members of the senior leadership team of NPS MedicineWise.

Sponsorship is supported by our RAP Working Group:

- ▷ Caroline Zoers, External Relations and Policy Advisor
- ▷ Kathy Barun, Coordinator, People and Environment
- ▷ Maya Corfield, Communications and Change Advisor
- ▷ Monique Heighes, Executive Manager, People and Environment
- ▷ Kerren Hosking, Executive Manager, Corporate Affairs and Communications
- ▷ Kerry Maclean, Medicines Information Pharmacist
- ▷ Roger Sexton, Director
- ▷ Lisa Quick, Health Informatics Advisor

We have one Aboriginal and Torres Strait Islander member on our RAP Working Group.

Our journey so far

NPS MedicineWise implemented its first Reconciliation Action Plan 2015-17 as an Innovate RAP. This has been an exciting and rewarding journey for us as an organisation and despite not meeting all our stated objectives we have made considerable progress towards achieving our RAP and remain committed to building on this work in this new Reconciliation Action Plan.

Over the 2015-2017 period we have seen more than 30% of our staff complete cultural awareness training and this has led to more informed and engaged conversations within the organisation and a heightened awareness of the objectives of reconciliation and Aboriginal and Torres Strait Islander concerns. Several members of our Board of Directors and the Executive leadership team have also completed cultural awareness training, strengthening the support for and future leadership of our RAP initiatives.

NPS MedicineWise actively supported a number of relevant events over the period including Close the Gap events where we raised funds for Oxfam's Close the Gap campaign. We have also held themed social club events over the two years as an additional awareness raising exercise for our staff and they have been well attended, further demonstrating the increased commitment of our people to our RAP agenda.

Acknowledgement of Country has been embedded in all our major internal meetings and in external meetings that we host along with a Welcome to Country involving a local Elder for all major external events. All of our offices display an Acknowledgement of Country plaque that we had commissioned through our association with Pindari along with Aboriginal artwork that we commissioned to represent our organisational mission and values. Our commitment to engaging with Aboriginal and Torres Strait

Islander suppliers continues to grow through our association with Supply Nation and we now have suppliers for general office goods and stationary, catering and staff gifts.

From a stakeholder engagement perspective, we did an extensive piece of work in the first year of our RAP mapping our existing relationships with Aboriginal and Torres Strait Islander communities and analysed this to inform where to focus our efforts to build on this and incorporate into our corporate stakeholder engagement plan. Over the course of the RAP we have had active engagement with the Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM) and the National Aboriginal Community Controlled Health Organisation (NACCHO) particularly over last six months of the RAP period and have extended multiple invitations for them to take representation on various organisational advisory groups. We will continue to foster these relationships and identify opportunities for meaningful engagement and input.

In terms of our NPS MedicineWise program activity, we have researched design methods to inform our approach to incorporating relevant content into our therapeutic programs for Aboriginal and Torres Strait Islander peoples. In August 2016 we signed a two-year memorandum of understanding with North Queensland Primary Health Network to promote and disseminate an education and training program for Aboriginal Health Workers (AHW). In July 2017, using the principles of human-centred design we co-facilitated a one-day workshop with AHWs and stakeholders in Cairns to understand the challenges and opportunities for Aboriginal Health Workers when implementing Quality Use of Medicines initiatives in their communities. This approach ensures that we are actively listening to the audience, underpinning program outcomes by incorporating feedback into the design so that materials are tailor-made to appropriately meet AHWs' specific needs. This has impact internally with our workforce also, as it creates a framework for an effective consultation process. Specifically, the outputs of this work included co-designed solution and concepts for North Queensland Primary Health Network and clear direction about program elements we need to incorporate to optimise professional engagement with our programs. We have been approached by other primary health networks to assist them to extend this program into their regions.

