

Information guide

September 2024

Nursing and Midwifery Accreditation Committee

Guide for applicants

This guide includes information for individuals seeking appointment to the Nursing and Midwifery Accreditation Committee (NMAC):

- information about the NMAC
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Introduction

The NMBA is seeking applicants with the appropriate qualifications and experiences with a background in nursing and/or midwifery or from other professions or disciplines.

Appointments will be made by the NMBA **and** will be for a three-year term, with eligibility for reappointment.

Appointments are expected to commence in January 2025.

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, committees and registrants.

National Boards

There are 15 National Boards regulating 16 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

Nursing and Midwifery Board of Australia
Australian Health Practitioner Regulation Agency
GPO Box 9958 Melbourne VIC 3001 Nursingmidwiferyboard.gov.au 1300 419 495

The functions of National Boards include:

- registering practitioners and students in the relevant health profession
- developing standards, codes and guidelines for the relevant health profession
- overseeing receipt, assessment and investigation of notifications and complaints
- where necessary, establishing panel hearings and referring matters to responsible tribunals
- overseeing the monitoring and compliance of any restrictions on practitioners or students' registration
- overseeing assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and approving accredited programs of study as providing qualifications for registration.

Under the National Law each National Board must decide whether their accreditation function is to be exercised by an external accreditation entity or a committee established by the national board.

The NMBA's appointed External Accreditation Entity (the Australian Nursing and Midwifery Accreditation Council) will retain all functions relating to the development of accreditation standards and the accreditation of education providers and programs of study for the nursing and midwifery professions.

NMAC (assessment of overseas qualified nurses and midwives)

Functions of the committee

The NMAC will, in exercising its functions provide oversight of the outcomes-based assessment (OBA) assessment of internationally qualified nurses and midwives (IQNM) in relation to the:

- (a) OBA assessment for internationally qualified nurses, oversight of the:
 - i. multiple choice question (MCQ) examination including the examination maintenance, policy, delivery and content
 - ii. objective structured clinical examination (OSCE) including maintenance, policy, delivery and content
 - iii. Examination Committee/s to support the delivery of the MCQ and OSCE (as necessary), including appointments, and
 - iv. examination facility and delivery for the MCQ (as relevant) and OSCE
- (b) OBA assessment for internationally qualified midwives, oversight of the:
 - i. MCQ examination including the examination maintenance, policy, delivery and content
 - ii. OSCE including maintenance, policy, delivery and content
 - iii. Australia / New Zealand Midwifery Examination Committee and other examination committees as required, including appointments, and
 - iv. examination facility and delivery for the MCQ (as relevant) and OSCE
- (c) orientation to the Australian context component of the OBA, including content
- (d) Any powers and other responsibilities as necessary relating to examination policies for; misconduct, special consideration, reasonable adjustments and procedural review
- (g) make recommendations and give advice to the NMBA about matters referred to in (a), (b), (c), and
- (h) undertake any other work requested by NMBA consistent with the Committee's accreditation functions.

Meetings

Meetings are held bi-monthly (every second month) commencing in February each year. Three meetings are face-to-face at the Melbourne office and the remaining meetings are via Microsoft Teams

Membership

The NMAC will consist of at least than seven (7) members. The NMAC will comprise the following members with skills and expertise in at least one of the criteria specified below:

- at least one registered nurse
- at least one midwife
- at least one individual who identifies as Aboriginal and/or Torres Strait Islander, and
- at least three other individuals.

The NMBA will appoint one of the members as Chair.

Members of the NMBA and its state and territory boards are not eligible for appointment to the committee.

Selection criteria

All applicants must clearly demonstrate that they have experience, qualifications and/or knowledge relevant to **at least one** of the following areas by responding to each criterion in the online application form:

- experience and currency in multiple-choice question (MCQ) examination and objective structured clinical examination (OSCE) design, implementation, evaluation and maintenance
- experience and currency in education and/or regulation of health practitioners
- knowledge of contemporary nursing and midwifery practice within the Australian health care system
- formal qualifications in health and/or education/pedagogy expertise
- experience and currency in using psychometric analysis of examinations to optimise reliability and validity experience in OSCE examiner recruitment, education and training
- skills and expertise in quality assurance, risk and the employment of the IQNM workforce in an Australian health service offering both nursing and midwifery services
- lived experience of successfully completing the NMBA's current IQNM assessment model

Attributes

In addition to the selection criteria above, the NMBA will give regard to the following attributes:

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 and 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 and diplomatic, is 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 and cooperative, 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.

Confidentiality

Members are required to comply with the confidentiality requirements 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.

Conflict of interest

Members are to comply with the conflict-of-interest requirements set out in the National Law.

Statutory protections

Members of the National Boards and committees are provided with appropriate statutory immunities for exercising their functions in good faith.

Code of conduct for board and committee members

The [Code of conduct for Board and committee members](#) outlines the standard of behaviour expected of members in the performance of their duties and in their interactions with each other, Ahpra staff and stakeholders.

Cultural safety

The National Scheme's commitment to eliminating racism from the healthcare system and ensuring patient safety is the norm for Aboriginal and Torres Strait Islander Peoples is detailed in the *National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025 (the Strategy)* and enshrined in the guiding principles and objectives of the [National Law](#).

It is essential that members understand and uphold the Strategy and National Law by always demonstrating culturally safe and anti-racist practise during their appointment. Members must attend cultural safety training delivered by Ahpra in line with the commitment in the Strategy to train all staff, Board and committee members including adhering to any associated policies and procedures.

The inclusion of Aboriginal and Torres Strait Islander Peoples voices and perspectives in decision-making committees is critically important in creating a culturally safe and informed regulatory body and healthcare system.

Selection process

A selection advisory panel will review all applications and prepare a recommendation for the Board's approval.

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

Shortlisted candidates will also be required to complete a National criminal history check form and provide certified copies of identity documents to enable Ahpra to conduct a criminal history check. Probity checks will include:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check, and
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority.

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 to three referees who can support their application relevant to the key selection criteria and requirements of the position.

Remuneration

The Ministerial Council determines the remuneration for members of a National Board per the National Law. Remuneration is usually adjusted on an annual basis according to the consumer price index. The remuneration (daily sitting fee) as of 1 July 2024 is as follows:

Role	Quarter daily fee	Half daily fee	Full day fee	Extra travel time	
	Less than 2 hours	Up to 4 hours	More than 4 hours	Between 4-8 hours	Over 8 hours
	Fees include up to 4 hours travel time				
Chair	224	448	896	448	896
Member	\$184	\$368	\$736	\$368	\$736

Ahpra sets the business rules for the payment of sitting fees and expenses.

All meetings or regulatory activities will be paid at a standard sitting fee rate across three time-related bands:

- less than 2 hours requiring no significant preparation time or travel (quarter-daily sitting fee)
- up to 4 hours requiring significant preparation time (half-daily sitting fee)
- greater than 4 hours (full day sitting fee)

Travel time is calculated on a door-to-door basis for each individual member, acknowledging that home location and the availability of flights or other transport will directly affect the amount payable.

Under the *Superannuation Guarantee (Administration) Act 1992*, National Board members are eligible to receive contributions at 11.5% of total annual remuneration to a chosen superannuation fund.

Expenses

Committee members are entitled to claim travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required.

Government or statutory employees

Ahpra recognises that government and statutory employees may be bound by their employer policy regarding payment for work undertaken outside of their employment.

Candidates must check with their employer to ensure they are supportive of their application and the necessary time commitment if successful in appointment. It is also important to discuss if they are entitled to claim sitting fees for being a member of this committee.