

## Information Guide

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April 2021

### Registration and Notifications Committee

#### Guide for applicants

This information package includes information about the:

- Registration and Notifications Committee
- selection criteria
- selection process, and
- sitting fees and remuneration.

#### Introduction

Applications are sought from suitably qualified and experienced registered occupational therapists to be appointed to the Registration and Notifications Committee (the RNC) of the Occupational Therapy Board of Australia (the Board).

The appointments are made by the Board under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

#### Ahpra

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 Health Practitioner Regulation 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 RNC has been established to decide applications for registration and to assist the Board in relation to the assessment and processing of complex applications such as those relating to supervisory arrangements. The RNC is also responsible for assessing all notifications regarding occupational therapists and decides whether to investigate individual matters and whether to refer them to other agencies. Where the RNC 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.

### Functions

The RNC will:

- make decisions under the delegated authority from the Board
- develop policies and procedures for its functions and make recommendations to the Board regarding all matters relating to registration
- develop and document a process and/or decision-making guidelines for its members in dealing with complex applications (for example supervisory arrangements)
- appoint suitably experienced and qualified persons to assist with:
  - assessing complex applications referred by Ahpra registration staff
  - formulating advice to the RNC and/or Board on such applications
- review, assess and determine applications for registration regarding occupational therapy received by the Board in accordance with the delegations
- review, assess and consider all notifications regarding registered occupational therapists and occupational therapy students in accordance with the delegations of the Board.

### Meetings

The RNC typically meets fortnightly on a Tuesday at 4:00pm AEST/AEDT . Meetings may be face-to-face or via tele/videoconference.

**Note:** Due to the Covid-19 pandemic all meetings are undertaken via Zoom until further notice.

### Membership

The membership of the RNC shall comprise either:

- three practitioner members of the Board, one of whom shall be the Chair of the RNC
- two community members of the Board, and
- one external occupational therapy practitioner.

Or, in accordance with section 8 of the RNC's Terms of Reference, if the Chair of the RNC is a community member of the Board then the membership shall comprise:

- three practitioner members of the Board
- two community members of the Board, one of whom shall be the Chair of the RNC, and
- one external occupational therapy practitioner.

The appointment of members to the RNC will be determined by the Board.

### Selection criteria

In selecting candidates for appointment as an external occupational therapy member of the RNC, applicants must:

- hold registration with the Occupational Therapy Board of Australia
- be experienced and of good standing in the profession
- demonstrate knowledge of the capabilities required for general registration in the profession, and
- demonstrate experience in training, teaching, and/or assessment of professional capabilities.

## Committee member attributes

In addition to the selection criteria above, all applicants must provide a response to each of the following attributes 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 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; 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.

### 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.

## 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.

All applicants will be required to provide **certified copies** of proof of identity with their online application 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.

## 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

Sitting fees are determined by the Ministerial Council. 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	Half day fee	Full day fee	Extra travel time	
	Less than 4 hours	More than 4 hours		
	Fees <b>include</b> preparation and up to 4 hours travel time		Between 4-8 hours	Over 8 hours
Board 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.

## 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.

Applicants should check with their employer to see if they are entitled to claim sitting fees for being a member of this committee.