

Information Guide

September 2021

Policy, Planning and Communications Committee & Registration and Notifications Committee

Guide for applicants

This information package includes:

- information about the role of the Policy, Planning and Communications Committee
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Introduction

Applications are sought from experienced registered Chinese Medicine practitioners and members of the community for appointment to the following committees of the Chinese Medicine Board of Australia (the Board):

- Policy Planning and Communications Committee (PPCC), and
- Registration and Notifications Committee (RNC).

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 reappointment.

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

Chinese Medicine Board of Australia
Australian Health Practitioner Regulation Agency
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- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

Policy, Planning and Communications Committee (PPCC)

Functions of the PPCC

The Board recognises the importance of the development of policy that enables the Board to achieve its regulatory objectives through careful planning and effective communication with practitioners, governments, Ahpra, the general public and other key stakeholders is critical for the success of the national scheme.

It is important to note that the PPCC does not have any decision-making authority.

The key functions of the Committee are to:

1. consider and advise the Board on any emerging issues that may have strategic or policy implications
2. advise the Board on matters pertaining to professional standards, codes and guidelines to be developed or adopted by the Board, seeking to achieve consistency with those of the other regulated health professions, whilst noting the individual characteristics of Chinese medicine
3. prepare and draft codes and guidelines for Board consideration and stakeholder consultation
4. assist the Board to manage and review the Board's regulatory work plan and risk management plan
5. advise the Board and participate in policy implementation and evaluation as required
6. assist the Board in developing and maintaining relevant international liaisons
7. advise on short and long-term priorities within the communication strategy, and any necessary shifts in focus as the national scheme progresses and issues emerge
8. oversee the development of communication materials
9. identify opportunities for new or enhanced practitioner and/or stakeholder engagement
10. undertake other tasks as requested by the Board, and
11. report at least quarterly to the Board on matters falling within these Terms of Reference (TOR).

Membership

A minimum of five members are to be appointed by the Board. The constitution of the Committee must include that:

- The Committee Chair must be a Board member
- At least one member, in addition to the Chair, must be a Board member
- At least one member must be a community member.
- At least one member must be a non-Board member.
- The practitioner membership must cover both acupuncture and Chinese herbal medicine.

The Chair may invite relevant Ahpra staff, external stakeholders or other individuals with required areas of expertise to participate in discussion of particular agenda items in meetings.

Meetings

Meetings will be scheduled as needed and be held either face-to-face or via videoconference. Out of session work may also be conducted via email.

Note: Due to the Covid-19 pandemic all meetings are currently held via videoconference.

Registration and Notifications Committee (RNC)

Functions of the RNC

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

The RNC decides whether or not to investigate notification 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.

Other functions of the RNC 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 RNC
- 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. The constitution of the Committee must include that:

- The Committee Chair must be a Board member.
- At least one member, in addition to the Chair, must be a Board member
- At least one member must be a community member.
- At least one member must be a non-Board member.
- The practitioner membership of the Committee must cover both acupuncture and Chinese herbal medicine.

Meetings

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

Note: Due to the Covid-19 pandemic all meetings are currently held via videoconference.

Selection criteria

Applicants must provide all of the selection criteria listed below that apply:

1. demonstrated high level of performance in Chinese Medicine - demonstrated leadership, teamwork and/or management skills would be beneficial, and previous policy development experience would be an advantage
2. demonstrated integrity and a good reputation in the profession and general community
3. capacity to demonstrate impartiality and open-mindedness
4. appreciation of:
 - a. the need for quality and consistency in policy-making, and
 - b. appropriate standards of professional care and the role of health practitioner registration boards in protecting the public
5. a clear understanding of the objectives, roles, duties and obligations of the Board
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 understanding of the health sector, broader health issues and how these relate to the health professions regulated by the National Boards including Chinese medicine.
8. 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 work effectively as a member of a multidisciplinary team

Attributes

Identified below are attributes which are common to 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.

Selection process

Applicants must provide **certified copies** of proof of identity to support their application and, if shortlisted, will 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.

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

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 the National Law.

Statutory protections

Members of National Boards and its committees, groups or panels are provided with appropriate statutory immunities for exercising their functions in good faith.

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 10% of total annual remuneration to a chosen superannuation fund.

Role	Half day fee	Full day fee	Extra travel time	
	Less than 4 hours	More than 4 hours		
	Fees include 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.