To create meaningful opportunities for Aboriginal and Torres Strait Islander peoples we have implemented initiatives to encourage Aboriginal and Torres Strait Islander job applicants by including a statement on all our published job advertisements encouraging Aboriginal and Torres Strait Islander peoples to apply. This statement has been included on all our published job advertisements since 2015. We have also sought advice from Pindari regarding our selection processes and how we could adapt them to remove barriers and through this relationship we were successful in recruiting into a temporary three-month role. Further to creating meaningful employment opportunities for Aboriginal and Torres Strait Islander peoples we will continue to build on these initiatives and also investigate advertising positions in the Aboriginal and Torres Strait Islander media in future. The progression to develop and implement an Aboriginal and Torres Strait Islander Employment and Retention Strategy will be informed by these employment opportunity initiatives and will be subject to future adequate organisational funding.

Over the period of the RAP we have also taken membership of Supply Nation and will continue to do so into the future. As a result, our procurement is encouraged to use local Aboriginal and Torres Strait businesses, at present NPS MedicineWise uses Aboriginal suppliers for key office supplies and since 2016 we have spent \$47083.21 in Aboriginal and Torres Strait Islander businesses and services. All our managers and cost centre managers are made aware of Aboriginal and Torres Strait Islander suppliers when purchasing gifts/stationery etc.

We remain committed to securing more direct involvement from Aboriginal and Torres Strait Islander peoples in our RAP Working Group, events and planning activities. This is a priority as we move into 2018-2020.



Relationships

Strong, collaborative and respectful relationships with peak Aboriginal and Torres Strait Islander health and community organisations, as well as with Aboriginal and Torres Strait Islander communities, are essential to our reconciliation journey. We recognise the importance of listening, understanding, empathising, partnership and co-design to genuinely addressing areas of need and identifying solutions that support better health outcomes for Aboriginal peoples and Torres Strait Islander peoples. Over the past two years we have strengthened our connections to community, but there remains more to be done and this continues to form the cornerstone of our RAP into the future.

Action	Deliverable	Timeline	Responsibility
1. The RAP Working Group (RWG) continues to actively monitor RAP development, including implementation of actions, tracking progress and reporting.	RWG oversees the development, endorsement and launch of the new RAP	Official Launch October 2018. Anniversary of launch October 2019 and 2020	Chair RWG
	Ensure Aboriginal and Torres Strait Islander peoples are represented on the RWG	End of reporting period 2020	Chair RWG
	RWG to meet at least four times a year to monitor and report on RAP implementation	August, November 2018, February, May, August, November 2019, 2020	Chair RWG
	Refined terms of reference for the RWG.	To be reviewed annually	Chair RWG
	Issue an expression of interest to secure representation from Aboriginal and Torres Strait Islander peoples on our Consumer Advisory Group	September 2018	Chair RWG
2. Celebrate and participate in National Reconciliation Week (NRW) by providing opportunities for Aboriginal and Torres Strait Islander employees and other employees to build and maintain relationships between Aboriginal and Torres Strait Islander peoples and other Australians.	Organise an internal National Reconciliation Week (NRW) event each year in NPS MedicineWise's Canberra, Melbourne and Sydney offices.	27 May – 3 June 2019, 2020	Chair RWG and NPS MedicineWise Social Committee
	Register all NRW events via Reconciliation Australia's NRW website.	Mid-May 2019,2020	Communications and Change Adviser
	Encourage staff to participate in external NRW events to recognise and celebrate NRW.	27 May – 3 June 2019, 2020	Communications and Change Adviser
	Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	27 May – 3 June 2019, 2020	Chair RWG
	Utilise internal communications channels to promote and encourage staff to participate in external	27 May – 3 June 2019, 2020	Chair RWG Communications and Change Adviser

