

## Information guide for appointment to a National Board

February 2021

### Information about vacancies on National Boards: community member, practitioner member and Chair

This information guide supports applications for advertised National Board vacancies.

We encourage you to read this guide before starting your application.

The information provided is to help you to submit an application that shows your suitability, skills, experience and attributes for consideration of appointment to a National Board. It covers:

- the roles of the Australian Health Practitioner Regulation Agency (Ahpra) and National Boards in the National Registration and Accreditation Scheme (the National Scheme or NRAS)
- the advertised roles and eligibility requirements
- factors to consider before applying
- the recruitment and selection process for National Board appointments
- how Health Ministers decide appointments, and
- information if you are appointed as a National Board member (including remuneration).

All appointments are made by the Health Council (the Ministerial Council) per the *Health Practitioner Regulation National Law*, as in force in each state and territory (the National Law).

Ahpra is committed to increasing diversity and social inclusion on National Boards. Applications are encouraged from people with a disability, people who identify as Aboriginal and Torres Strait Islander, LGBTQI and people from culturally diverse backgrounds.

If you have questions, please contact the Ahpra statutory appointments team via email:

[statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au).

## Introduction

The National Scheme was established in 2010 to ensure the safety of consumers of health services provided by registered health practitioners. More than 800,000 practitioners from 16 registered health professions are regulated nationally.

Under the National Scheme, the National Boards and Ahpra work together to ensure that practitioners are appropriately qualified and competent to practise a registered health profession.

National Boards exercise functions in accordance with Part 5 and Schedule 4 of the [Health Practitioner Regulation National Law](#), as in force in each state and territory (the National Law).

## What are the roles of Ahpra and National Boards?

### Australian Health Practitioner Regulation Agency (Ahpra)

Ahpra supports the work of the National Boards as the national agency for the National Scheme. Ahpra has a national office based in Melbourne and offices in each state and territory. Ahpra provides administrative and policy support to the national, state, territory and regional boards and committees. Further information is available on the [Ahpra website](#). Potential applicants may be interested in accessing the Ahpra and National Board Annual Reports from [Ahpra's publications webpage](#).

### National Boards

There are 15 National Boards established under the National Law to regulate the corresponding registered health professions:

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 key functions of a National Board (section 35 of the National Law) 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, conducting panel hearings and referring serious matters to tribunal hearings
- overseeing the monitoring and compliance of any restrictions on practitioner or students' registration
- overseeing assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards developed by an accreditation authority, and
- approving accredited programs of study as providing qualifications for registration.

National Boards publish communiqués and newsletters on [their respective websites](#) which provide an overview of their work and current matters under consideration.

## What roles are being advertised?

The current advertised vacancy is identified below:

National Board	Vacancies	
	Community members <sup>1</sup>	Practitioner members <sup>2</sup>
Aboriginal and Torres Strait Islander Health Practice Board of Australia (ATSIHPBA)	No vacancies	1 vacancy – practitioner member from the Australian Capital Territory / Northern Territory / Tasmania

## How do I know if I am eligible?

### Practitioner member applicants

To be eligible for appointment as a practitioner member, **you are required** to hold current registration as a health practitioner in the health profession for which the National Board is established. For example, if you are seeking appointment to the ChiroBA you must be a registered chiropractor. There are also statutory requirements for interested health practitioners to be from a specific jurisdiction (as indicated in the above table). If a state or territory is not included in this round, it is because a member from this state is already appointed to serve a current term on the National Board.

### Community member applicants

To be eligible for a community member vacancy, **you must not**, at any time, have been registered as a health practitioner in the health profession regulated by that National Board. For example, if you were once registered as an occupational therapist, you cannot apply to be a community member on the OTBA.

### Other eligibility requirements

All applicants are required to complete the national criminal history check page of the online application form to enable Ahpra to conduct a criminal history check.

A person (practitioner or community member applicant) is not eligible to be appointed as a member of a National Board if the person has at any time, been found guilty of an offence (whether in a state or territory or elsewhere) that, in the opinion of the Ministerial Council, renders the person unfit to hold the office of member. Ahpra will conduct a criminal history check on all shortlisted candidates.

