

Information Guide

February 2019

Registration and Notifications Committee

Guide for applicants

This information package includes:

- information about the role of the Registration and Notifications Committee
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Introduction

Applications are sought from registered Chinese Medicine practitioners to be appointed to the Registration and Notifications Committee (the Committee) of the Chinese Medicine Board of Australia (the Board) to fill one non-board practitioner member vacancy.

The appointments are made by the Board under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory. Appointments are for two years with eligibility for re-appointment.

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

Purpose of the Committee

The Committee has been established to decide applications for registration and assess all notifications regarding Chinese Medicine health practitioners as delegated by the Board.

The Committee decides whether or not to investigate notification matters and whether to refer them to other agencies. Where the Committee decides to investigate a matter further, it defines the issues of concern and develops a strategy for the investigation, including whether a performance and/or health assessment is indicated.

Other functions of the committee include:

- provide advice to AHPRA staff regarding the Health Complaints Entities as required
- advise the Board and AHPRA on the ongoing relevance and effectiveness of the provisions of the instrument of delegation with respect to the functions of the Committee
- make recommendations and provide advice to the Board on relevant matters including the Committee structure, meeting format, schedule and procedures, emerging trends or issues relating to registration and notifications, and
- consider and provide advice to the Board on matters as requested by the Board or exercise any other functions delegated to it by the Board relating to registration and notifications.

Membership

A minimum of five (5) members are to be appointed by the Board. This will include:

- at least one community board member, and
- at least one non-board member

The Chair of the Committee must be a Board member.

This recruitment campaign is to fill one non-board practitioner member vacancy.

The National Scheme has a commitment to increasing Aboriginal and Torres Strait Islander Peoples' leadership and voices. Aboriginal and Torres Strait Islander people are strongly encouraged to apply, as are people from rural or regional areas in Australia

Meetings

The Committee meets monthly for a face-to-face meeting in Melbourne. At the discretion of the Chair meetings are also held by teleconference from time to time.

Selection criteria

In selecting candidates for appointment, applicants must provide a response for each of the selection criteria listed below:

1. demonstrated high level of performance in Chinese Medicine - demonstrated leadership, teamwork and/or management skills would be beneficial, and previous board, tribunal, panel hearings, committees and/or senior management experience would be an advantage
2. demonstrated integrity and a good reputation in the profession and general community
3. capacity to demonstrate impartiality, open-mindedness, sound judgment, and fairness and a knowledge of, or an ability to acquire knowledge of, the rules of procedural fairness and natural justice
4. appreciation of the need for quality and consistency in decision-making
5. a clear understanding of the objectives, roles, duties and obligations of committee members
6. capacity to develop sound knowledge and understanding of legislation relevant to the National Board including the Health Practitioner Regulation National Law, as in force in each state and territory
7. an appreciation of appropriate standards of professional care and the role of health practitioner registration boards in protecting the public
8. an understanding of the health sector, broader health issues and how these relate to the health profession regulated by the National Board

9. interpersonal and communication skills including:
 - a. oral and written communication skills and effective interviewing and listening skills of a high order
 - b. highly developed analytical skills
 - c. ability to show respect, tact and empathy when dealing with the various people and issues
 - d. ability to work effectively as a member of a multidisciplinary team

Attributes

Identified below are attributes which are common requirements for all members of National Boards and Committees. While you are not required to address the attributes specifically, it is advisable that you incorporate them into your response to the selection criteria as outlined above:

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 with appropriate statutory immunities for exercising their functions in good faith.

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 candidates 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 current remuneration (daily sitting fee) is detailed in the table below. The full day rate applies to all meetings or hearings 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 you are paid more than \$450 in fees in a calendar month.

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra travel time	
	Daily sitting fee (more than 4 hours in a day)	Between 4-8 hours	Over 8 hours
Chair	\$804	\$402	\$804
Member	\$658	\$329	\$658

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

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 if you are appointed.

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 applicants consult with their employer prior to applying 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.