

Information guide

June 2021

Registration and Notifications Committee of the Optometry Board of Australia

Guide for applicants

This information package includes:

- information about the role under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory,
- selection criteria,
- selection process,
- sitting fees and remuneration information, if application is successful.

Introduction

The Optometry Board of Australia (the Board) is seeking expressions of interest from experienced registered optometrists for appointment to its Registration and Notifications Committee to assist the Board in its primary role of protecting the public.

Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (Ahpra) supports the National Boards in managing the registration and notifications for health practitioners and students across Australia.

The Ahpra national office is based in Melbourne with offices in every state and territory to support local boards and committees.

National Boards

The following 15 National Boards regulate the corresponding health professions under the National Law:

- Aboriginal and Torres Strait Islander Health Practice Board of Australia
- Chinese Medicine Board of Australia
- Chiropractic Board of Australia
- Dental Board of Australia
- Medical Board of Australia
- Medical Radiation Practice Board of Australia
- Nursing and Midwifery Board of Australia
- Occupational Therapy Board of Australia
- Optometry Board of Australia
- Osteopathy Board of Australia
- Paramedicine Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

Registration and Notifications Committee

The Registration and Notifications Committee (the Committee) has been established to decide applications for registration and assess all notifications regarding registered optometrists as delegated by the Board.

Functions

The Committee will:

- make decisions in relation to registration and notification matters under the delegated authority from the Board as described in the Board's instrument of delegation
- liaise with Ahpra state and territory staff on all related issues
- advise the Board and Ahpra on the ongoing relevance of the instrument of delegation
- make recommendations to the Board on matters that may be outside the committee's delegated authority, and
- consider and provide advice to the Board on matters as requested by the Board from time to time.

Membership and term of appointment

The Committee is to total six (6) members, consisting of:

- two (2) practitioner members from the Board
- one (1) community member from the Board, and
- three (3) qualified and experienced practitioners, who are not Board members.

Applications will be assessed by a selection advisory panel and the appointment will be made by the Board.

The appointment may be up to three years with eligibility for reappointment and is expected to commence in May 2020.

Meetings

The Committee meets at least monthly by videoconference, excluding January, unless otherwise approved by the Chair of the Committee. A face to face meeting may occur in Melbourne once each year.

Selection criteria

In selecting candidates for appointment to the Committee, the Board will give regard to the following selection criteria:

- general registration with an endorsement for scheduled medicines, with the Optometry Board of Australia without any restrictions
- at least five years' experience as a practising optometrist
- an understanding of appropriate professional conduct and ethics
- ability to absorb and analyse large volumes of information
- knowledge of, or the capacity to develop knowledge of the National Law and the Board's codes, guidelines and policies, and
- an understanding of the health sector, broader health issues and how these relate to the health profession regulated by the Board.
- potential for conflicts of interest
- scope of practice relevant to the primary functions of the Committee

Attributes:

In addition to the selection criteria, applicants will be required to provide a response to each attribute listed below in the online application form:

1. **Displays integrity:** is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful; values diversity; and shows courage and independence.
2. **Thinks critically:** is objective, impartial, uses logical and analytical processes, distils the core of complex issues and weighs up options.
3. **Applies expertise:** actively applies relevant knowledge, skills and experience to contribute to decision-making.
4. **Communicates constructively:** is articulate, persuasive, diplomatic, self-aware and reflects on personal impact and effectiveness, listens and responds constructively to contributions from others.
5. **Focuses strategically:** takes a broad perspective, can see the big picture and considers long term impacts.
6. **Collaborates in the interests of the scheme:** is a team player, flexible, cooperative and creates partnerships within and between Boards and Ahpra.

Roles and responsibilities of members

Members are required to act within the powers and functions set out in the National Law. Under the National Law, members are required to act impartially and in the public interest in the exercise of their functions and put the public interest before the interests of particular health practitioners or any entity that represents health practitioners.

Conflict of interest

Members are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law

Confidentiality

Members are required to comply with the confidentiality requirements of s.216 of the National Law. Any information that comes to a member's knowledge, in the course of, or because of the member's role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

Statutory protections

Under section 236 of the National Law, members of the National Boards and Committees are provided protection from personal liability for persons exercising their functions.

Selection process

Applicants will be required to provide **certified copies** of proof of identity and, if shortlisted, undergo probity checks, which include:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority, and
- a check of the Board's records to ensure that a practitioner applicant is of good standing in the profession.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies.

Shortlisted applicants may be interviewed to ensure that they have the necessary qualifications, skills and experience for the position.

Referee reports

Referee reports are an important part of the selection process and at least two reports will be obtained for all shortlisted candidates. Applicants are asked to nominate two or three referees who can support their application relevant to the key selection criteria and duties of the position.

Remuneration

Sitting fees are determined by the Ministerial Council having regard to the remuneration generally applied to regulatory bodies with a substantial influence on the health industry.

The full day rate applies to all meetings and other assignments in excess of four hours in a day. The fees paid are assessable under the *Income Tax Assessment Act 1997*.

Under the *Superannuation Guarantee (Administration) Act 1992* members are eligible to receive contributions at 9.5% cent of total annual remuneration to a chosen superannuation fund, payable when a member is paid more than \$450 in fees in a calendar month.

The current remuneration (daily sitting fee) is detailed in the table below.

Role	Half day fee	Full day fee	Extra travel time	
	Less than 4 hours	More than 4 hours		
	Fees include preparation and up to 4 hours travel time		Between 4-8 hours	Over 8 hours
Board/committee Chair	\$412	\$824	\$412	\$824
Board/committee and panel members	\$337	\$674	\$337	\$674

For meetings that are less than 4 hours, half the daily fee is payable.

In addition to the attendance fee, members may be paid an additional fee for preparation or research as this represents an essential part of the task. It is payable at the same rate as the sitting fee outlined above.

Expenses

Committee members are entitled to claim reasonable travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required. More information on allowances and the process of payments and claims will be provided upon appointment.

Government or statutory employees

Ahpra recognises that government and statutory employees may be bound by their employer policy regarding payment for employment undertaken outside of the employer which may alter the way members are paid.

We recommend that applicants consult with their employer prior to submitting an application to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as a committee member, and/or receive remuneration, should they be successful.