

Information Guide

January 2025

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

GPO Box 9958 Melbourne VIC 3001 ahpra.gov.au 1300 419 495

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 for approval by the relevant National Board
- assess education providers and programs of study to determine whether they meet the approved accreditation standards
- accredit and monitor education providers and their programs, 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 in Melbourne or via Microsoft Teams. 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).

Membership

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

Note: Members of the relevant National Board are not eligible for appointment to the Accreditation Committee.

Selection criteria

The National Boards recognise the following skills as important for the success of an Accreditation Committee. 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 must 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 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.

Code of conduct for board and committee members

The [Code of conduct for Board and committee members](#) outlines the standard of behaviour expected of members in the performance of their duties and in their interactions with each other, Ahpra staff and stakeholders.

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 always demonstrating culturally safe and anti-racist practise 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.

The inclusion of Aboriginal and Torres Strait Islander Peoples voices and perspectives in decision-making committees is critically important in creating a culturally safe and informed regulatory body and healthcare system.

Selection process

A selection advisory panel will review all applications and prepare a recommendation for each National Board's approval.

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

Shortlisted candidates will also be required to complete a National criminal history check form and provide certified copies of identity documents to enable Ahpra to conduct a criminal history check. Probity checks will include:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check, and
- 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

The Ministerial Council determines the remuneration for members of a National Board per the National Law. Remuneration is usually adjusted on an annual basis according to the consumer price index. The remuneration (daily sitting fee) as of 1 July 2024 is as follows:

Role	Quarter daily fee	Half daily fee	Full day fee	Extra travel time	
	Less than 2 hours	Up to 4 hours	More than 4 hours		
	Fees include up to 4 hours travel time			Between 4-8 hours	Over 8 hours
Chair	224	448	896	448	896
Member	\$184	\$368	\$736	\$368	\$736

Ahpra sets the business rules for the payment of sitting fees and expenses.

All meetings or regulatory activities will be paid at a standard sitting fee rate across three time-related bands:

- less than 2 hours requiring no significant preparation time or travel (quarter-daily sitting fee)
- up to 4 hours requiring significant preparation time (half-daily sitting fee)
- greater than 4 hours (full day sitting fee)

Travel time is calculated on a door-to-door basis for each individual member, acknowledging that home location and the availability of flights or other transport will directly affect the amount payable.

Under the *Superannuation Guarantee (Administration) Act 1992*, National Board members are eligible to receive contributions at 11.5% of total annual remuneration to a chosen superannuation fund.

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.

Candidates must check with their employer to ensure they are supportive of their application and the necessary time commitment if successful in appointment. It is also important to discuss if they are entitled to claim sitting fees for being a member of this committee.