

My FootDr (Aust) Ltd (the Company)

Clinical Advisory Committee Charter

This Charter sets out the role, responsibilities, structure and processes of members of the Clinical Advisory Committee of My FootDr (Aust) Limited (**Company**).

1. **Role and Responsibilities**

1.1 The role of the Clinical Advisory Committee (CAC) is to guide and advise the Podiatry management team on a broad range of clinical matters relating to the accepted and effective clinic standards expected within the Company's group of podiatry clinics (The Group). The CAC has an ultimate function to promote and ensure clinical governance across the Group, with a focus on recognised best evidence-informed practice, quality of care, continuous clinical improvement and risk minimisation.

1.2 The CAC is responsible for:

- (a) reviewing and approving the Group's service delivery standards, including recognised treatment guidelines, protocols and assessment processes across the clinical divisions (at a very minimum, ensuring the Group meets the service delivery standards set by the Australian Health Practitioner Regulation Agency)
- (b) developing and reviewing clinical policies and procedures
- (c) identifying opportunities for clinical education and training within the Group to improve or expand clinical services;
- (d) identifying and promoting opportunities for the Group to support and engage in clinical research and development
- (e) assessment of evidenced informed innovative technologies or products and their potential for application to clinical practice
- (f) developing and fostering varied career opportunities for podiatrists by facilitating service specialisation within the industry and post graduate education
- (g) reviewing and assessment of clinical concerns or complaints, and development of recommendations on actions to be undertaken
- (h) regular reviewing, monitoring and reporting on areas of clinical risk identified with the provision of health services

leading and upholding a culture that promotes ethical and responsible professional behaviour and compliance with the Australian Health Practitioner Regulation Agency's Code of Conduct.

2. **Composition, Size and Structure of the Committee**

2.1 **Composition** the CAC is responsible for selecting its members with an appropriate mix of skills, knowledge, experience, diversity and expertise necessary to endorse excellence in clinical care standards of the Group.

2.2 **Size** The number of members will be determined annually and as necessary by the CAC to achieve the objectives specified in this charter.

2.3 **Structure** The CAC will consist of a majority of senior practicing clinicians and key opinion leaders across various divisions who are independent of management.

2.4 **Qualifications** The CAC, along with senior management, is responsible for reviewing its composition, skills and experience in relation to appointments and re-elections, including preparing a description of the role and responsibilities

2.5 **Tenure**

(a) The CAC will review annually its composition and the duration of terms served by members, including the role of the chair, with the aim of maintaining an appropriate mix of skills, experience, expertise and diversity on the CAC.

3. **Appointment and Responsibilities of the Chair**

3.1 The Chair will be appointed by the directors of Allsports (Aust) Limited and will be a titled senior practicing clinician who the directors believe brings the qualities and qualifications to ensure the Committee's objectives are achieved.

3.2 The responsibilities of the Chair are to:

- (a) maintain effective communication between the CAC and management;
- (b) lead the CAC;
- (c) ensure the efficient organisation and conduct of the CAC's function;
- (d) brief all members in relation to issues arising at CAC meetings;
- (e) support the CEO, COO and management in their communications with the Company's staff

4. **CAC Meetings**

4.1 The CAC shall meet at least six (6) times per year, and otherwise as often as the members determine necessary for the duties and responsibilities to be fulfilled.

4.2 The Chair is responsible for distributing meeting papers to members prior to each meeting.

4.3 A quorum for a CAC meeting shall be determined by a majority of members in attendance.

4.4 The Chair is responsible for the conduct of all meetings, including briefing all members, and senior management in relation to the issues arising at CAC meetings.

4.5 All motions in relation to endorsement or approval are to be decided by majority with no casting vote.

4.6 Minutes of each CAC meeting shall be prepared by the Chair promptly following the meeting and circulated to the members, CEO and COO.

5. **Ethical Standards and Legal Duties**

5.1 Each member shall abide by the terms of the Company's Code of Conduct and are expected to uphold the ethical standards and behaviour described in that Code.

5.2 **Duties** The CAC will operate in a manner reflecting the values of the Group and in accordance with all applicable laws and regulations.

5.3 **Conflicts of interest** Each member has a duty not to place themselves in a position which gives rise to a real or substantial possibility of conflict, whether it be a conflict of interest or conflict of duties.

5.4 **Material personal interest** In addition to the above each member must give notice to the other members of any matter in which he or she has a material personal interest that relates to

the affairs of the Company and must not participate in any discussions in relation to any such matter or participate in any vote in relation to the same.

6. **Confidentiality**

The members acknowledge that all proceedings of the CAC are strictly confidential and will not be disclosed to any person other than CAC members, except as agreed by the CAC or as required by law.

7. **Review of Charter**

The CAC and management will from time to time review the Charter to ensure that it has the necessary scope to achieve the overarching goals and objectives.