

Information Guide

October 2021

Health Profession Accreditation Committees

Guide for applicants

This information package includes information about the:

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

Introduction

Applications are sought from suitably qualified and experienced persons to be appointed to Chinese Medicine, Paramedicine and Podiatry Accreditation Committees (the Accreditation Committees).

The appointments are made by the relevant profession's National 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.

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

Australian Health Practitioner Regulation Agency
National Boards

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The Accreditation Committees

Functions of the Accreditation Committees

The Accreditation Committees are established to exercise the following accreditation functions under the National Law assigned by the relevant National Board:

- develop accreditation standards
- assess education providers and programs of study to determine whether they meet the approved accreditation standards, and
- make recommendations and advise the National Board about accreditation functions and associated issues.

What is involved?

Generally, an Accreditation Committee meets three-to-four times a year either half, full-day, or day-and-a-half meetings depending on the workload. Meetings will be either face-to-face 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

Please refer to the individual Terms of Reference for information on the membership composition of for each health profession Accreditation Committee.

Note: Members of the health profession's National Board are not eligible for appointment to Accreditation Committees.

Selection criteria

The National Boards recognise the following skills as important for the success of the Accreditation Committees. In making its decisions on appointment, each of the National Boards will consider the range, mix of skills and diversity necessary to enable the respective Accreditation Committee to fulfill its function.

When completing the application form, applicants must demonstrate experience in at least one of the following criteria:

- an understanding of accreditation standards (and professional capabilities as they apply to accreditation)
- an understanding of the National Registration and Accreditation Scheme
- sound understanding of your profession
- experience conducting reviews and documenting findings, and
- an understanding of culturally safe healthcare for Aboriginal and Torres Strait Islander people.

Chair vacancies

The position of Chair of each Accreditation Committee is also included in this campaign. To be considered for the positions, applicants will also be required to provide a response to the following Chair attributes:

- **Demonstrates leadership:** is confident, decisive and acts without fear or favour, is at the forefront of professional regulation, drives reform and facilitates change.
- **Engages externally:** where required, is the spokesperson for the Accreditation Committee and advocate for the National Scheme, defines the nature and tone of engagement, builds and sustains stakeholder relationships.
- **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.

Attributes

In addition to the selection criteria above, the National Boards will also give regard to the following attributes at interview:

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 each National Board's approval.

Shortlisted candidates will 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 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 National 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 10% cent 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 an Accreditation Committee.