All applicants are also required to complete the private interests' declaration page of the online application form. You must answer all questions and provide supporting information as needed.

### Would you like to know what it is like to be a National Board member?

A National Board practitioner member, and a National Board community member appointed by the Ministerial Council have shared their experiences on being a National Board member. Please go to: <http://www.ahpra.gov.au/National-Boards/National-Boards-recruitment/Our-board-members.aspx>.

<sup>1</sup> **Community members** may be from any state or territory – there are no jurisdictional eligibility requirements.

<sup>2</sup> For **practitioner members**, state or territory eligibility requirements apply as indicated. If a state or territory is not included in this round it is because a member from this state is already appointed to serve a current term on the National Board.

## What do I need to consider before I apply for appointment to a National Board?

### Commitment of members

Commitment as a National Board member will often require a minimum of **three full days per month**, in addition to travel time to and from meetings – this can include interstate travel.

National Board members are expected, as far as practical, to attend all meetings, including teleconferences and videoconferences. Scheduled meetings are held at Ahpra's National Office in Melbourne and typically during business hours; therefore, some members may need the support of their employer to serve on the National Board.

National Board members may be required to attend different types of meetings, including:

- monthly scheduled National Board meetings
- ad hoc meetings (either face to face or via teleconference/videoconference) when additional matters need to be considered or urgent decisions need to be made
- committee meetings for National Board members who are also a member of one or more committees, and
- occasional conferences or planning days.

Appointed members may also be elected to a registration and notifications committee of the National Board to consider registration matters and notifications/complaints about registrants. Typically, members meet approximately **one to two times per month** by teleconference for a few hours in addition to scheduled National Boards meetings.

An agenda and board papers are provided before each meeting. National Board members are provided access to Diligent Boards, Ahpra's secure information sharing platform to manage meetings, access board papers and view National Board member resources and policies.

If a National Board member cannot attend a meeting, you may request a leave of absence from the Board Chair before the meeting. In the unlikely event that a National Board member is absent without being granted leave by the board for three or more consecutive meetings, the office of the National Board member may be declared vacant, under schedule 4, clause 4(1)(d) of the National Law.

### 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 National Board members are remunerated. Government or statutory employees are asked to advise Ahpra accordingly on application. Information regarding the administration of payment is available on request.

Ahpra recommends potential applicants consult with their employer before applying to ensure an acknowledgement of permission from your employer can be arranged if it is required, should you be successful in appointment to a National Board.

## Membership and appointments to boards of other organisations or professional bodies

Many applicants are members of professional organisations, which are relevant to their practice, and/or their employment and professional interests.

Some applicants may be **appointed/elected** to the executive, a committee, or a board of a professional organisation or decision-making body that represents the interests of a profession or a consumer group, and may at times, express a view on the work of the National Board or the National Scheme.

Although the National Law does not preclude a person being simultaneously appointed to both a National Board and the executive, committee or board of a professional or consumer organisation, this type of dual appointment can often give rise to real or potential conflicts of interest. For example, between meeting your responsibilities to the organisation (e.g. to advocate in the interests of the profession) and ensuring you administer your regulatory obligations as a national board member to act impartially and to place the public interest ahead of professional interests.

Before you apply, we encourage you to consider whether this type of conflict of interest is manageable over a term of appointment that can be for up to three years and whether you will resign your office to accept a National Board appointment. You are asked to identify these types of appointments in your Curriculum Vitae (CV).

## What is the process for appointment to the National Board?

### Appointments

All National Board appointments are made by consensus by the Ministerial Council which comprises the Health Ministers from each state and territory and the Commonwealth and under the National Law. The term of appointment may be for a period of up to three years as decided by the Ministerial Council. Appointed members may be eligible for reappointment for a further term/s on the National Board.

### Recruitment and selection process

The selection process can take up to *10 months* from when vacancies are advertised to when appointments are made and announced by the Ministerial Council.