	events to recognise and support National Reconciliation Week.		
	Promote National Reconciliation Week events on our intranet	April – early May 2019, 2020	Communications and Change Adviser
	Extend an invitation to Aboriginal and/or Torres Strait Islander peoples to share their reconciliation experiences and stories during National Reconciliation Week events.	April – early May 2019, 2020	Communications and Change Adviser
	Download and distribute Reconciliation Australia's NRW resources and circulate to staff	May/June 2019	Communications and Change Adviser
	Support an external NRW event	May 2019, 2020	Communications and Change Adviser
3. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	Continue to map and update our existing relationships with Aboriginal and Torres Strait Islander communities	End of reporting period 2020	Chair RWG
	Review and update our list of key Aboriginal and Torres Strait Islander communities and health professionals to approach and build relationships with	July 2019, 2020	Chair RWG
	Develop and implement an engagement plan to strengthen connections with new and existing Aboriginal and Torres Strait Islander stakeholder organisations. This also addresses how we enhance existing relationships with local and national peak bodies, and health service providers.	Sept 2018	Chair RWG and Manager External Relations and Policy
	Work with Aboriginal and Torres Strait Islander stakeholders to develop guiding principles for future engagement.	November 2018, 2019, 2020	Chair RWG and Manager External Relations and Policy
	Identify at least two Aboriginal and Torres Strait Islander health conferences to sponsor each year.	September 2018, 2019, 2020	Chair RWG and Marketing Specialist
	Develop joint ventures, partnerships, pro bono support or secondment and community capacity opportunities	End of reporting period 2020	Chair RWG

4. Raise internal and external awareness of NPS MedicineWise's RAP to promote reconciliation across our organisation and sector.	Develop and implement a communications strategy to raise internal and external awareness of the NPS MedicineWise RAP and reconciliation generally.	January 2019	Communications and Change Adviser
	Communicate information about where to find the NPS MedicineWise RAP on the intranet.	January 2019	Communications and Change Adviser
	Arrange a presentation to provide an overview of NPS MedicineWise's RAP at the launch event	August 2018	Communications and Change Adviser
	Communicate quarterly updates on RAP progress internally via established internal communications channels.	Dec 2018, March, June, Sept, Dec 2019, March, June 2020	Communications and Change Adviser
	Arrange an event to formally launch our new RAP for NPS MedicineWise	October 2018	Communications and Change Adviser
	Promote reconciliation through ongoing active engagement with all stakeholders	End of reporting period 2020	Manager External Communications and Policy
	Host a briefing with our local Aboriginal Medical Service and Aboriginal Land Council and other local stakeholder organisations to introduce ourselves, explain our RAP and build stronger connections with our local community.	December 2018	Chair RWG
	Encourage our member organisations to develop their own RAPs.	Feb 2019, June 2020	Manager External Communications and Policy



Respect

We value cultural diversity and believe it leads to richer understanding. Promoting understanding and respecting Aboriginal and Torres Strait Islander peoples, cultures, lands, and histories is important to NPS MedicineWise because we recognise the significant knowledge and understanding gap. Improving our knowledge increases respect and ensures we are in the best position to enable better health outcomes and meaningful opportunities for Australia's First Peoples.

Action	Deliverable	Timeline	Responsibility
1. Engage employees in continuous cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements	Develop and implement an Aboriginal and Torres Strait Islander cultural awareness training strategy for our staff which defines cultural learning needs of employees in all areas of our business that also considers the various ways cultural learning can be provided (online, face to face workshops, reading materials or cultural immersion).	Cultural awareness workshops offered biannually October 2018, February and October 2019, Feb 2020	Organisational Development Consultant
	Investigate opportunities to work with local Traditional Owners and/or Aboriginal and Torres Strait Islander consultants to develop cultural awareness training.	September 2018, 2019	Organisational Development Consultant
	Continue to provide opportunities for RWG members, RAP Champions, People and Environment Managers and other key leadership staff to participate in cultural training.	September 2018, 2019	Organisational Development Consultant
	Promote Reconciliation Australia's Share Our Pride online tool to all staff.	October 2018 at launch, 2019 at RAP anniversary	Communications and Change Adviser
	Investigate local cultural experiences and immersion opportunities	January 2019, 2020	Organisational Development Consultant
	Ensure 100% of staff participate in cultural awareness training.	At end of reporting period 2020	Organisational Development Consultant
	Organise at least one 'Lunch and Learn' presentation each year to further staff understanding of First Australian cultures.	October 2018, 2019, 2020	Organisational Development Consultant
	2. Engage employees in understanding the significance of Aboriginal	Consult with Aboriginal and Torres Strait Islander communities and RAP	July 2018

