



# Frequently asked questions

National Board appointments

## How do I apply for a National Board vacancy?

All vacancies are listed on the [Board Member Recruitment page](#). The vacancies will direct you to the online recruitment platform where you can view the advertisement and complete an online application form. For more information on how to complete the application form, please refer to the [Applicant instructions for using PageUp](#).

## Where can I find more information about the vacancies?

You can download an information guide from the online advertisement. The guide includes more detail about the roles, eligibility requirements, time commitments, remuneration, accountabilities of National Board members and the board member attributes.

## I am a current National Board member. Do I need to submit an online application form?

Yes, all applicants, including current National Board members must complete an online application form for any National Board vacancy you apply for.

## Can I submit a hard copy application form?

To be considered for a National Board member vacancy, you must complete an online application form. If you are unable to complete an online application, please email [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au)

## How long will the recruitment process take?

The recruitment process takes a minimum of **10 months** to finalise. It includes advertising, collating of applications, shortlisting and interviews, probity checking and approval of appointments by Health Ministers' Meeting (the Ministerial Council).

Ahpra will provide regular email updates to applicants on the general progress of the campaign. Once the appointments are finalised you will be advised of the outcome of your application via email.

## Who will be considering my application to be a National Board member?

A Selection Advisory Panel (SAP) will be convened to consider applications and provide advice on the recommended candidates for appointment to the Ministerial Council. The SAP comprises three to four state and territory senior health departments officials which include Aboriginal and Torres Strait Islander representation.

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

All appointments are made by consensus by the Ministerial Council which comprises the Health Ministers from each state and territory and the Commonwealth and is in accordance Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

## How will my application be assessed?

The SAP will review applications and supporting information such as curriculum vitae and responses to the National Board member attributes (included in the Information guide), on which the Ministerial Council will consider appointments.

When deciding whether to appoint an eligible and suitable person as a member and/or Chair of a National Board, the Ministerial Council must consider the skills and experience of the person that are relevant to the National Board's functions.

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

With a sound understanding of health issues and services, a **community member** must demonstrate their ability to provide community perspectives and voices to the work of the National Board and have an appreciation and understanding of the National Board's regulatory role.

## What background checks will be carried out during the recruitment and selection process?

### Probity checks

Probity checks will be completed for shortlisted candidates to establish the suitability and character of an applicant, including:

- a national criminal history check
- 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
- in the case of a practitioner member applicant, a check of the National register will be carried out to ensure that the practitioner is of good standing.

### Reference checks

Reference checks for shortlisted candidates may be conducted. Applicants are asked to nominate three referees who can support their application relevant to the professional requirements of the board member attributes. Referees must be advised in advance that they may be contacted by Ahpra staff.

*Please note that current members of national, state, territory and regional boards and their committees, Ahpra staff and other applicants may be considered unsuitable as referees due to potential conflicts of interest that could arise in providing reference checks.*

## Are National Board members paid?

Yes, National Board members are paid either a half or full-day sitting fee, which is inclusive of preparation time and up to four hours of travel time. The amount paid will depend on the length of the meeting, with meetings lasting over four hours being paid a full day fee and meetings under four hours being paid a quarter or half-day fee. The Ministerial Council have applied an annual indexation to sitting fees based on the Consumer Price Index.

The National Boards and Ahpra understand that the remuneration received by National Board members for their preparation and participation in board and committee meetings may be considerably less than what an individual would earn in their other roles. We appreciate that members make themselves available in the public interest and hope that the experience of ensuring the safety of the public is a challenging and rewarding one.

*Please note, if you are successful in appointment to a National Board and are a public sector or statutory employee you may not be eligible to be paid depending on your company policy.*

## What is the time commitment for a National Board member?

National Board members will need to commit to a minimum of three full days per month, in addition to travel time to and from meetings which can include interstate travel.

As far as practical, you will be required to attend all meetings, including teleconferences and videoconferences. Scheduled meetings are held via Zoom or 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.

## Do National Board members receive any training when appointed?

Yes, all National Board members receive an orientation to the National Scheme and a National Board-specific induction at the start of their term.

Members will also complete the '*Governance and decision-making in the NRAS*' program, during their first term of appointment to help them understand the governance framework for the National Scheme and perform the roles and responsibilities required under the National Law.

### Cultural safety

The National Scheme's commitment to eliminating racism from the healthcare system and ensuring patient safety is the norm for Aboriginal and Torres Strait Islander Peoples is detailed in the [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020–2025 \(the Strategy\)](#) and enshrined in the guiding principles and objectives of the [National Law](#).

It is essential that members understand and uphold the Strategy and National Law by demonstrating culturally safe and anti-racist practise at all times during their appointment. Members must attend cultural safety training delivered by Ahpra in line with the commitment in the Strategy to train all staff, Board and committee members including adhering to any associated policies and procedures.

## Who do I contact if I have further questions?

Please contact Statutory Appointments via email at [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au).

If you are an Aboriginal and/or Torres Strait Islander person and would like to talk about these opportunities, please email [mobvoices@ahpra.gov.au](mailto:mobvoices@ahpra.gov.au).