

## Information guide

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July 2021

# Psychology Notifications Committee: Assessment of the Psychology Board of Australia

## Guide for applicants

This information package includes:

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

## Introduction

The Psychology Board of Australia (the Board) is seeking applications from experienced registered psychologists for appointment to its Psychology Notifications Committee: Assessment (the PNCA) to assist the Board in its primary role of protecting the public.

## 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
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

## Psychology Notifications Committee: Assessment (PNCA)

### Role

As a member of the PNCA, you will assess notifications and complaints about psychologists.

Specifically, the PNCA considers notifications material as well as risk assessments and recommendations developed by Ahpra's regulatory staff and Clinical Advisors.

The PNCA considers the notification and, based on its consideration of the risk, decides whether or not to investigate individual practitioners and can decide whether to undertake a health or performance assessment in certain circumstances.

Where the PNCA decides to investigate a matter further, it helps to refine the issues of concern to enable Ahpra to develop the strategy for the investigation.

The PNCA may also decide to take relevant action under Division 10 Part 8 of the National Law in appropriate circumstances. For high risk matters, the PNCA may also refer matters to a relevant Regional Board for consideration or ask for the matter to be prepared for consideration by an Immediate Action Committee.

### Membership and term of appointment

The Board is seeking to appoint suitability qualified and experienced practitioner delegate members to the PNCA.

Applicants must hold registration as a psychologist in Australia.

Members will be appointed to the PNCA for up to a 3-year term, with a possibility of extension.

Ahpra will also appoint suitably experienced Ahpra staff members as regulatory delegates to the PNCA.

### Meetings

The PNCA will meet as often as necessary to manage the workload. We anticipate each delegate will be required to participate in one, half-day meeting per month.

Meetings will normally be held via videoconference. But may also be held may be via teleconference, face-to-face, or email (only in limited, appropriate cases).

Meetings of the PNCA will be chaired by a practitioner delegate.

### 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 Clause 8 of Schedule 4 of the National Law and with the Board's Conflict of Interest Guideline.

### 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.

## Statutory protections

Under section 236 of the National Law, members of the National Boards and Committees are provided protection from personal liability for exercising functions under the Law.

## Selection process

Applicants are required to provide a response to each of the following attributes via the online application form:

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.

Applications will be assessed by a Selection Advisory Panel.

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 ensure that the 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.

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

## Induction

Appointed members will be required to participate in an online orientation and induction program before participating in committee meetings.

## 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 full day rate applies to all meetings 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 a member is paid more than \$450 in fees in a calendar month.

The current remuneration (daily sitting fee) is detailed in the table below.

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/committee Chair	\$412	\$824	\$412	\$824
Board/committee 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 reasonable travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required. More information on allowances and the process of payments and claims will be provided upon appointment.

## 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 that applicants consult with their employer prior to submitting an application 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.