and Torres Strait Islander cultural protocols, such as Welcome to Country and Acknowledgement of Country, to ensure there is a shared meaning	Working Group Members to develop, implement and communicate an Aboriginal and Torres Strait Islander cultural protocol document for Welcome to Country and Acknowledgement of Country		
	Develop a list of key contacts for organising a Welcome to Country and maintaining respectful partnerships.	July 2018	Organisational Development Consultant
	Invite a Traditional Owner to provide a Welcome to Country at significant events including Close the Gap day event, our annual Members Day, our National Medicines Symposium and our Annual General Meeting.	March 2019 November 2018 May 2020	Chair RWG
	Encourage staff to include an Acknowledgement of Country at the commencement of all meetings	July 2019, 2020	Communications and Change Adviser
	Include an Acknowledgement of Country when staff give formal presentations to external organisations / meetings	As meetings are scheduled and occur	Chair RWG
	Include training for staff on the RAP and internal protocols at Corporate Induction	October 2018, March 2019, October 2019, March 2020	Organisational Development Consultant
	Include Acknowledgement of Country at the commencement of important internal meetings	Monthly 2018, 2019, 2020	Communications and Change Adviser
3. Provide opportunities for Aboriginal and Torres Strait Islander employees to engage with their cultures and communities by celebrating NAIDOC Week	Annually review HR policies and procedures to ensure there are no barriers to staff participating in NAIDOC Week	April 2019, 2020	Executive Manager, People and Environment –
	Provide opportunities for Aboriginal and Torres Strait Islander employees to participate with their cultures and communities during NAIDOC Week events.	July 2019, 2020	Executive Manager, People and Environment
	Provide opportunities for all staff to participate in NAIDOC Week activities.	July 2019, 2020	Chair RWG Communication and Change Adviser

	Consult with Aboriginal and Torres Strait Islander peoples to hold an internal or external NAIDOC Week event.	February 2019, 2020	Chair RWG Communications and Change Adviser
	Support an external NAIDOC Week community event.	March 2019, 2020	Chair RWG Communications and Change Adviser

Opportunities

Creating meaningful opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities is integral in achieving our vision for reconciliation, contributing to closing the health gap, and building a medicinewise Australia.

Action	Deliverable	Timeline	Responsibility
1. Investigate opportunities within NPS MedicineWise to improve and increase Aboriginal and Torres Strait Islander employment opportunities and outcomes.	Collect information on our current Aboriginal and Torres Strait Islander staff to inform future employment opportunities	September 2018	People and Development Adviser
	Develop and implement an Aboriginal and Torres Strait Islander Employment and Retention Strategy.	August 2019	Executive Manager, People and Environment
	Engage with existing Aboriginal and Torres Strait Islander staff to consult on employment strategies, including professional development	January 2019	People and Development Adviser
	Investigate advertising employment opportunities in Aboriginal and Torres Strait Islander media.	November 2018, 2019	People and Development Adviser
	Engage an Aboriginal and Torres Strait Islander consultancy to provide advice on current recruitment processes.	March 2019	Executive Manager, People and Environment
	Annually review HR and recruitment procedures and policies to ensure there are no barriers for Aboriginal and Torres Strait Islander employees and future applicants participating in our workplace.	January 2019, 2020	People and Development Adviser
	Support hiring managers to be more aware of cultural sensitivities in relation to Aboriginal and Torres Strait	August 2019	People and Development Adviser

	Islander applicants by facilitating an information session for this target group annually		Organisational Development Consultant
	Incorporate Aboriginal and Torres Strait Islander employment quota into annual plan KPIs.	March 2019	Executive Manager, People and Environment
	Measure progress against employment quota	March 2020	Executive Manager, People and Environment
	Integrate advice from Aboriginal and Torres Strait Islander consultancy into current recruitment practices and measure impact annually	March 2019	Executive Manager, People and Environment
	Investigate opportunities to assist Aboriginal and Torres Strait Islander students pursuing a career in health through association with tertiary institutions and other peak bodies.	February 2019	People and Development Adviser
	Develop an Aboriginal and Torres Strait Islander professional mentoring network.	December 2019	Organisational Development Consultant
2. Investigate opportunities to increase Aboriginal and Torres Strait Islander supplier diversity within our organisation.	Update procurement policies to ensure staff consider procuring goods and services from Aboriginal and Torres Strait Islander businesses.	December 2018	Environment Manager
	Develop and communicate to staff a list of Aboriginal and Torres Strait Islander businesses that can be used to procure goods and services	December 2018, June 2019, December 2019, June 2020	Environment Manager
	Continue to grow commercial relationships with multiple Aboriginal and Torres Strait Islander businesses to 25% total procurement target including at least one new commercial relationship with an Aboriginal and/or Torres Strait Islander owned business	Jan 2019	Environment Manager
	Maintain membership of Supply Nation	July 2019, June 2020	Environment Manager
	Maintain subscriptions to Koori Mail and other relevant publications	September 2018, 2019, 2020	Environment Manager

