

## Information guide

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August 2021

### Enrolled Nurse (EN) Examination Committee

#### Guide for applicants

This guide includes information for individuals seeking appointment to the EN Examination Committee (the Committee):

- information about the Committee
- selection criteria
- selection process, and
- sitting fees and remuneration information.

#### Introduction

Applications are sought from suitably qualified and experienced persons to be appointed to the Committee.

The appointments will be made by the Nursing and Midwifery Accreditation Committee (NMAC) 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.

#### Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (Ahpra) is a national organisation responsible for implementing the National Registration and Accreditation Scheme (NRAS or the National Scheme) across Australia. Ahpra works in partnership with [15 National Boards](#) that are responsible for regulating 16 health professions in Australia.

The National Scheme is governed by the National Law. The National Scheme aims to:

- provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered
- facilitate workforce mobility across Australia
- facilitate the provision of high-quality education and training of health practitioners
- facilitate the rigorous and responsive assessment of overseas-trained health practitioners
- facilitate access to services provided by health practitioners in accordance with the public interest, and
- enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.

For further information on the role and functions of Ahpra, please visit the [website](#).

## 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
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia, and
- Psychology Board of Australia.

The functions of National Boards 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, establishing panel hearings and referring matters to responsible tribunals
- overseeing the monitoring and compliance of any restrictions on practitioners or students' registration
- overseeing assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and approving accredited programs of study as providing qualifications for registration.

Under the National Law each National Board must decide whether their accreditation function is to be exercised by an external accreditation entity or a committee established by the national board.

## EN Examination Committee

### Functions of the committee

The Committee will, in exercising its functions provide oversight of the outcomes-based assessment (OBA) of ENs in the following:

- oversee the strategic approach for the management of EN OSCE examinations
- consider applications of IQNM procedural review relating to any EN OSCE examination and/or EN MCQ examination issues, as necessary
- consider applications of IQNM requests for reasonable adjustments in relation to any EN OSCE examination and/or EN MCQ examination, as necessary
- provide recommendations on EN OSCE examinations and/or EN MCQ examinations for consideration and decision request of the Nursing and Midwifery Board of Australia (NMBA) and/or the NMAC
- provide subject matter expertise on EN OSCE examinations, EN MCQ examinations and assessment process and content
- oversee and provide subject matter expertise on the EN OSCE and/or EN MCQ examination moderation in consultation with Ahpra staff as needed
- provide subject matter expertise and approval on EN OSCE examination and/or EN MCQ examination results reports via formal ratification processes as needed
- provide subject matter expertise and recommendations regarding any examination related issues/candidate applications post examination.

### Meetings

Meetings will be held via videoconference or teleconference as required when results become available.

## Membership

The Committee will consist of up to seven (7) members with the combined skills, knowledge and experience in the following areas:

- experience and currency in OSCE design and evaluation
- experience and currency in psychometric testing
- experience in health, education and/or regulation
- formal qualifications in health and/or education, or
- experience in OSCE examiner recruitment education and training.

One member of the Committee will be a member of the NMAC. These persons may take part in the meeting discussions but have no voting rights.

The NMAC will appoint one of the Committee members as the Chair of the Committee and may also choose to appoint a Committee member as a Deputy Chair.

## Selection criteria

All applicants must clearly demonstrate that they have experience, qualifications and/or knowledge relevant to **at least one** of the following areas by responding to each criterion in the online application form:

- experience and currency in OSCE design and evaluation
- experience and currency in psychometric testing
- experience in health, education and/or regulation
- formal qualifications in health and/or education, or
- experience in OSCE examiner recruitment education and training.

## Attributes

In addition to the selection criteria above, the NMAC 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.

## Selection process

Applicants will be required to provide **certified copies** of proof of identity documents 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
- if applicable, 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 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.

### Confidentiality

Members are required to comply with the confidentiality requirements of section 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.

### 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.

### 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.

### 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 and is in the process of being updated for the 2020-21 financial year. 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% 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
	Less than 4 hours	More than 4 hours
	Fees <b>include</b> preparation and up to 4 hours travel time (if travel is required)	
Committee Chair	\$412	\$824
Committee members	\$337	\$674

### 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.