A **selection advisory panel** comprising health departments' officials including Aboriginal and Torres Strait Islander representation will be convened to provide advice to governments on proposed candidates for appointment. Ahpra is not part of the selection advisory panel and does not decide who is selected or appointed.

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

**Reference checks** for shortlisted candidates may be conducted. Applicants are asked to nominate three referees who can support their application. Referees must be advised in advance that they may be contacted by Ahpra staff.

All shortlisted candidates will undergo **probity checks**, which include:

- a national criminal history check, processed by a suitably trained Ahpra officer
- an Australian Securities and Investments Commission (ASIC) disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority (AFSA), and
- a check of the National Board's records to ensure that practitioner member applicants are of good standing in the profession.

## How do Health Ministers decide who to appoint?

Under the National Law, in deciding whether to appoint an eligible and suitable person as a member and Chair of a National Board, the Ministerial Council must have regard to the skills and experience of the person that are relevant to the National Board's functions.

Applications and supporting information such as CVs and response to the National Board member attributes (below) will form the basis of advice provided by governments to the Ministerial Council for consideration of appointments.

It is considered that a **practitioner member** will bring sound experience in the health profession for which the National Board is established and will have an appreciation and understanding of the regulatory role of the National Board.

With a sound understanding of health issues and services, a **community member** will represent the views and opinions of members of the community.

**All applicants** are required to address 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 National Scheme:** is a team player, flexible and cooperative; and creates partnerships within and between boards and Ahpra.

Chair applicants will be required to address the following additional attributes:

7. **Shows leadership:** is confident, decisive and acts without fear or favour, is at the forefront of professional regulation, drives reform and facilitates change.
8. **Engages externally:** is the spokesperson for the Board and advocate for the Scheme, defines the nature and tone of engagement, builds and sustains stakeholder relationships.
9. **Chairs effectively:** establishes and follows well-organised agendas, facilitates input from all members, builds consensus, distils core issues, summarises discussion and confirms decisions ensuring they are accurately recorded.



## If I am appointed as a member of the National Board, is there anything else I need to know?

### Governance training and orientation to the National Scheme

To assist National Board members/Chairs in understanding the governance framework for the National Scheme and perform the roles and responsibilities required under the National Law, members will complete the *'Governance and decision-making in the NRAS'* program, during their first term of appointment. Ahpra will schedule the training and provide more information on the *'Governance and decision-making in the NRAS'* professional development program to appointed members.

All appointed National Board members also receive an orientation to the National Scheme and a National Board-specific induction at the start of their term.

### Role and responsibilities of National Board members

National Board 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 (Clause 7 of Schedule 4 of the National Law).

### Managing conflict of interest and bias

The National Law includes extensive provisions concerning conflicts of interest. Members are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law.

The National Boards have business rules and processes in place to record and manage real and/or perceived conflicts of interest. As a rule, National Board members must declare any actual and perceived conflict of interest concerning matters to be considered at a meeting. National Board members must also exclude themselves from decision-making in relation to a matter in which they are biased or may be perceived to be biased. Penalties apply to unlawful disclosure of protected information.

### Statutory protections

Under section 236 of the National Law, members of National Boards are provided with appropriate statutory protections for exercising their functions in good faith.

### 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.

## 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 2019 is as follows:

Role	Attendance <i>(Fee includes preparation and up to 4 hours travel time)</i>	Extra travel time	
	Daily sitting fee <i>(more than 4 hours in a day)</i>	Between 4 – 8 hours	Over 8 hours
<b>Board Chair</b>	\$824	<b>\$412</b>	<b>\$824</b>
<b>Board member</b>	\$674	<b>\$337</b>	<b>\$674</b>

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

As a guide, the daily fee applies for board member attendance in person or by telephone at a scheduled board meeting. The daily fee includes meeting preparation time for the scheduled National Board meeting and up to four hours of travel time. For meetings of a shorter duration (less than four hours), half the daily fee is payable.

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

## Expenses

National Board members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking board business. More information on allowances and the process of payments and claims will be provided if you are appointed.