3. Explore opportunities to identify service gaps in order to strengthen programs and services for Aboriginal and Torres Strait Islander peoples	Continue conversations with peak Aboriginal and Torres Strait Islander health organisations to progress opportunities to address workforce capability gaps.	June 2019	Executive Manager, Corporate Affairs and Communications
	Explore the opportunity to include representation from Aboriginal and Torres Strait Islander health care professionals on program design advisory groups where there is an identified need to support Aboriginal and Torres Strait Islander communities.	June 2019	Manager, Clinical Governance and Program Development
4. Improve health outcomes for Aboriginal and Torres Strait Islander peoples through NPS MedicineWise programs.	Extend the pilot of revamped Good Medicine Better Health (GMBH) resources, as part of Quality Use of Therapeutics for consumers, beyond Far North Queensland Primary Health Network (PHN) to other PHNs.	July 2019	Executive Manager, Corporate Affairs and Communications
	Work with Primary Health Networks and Local Health Districts to undertake feasibility work in increasing access to the NPS MedicineWise phone line services for Aboriginal peoples and Torres Strait Islander peoples.	July 2019	PHN Relationship manager



Governance, tracking progress and reporting

Action	Deliverable	Timeline	Responsibility
1. Report on RAP implementation, achievements, challenges and learnings internally and externally	Publish RAP updates and minutes from the RAP Working Group meetings on the intranet.	Quarterly October 2018, January, April & August 2019, January & April 2020	Communications and Change Adviser
	Provide six-monthly updates to the Board.	November 2018, June & November 2019, June 2020 Executive	Executive Manager People and Development
	Include RAP achievements in the Annual Report and other external communications.	November 2018, 2019	Chair RWG
	Communicate RAP progress to external stakeholders through Connect, the NPS	December 2018, July, December 2019, July, 2020	Chair RWG

	MedicineWise annual report, the NPS MedicineWise website, newsletters, and social media platforms, and review activity and plan on a six-monthly basis		
	Prepare a progress report at the end of each financial year for the NPS MedicineWise Executive and Board	July 2019, 2020	Chair RWG
2. Report achievements, challenges and learnings to Reconciliation Australia for inclusion in the RAP Impact Measurement Report.	RAP WG to collect data for the RAP Impact Measurement Questionnaire and to seek approval to submit the questionnaire to Reconciliation Australia.	Annually December 2018, 2019,	People and Development Adviser
	Investigate participating in the RAP barometer	September 2018	Chair RWG
	Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.	September 2018, 2019, 2020	Chair RWG
3. Review, refresh, and update NPS MedicineWise's RAP	Liaise with Reconciliation Australia to draft a new RAP for NPS MedicineWise based on learnings, challenges, and achievements from this RAP.	February 2020	Chair RWG
	Send draft RAP to Reconciliation Australia for review and feedback.	March 2020	Chair RWG
	Submit draft RAP to Reconciliation Australia for formal endorsement.	August 2020	Chair RWG
4. Establish mechanisms to ensure the timely implementation of RAP initiatives.	Incorporate RAP initiatives into staff KPIs.	September 2018	Executive Manager People and Development
	Allocate a budget for RAP activities	November 2018	Executive Manager People and Development
	Include RAP updates as a standing item on the executive meeting agenda.	December 2018, June & December 2019, June 2020	Chair RWG

Contact details

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