



Health Chief Executives Forum

Appointment to the Ahpra Board Information guide

January 2023

Closing date

11:55pm Eastern standard time on **Sunday 26 February 2023**

This information guide supports applications for advertised vacancies on the Australian Health Practitioner Regulation Agency Board (the Ahpra Board or the Board).

We encourage you to read this guide before starting your application.

Contact details

If you have questions, please contact the Ahpra statutory appointments team via email to statutoryappointments@ahpra.gov.au.

If you are an Aboriginal and/or Torres Strait Islander Person and would like to discuss the vacancies, please contact our Senior Aboriginal and Torres Strait Islander Engagement team via email to mobvoices@ahpra.gov.au and



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A message from the Chair of the Ahpra Board

Thank you for your interest in becoming a member of the Australian Health Practitioner Regulation Agency Board (or Ahpra Board).

Together with the 15 National Boards, Ahpra works to protect the public by regulating Australia's 850,000 registered health practitioners across 16 health professions. Our primary role is to protect the public, and our vision is that our communities have access to safe and professional health practitioners across Australia within whom they can have both trust and confidence.

As the governing board, the Ahpra Board plays a vital role in achieving this vision. We ensure that Ahpra performs its functions in a proper, effective and efficient way. We are also responsible for setting the strategic direction for the National Registration and Accreditation Scheme for the health professions (the National Scheme) and for assuring its performance to Australian Health Ministers. Our values – integrity, respect, collaboration and achievement – underpin all of our work. As Chair, I have found the work of the Board to be both rewarding and challenging.

I want the Ahpra Board to be responsive to both the community we serve and the health practitioners we regulate. To do this, talented, skilled and committed members are needed to make significant contributions to achieve the [National Registration and Accreditation Scheme Strategy 2020-25](#). We are particularly keen to hear from people who can bring skills in strategic thinking, stakeholder engagement, technology and information, finance and risk, organisational change, and; regulation (whether in health or another industry). We have an ambitious program of business transformation underway and the Board has a key leadership role to ensure the delivery of improvements and the effective management of risk.

Having a Board that reflects Australia's communities is also vital to our success. We are working towards a goal of having two Aboriginal and/or Torres Strait Islander Peoples on the Ahpra Board and the 15 National Boards, and I strongly encourage Aboriginal and Torres Strait Islander Peoples to consider applying. We are also very keen to have voices from other communities join the Ahpra Board including people from culturally diverse backgrounds, people from the LGBTIQ+ community, people with a disability and people from rural Australia.

Thanks again for considering whether to apply for these roles. Please don't hesitate to reach out to the Ahpra statutory appointments team if you have any queries about the work of the National Scheme, the Ahpra Board or the application process. You can also find more information on our work on the Ahpra [website](#).

If you think that you can make a significant contribution to our work and share our values, I hope you will apply.



Gill Callister PSM, Chair, Ahpra Board



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About Ahpra and the National Registration and Accreditation Scheme for the health professions (the National Scheme)

The National Scheme was established in 2010 to ensure the community has access to a safe health workforce across all registered health professions. Public safety is our number one priority. More than 850,000 practitioners from 16 registered health professions are regulated nationally.

Every decision we make is guided by the Health Practitioner Regulation National Law (known as the National Law), as in force in each state and territory. You can access a copy of the National Law [here](#).

The National Scheme is not a Commonwealth scheme. It is a national regulatory scheme funded by registrants' annual registration fees. Ministerial oversight is provided by the Commonwealth, state and territory health ministers.

There's a lot of information about the work of the National Scheme. A good way to learn more is to read our [Annual Report](#) for 2021/22. In the next section, we set out the National Scheme's key functions, principles, objectives and Ahpra's service charter.

Key regulatory functions

Professional standards

National Boards establish registration standards, codes and guidelines for health practitioners.

Accreditation

We work with accreditation authorities and committees to ensure that graduating students are suitably qualified and skilled to apply for registration as health practitioners.

Registration

We ensure that only health practitioners with the skills and qualifications to provide competent and ethical care are registered to practise. We also manage registration and renewal processes for local and overseas qualified health practitioners and manage student registration. We publish a national public register of practitioners (available at www.ahpra.gov.au) so that important information about individual health practitioners is available to the public.

Notifications

We manage complaints and concerns raised about the health, performance and conduct of individual health practitioners on behalf of the National Boards, except in New South Wales and in Queensland (where we only manage those notifications referred to us by the Health Ombudsman of Queensland).

Compliance

We monitor and audit registered health practitioners to make sure they are complying with Board requirements.

For more information visit www.ahpra.gov.au and the linked National Board websites.



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Guiding principles and objectives of the National Scheme

The National Law sets out the objectives and guiding principles for the National Scheme.

Importantly, the National Law provides a main guiding principle for the National Scheme - that protection of the public and public confidence in health services provided by registered health practitioners is paramount.

The other guiding principles and objectives are set out in **Figure 1** below.

Guiding principles

- The National Scheme is to operate in a transparent, accountable, efficient, effective and fair way.
- The National Scheme is to ensure the development of a culturally safe and respectful health workforce that:
 - is responsive to Aboriginal and Torres Strait Islander Peoples and their health; and
 - contributes to the elimination of racism in the provision of health services
- Fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme
- Restrictions on the practice of a health profession are to be imposed under the scheme only if it is necessary to ensure health services are provided safely and are of appropriate quality.

