

Information guide

March 2021

List of approved persons for further education

Guide for applicants

This information package includes information about the:

- List of approved persons for mentoring and further education
- selection criteria
- selection process, and
- frequently asked questions.

Introduction

The Chiropractic Board of Australia (the Board) has developed *Guidelines for the further education and training of chiropractors* to support the management of further education and training programs for chiropractors under the National Law.¹ This information guide supports applications for suitably qualified and/or experienced chiropractors who apply to be on a list of persons approved by the Board for the purpose of further education and training (Board-approved person).

This information guide should be read in conjunction with the [Guidelines for the further education and training of chiropractors](#).

What is the purpose of the *Guidelines for further education and training for chiropractors*?

Practitioners may be required by the Board to undertake further education and training as required under the National Law for a variety of reasons. The National Law gives the Board the power to impose conditions on the registration of practitioners, including the requirement for the practitioner to undertake further education and training. Further education and training is distinct from the formal training provided by an educational institution.

What is the Board-approved person list?

The Board maintains a list of chiropractors with appropriate expertise to draw on when, as the result of an investigation or other process under the National Law, the Board has required a practitioner undertake further education and training.

Who can be a Board-approved person?

A Board-approved person will be involved in providing guidance and oversight to another chiropractor, in line with requirements specified from the Board.

General requirements

A Board-approved person must meet the following requirements:

- hold general registration

¹ The Health Practitioner Regulation National Law, as in force in each state and territory.

- is not subject to supervised practice, or does not hold registration subject to conditions or undertakings that would impact on the ability to be an effective educator
- will sign an acknowledgment form to act as a Board-approved person, subject to being approved by the Board
- agree to comply with the requirements of the further education and training plan approved by the National Board, and
- understand that the further education and training must be provided to the requirements as set out in the plan approved by the Board, and if not, the Board may take disciplinary action under the National Law.

Selection criteria

All applicants must provide a response to each of the criteria in the online application form:

- relevant clinical experience within the chiropractic profession
- professional good standing
- experience in peer / expert review
- excellent interpersonal and communication skills including:
 - oral and written communication skills and effective listening skills
 - highly developed analytical skills
 - ability to prepare high quality reports
 - ability to show respect and empathy
- understanding of the regulatory framework in which chiropractors practise and broader legislation applicable to chiropractors

Conflict of interest

A Board-approved person must be able to give an independent report and be willing to report to the Board and Ahpra if the practitioner's practice places the public at risk or the practitioner is not compliant with the approved learning plan.

The Board will decide whether any conflict declared shows a potential or actual conflict of interest. Disclosure of the actual or perceived conflicts of interest does not mean that the relationship will be prevented.

Roles and responsibilities of a Board-approved person

A Board-approved person is required to act within the powers and functions set out in the National Law.

Under the National Law, a Board-approved person 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

A Board-approved person is required to comply with the confidentiality requirements of the National Law. Any information that comes to a Board-approved person's knowledge, in the course of, or because of their role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

Selection process

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

Shortlisted candidates may 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 with your online application 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 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.

Are there other considerations?

Professional indemnity insurance

If you are appointed as a Board-approved person you will need to make sure you have the necessary professional indemnity insurance (PII) arrangements in place. You should refer to the PII registration standard and check with your insurance provider to make sure you meet the minimum requirements and to see if acting as a Board-approved person will affect your coverage.

How often will I be asked to undertake the role of the Board-approved person?

Chiropractors appointed to the list of approved persons may or may not be called on to act as a Board-approved person. This variance depends on a number of factors including the number of practitioners undergoing further education and training at any one time and the type of further education and training the practitioner is required to complete.

How many practitioners can I provide further education and training to?

It is critical that a Board-approved person has adequate time for this role. If a Board-approved person proposes to provide further education and training activities to more than one practitioner within the same time period, the Board may seek assurance from them that they have the capacity to provide an appropriate commitment to each practitioner.

Do I get paid to be a Board-approved person?

The practitioner is responsible for providing remuneration to the Board-approved person, if applicable. The Board does not provide remuneration and the Board will not intervene in financial arrangements between you and the practitioner.