

## Information guide

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May 2024

# Aboriginal and Torres Strait Islander Health Practice Accreditation Committee

### Introduction

Applications are sought from registered Aboriginal and Torres Strait Islander Health practitioners, educators and accreditation experts with current or recent experience in education and/or accreditation for appointment to the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee (the Committee).

The appointments are made by the Aboriginal and Torres Strait Islander Health Practice Board of Australia (the 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 and are expected to commence in January 2025.

### 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 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

Aboriginal and Torres Strait Islander Health Practice Board of Australia  
Australian Health Practitioner Regulation Agency  
GPO Box 9958 Melbourne VIC 3001 [atsihealthpracticeboard.gov.au](https://atsihealthpracticeboard.gov.au) 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

## The Aboriginal and Torres Strait Islander Health Practice Accreditation Committee

### Functions of the Committee

The Committee is established by the Board to exercise the following accreditation functions:

- develop accreditation standards for approval by the Board
- assess education providers and programs of study to determine whether they meet the approved accreditation standards
- monitor study programs and education providers to ensure they continue to meet accreditation standards, and
- advise the Board of issues in education and practice which may impact on Aboriginal and Torres Strait Islander health practice and the conduct of study programs.

### What is involved?

Generally, the Committee meets two to three times a year for a full day meeting (via Zoom and generally with one face-to-face meeting in Melbourne a year). Some travel is needed to attend face-to-face committee meetings and conduct assessments.

Typically, 1-2 days of travel is required for a face-to-face 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

The Committee consists of:

1. at least one individual who is not an Aboriginal and Torres Strait Islander Health Practitioner and who has relevant expertise in health education, preferably in training Aboriginal and Torres Strait Islander Health Practitioners and in accreditation within the National Scheme
2. at least one registered Aboriginal and Torres Strait Islander Health Practitioner who has relevant expertise in training of Aboriginal and Torres Strait Islander Health Practitioners, and
3. at least one individual who has relevant experience in health and/or education relevant to Aboriginal and Torres Strait Islander Health Practitioners, preferably including contemporary experience in primary health care settings.

The Board will appoint two members to be the Chair and Deputy Chair of the Committee.

### Selection criteria

Accreditation Committee members should demonstrate the following:

- experience in one of the three membership categories listed above
- an understanding of accreditation standards
- an understanding of the National Registration and Accreditation Scheme (the National Scheme)
- extensive experience in and/or understanding of the Aboriginal and Torres Strait Islander Health Practice profession, and
- experience conducting reviews and documenting findings.

### Attributes

In addition to the selection criteria above, the Board will give regard to the following attributes:

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.

## 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.

## 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 the Board's approval.

Candidates shortlisted for new appointment will be interviewed to ensure that they have the necessary qualifications, skills and experience for the position/s. Interviews will occur online via Microsoft Teams.

All 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
- 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. Please nominate two to three referees who can support your application relevant to the key selection criteria and requirements of the position. Referees must be advised in advance that they may be contacted by Ahpra staff.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies.

### 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 2023 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	Between 4-8 hours	Over 8 hours
	Fees <b>include</b> up to 4 hours travel time				
Chair	\$218	\$436	\$872	\$436	\$872
Member	\$179	\$358	\$716	\$358	\$716

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% 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.