

## Information guide

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January 2021

### Aboriginal and Torres Strait Islander Health Practice Accreditation Committee

#### Guide for applicants

This information package includes information about the:

- Accreditation Committee
- selection criteria
- selection process, and
- sitting fees and remuneration.

#### Introduction

Applications are sought from suitably qualified and experienced persons to be appointed to the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee (the Committee).

The appointments are made by the Aboriginal and Torres Strait Islander Health Practice Board of Australia (the Board) under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). Appointments are for three years with eligibility for reappointment. Appointments are expected to commence early 2022.

#### 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

## The Aboriginal and Torres Strait Islander Health Practice Accreditation Committee

### Functions of the Committee

The Committee is established by the Board to exercise the following accreditation functions:

- develop accreditation standards for approval by the Board
- assess education providers and programs of study to determine whether they meet the approved accreditation standards
- monitor study programs and education providers to ensure they continue to meet accreditation standards, and
- advise the Board of issues in education and practice which may impact on Aboriginal and Torres Strait Islander health practice and the conduct of study programs.

### What is involved?

Generally, the Committee meets three to four times a year for a full day meeting (face-to-face in Melbourne or via zoom). Some travel is needed to attend face-to-face committee meetings and conduct assessments.

Typically, 1-2 days of travel is required for each committee meeting. If a committee member is appointed to an assessment team, travel for accreditation assessments may be up to two days (depending on the location).

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

### Membership

The Committee consists of:

- an educationalist, preferably with experience working in the Vocational Education and Training (VET) sector and in delivering training in Aboriginal and/or Torres Strait Islander Primary Health Care Practice
- an accreditation expert, preferably within the health sector, and
- two persons who are registered as an Aboriginal and Torres Strait Islander Health Practitioner.

The Board will appoint two members to be the Chair and Deputy Chair of the Committee.

### Selection criteria

Accreditation Committee members should demonstrate the following:

- experience in at least one of the membership categories listed above

- an understanding of accreditation standards
- an understanding of the National Registration and Accreditation Scheme
- extensive experience in and/or understanding of the Aboriginal and Torres Strait Islander Health Practice profession, and
- experience conducting reviews and documenting findings.

### Attributes

In addition to the selection criteria above, the Board 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.

### 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 verify registration information for practitioner applicants.

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, attributes 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 to 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. 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	Between 4-8 hours	Over 8 hours
	Fees <b>include</b> preparation and up to 4 hours travel time			
Board/CommitteeChair	\$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.