Guiding objectives

- To provide for the protection of the public by ensuring that only health practitioners who are suitable trained and qualified to practise in a competent and ethical manner are registered
- To facilitate workforce mobility across Australia by reducing administrative burden for health practitioners wishing to move between participating jurisdictions or to practise in more than one jurisdiction
- To facilitate the provision of high-quality education and training of health practitioners
- To build the capacity of the Australian health workforce to provide culturally safe health services to Aboriginal and Torres Strait Islander Peoples
- To facilitate the rigorous and responsive assessment of overseas-trained health practitioners
- To facilitate access to services provided by health practitioners in accordance with the public interest
- To enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.

Figure 1. Guiding principles and objectives of the National Scheme

You can read the guiding principles and objectives in sections 3 and 3A of [the National Law](#).



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The Regulatory principles for the National Scheme

Together with the paramount and other guiding principles, our regulatory principles underpin the work of Ahpra and the National Boards. They shape our thinking about regulatory decision making and have been designed to encourage a culturally safe and responsive, risk-based approach to regulation across all professions.

1 The National Boards and Ahpra administer and comply with the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). The scope of our work is defined by the National Law.

2 Public protection is our paramount objective in the National Registration and Accreditation Scheme. We act to support safe, professional practice and the safety and quality of health services provided by registered health practitioners.

3 We protect the health and safety of the public by ensuring that only registered health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered.

4 In all our work we:

- identify the risks that we need to respond to
- assess the likelihood and possible consequences of the risks
- respond in ways that are culturally safe, proportionate, consistent with community expectations and manage risks so we can adequately protect the public, and
- take timely and necessary action under the National Law.

This applies to all our regulatory decision-making, the development of standards, policies, codes and guidelines as well as the way we regulate individual registered health practitioners.

5 The primary purpose of our regulatory response is to protect the public and uphold professional standards in the regulated health professions. When we learn about concerns regarding registered health practitioners, we apply the regulatory response necessary to manage the risk, to protect the public.

6 Our responses consider the potential risk of the registered health practitioner's health, conduct or performance to the public including:

- people vulnerable to harm, and
- Aboriginal and Torres Strait Islander Peoples.

7 When deciding on regulatory responses, we are fair and transparent, and consider the importance of maintaining standards of professional practice that support community confidence in regulated health professions.

8 We work with our stakeholders including patient safety bodies, healthcare consumer bodies and professional bodies to protect the public. We do not represent the health professions, registered health practitioners or consumers. However, we work with practitioners and their representatives and consumers to achieve outcomes that protect the public.



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The Ahpra Service Charter

Ahpra's [Service Charter](#) sets out our commitment to service and what can be expected by those who deal with us. The Charter contains these five service principles:

- Fair and respectful – we will treat you fairly and with respect. We will listen to you.
- Transparent – we will be clear about what is/isn't possible and share everything we can.
- Responsive – We will act in a timely way. We will keep you informed about what is going on, what to expect and when
- Empathic – we will respect your point of view and try to understand your situation.
- We will offer an explanation and apology when a mistake is made. We will encourage your feedback so we can continually improve.

You can read our complete Service Charter [here](#).

Who's who in the National Scheme

The National Scheme consists of the following main entities that have been established under the National Law. They are shown in **Figure 2** below, along with a brief summary of the main responsibilities of each of these entities.

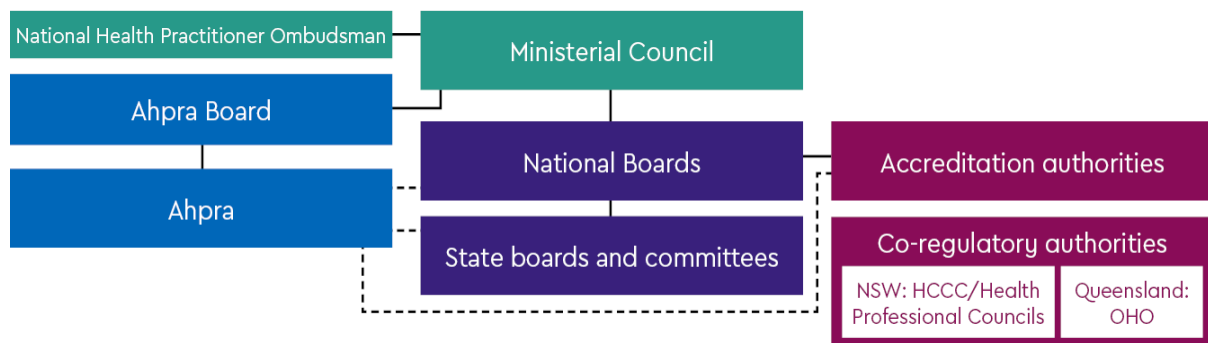


Figure 2. The structure of the National Scheme

Ahpra and National Boards

Fifteen National Boards are responsible for the regulation of 16 health professions. Supported by Ahpra, the Boards' responsibilities include setting standards that practitioners must meet to be registered, developing regulatory policy and guidance, and regulatory decision making about complaints and concerns raised about registered health practitioners. Ahpra has an office and staff in each state and territory.

You can find the specific legislative functions of Ahpra and the National Boards by reading sections 25 and 35 of the National Law [here](#). You can also learn more about the 15 National Boards [here](#).



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The Ahpra Board

The Ahpra Board is the governing board for Ahpra and ensures that Ahpra performs its functions in a proper, effective and efficient way. It is responsible for determining Ahpra's policies, setting the strategic direction for the National Scheme and assuring its performance as a whole.

You can learn more about the work of the Ahpra Board and its current membership [here](#).

Accreditation authorities

Accreditation authorities perform accreditation functions assigned by the National Board. The authorities develop accreditation standards for National Board approval, accredit programs of study, monitor approved programs of study and assess overseas trained practitioner applying for registration in Australia.

National Health Practitioner Ombudsman

The National Health Practitioner Ombudsman is responsible for providing ombudsman, privacy and freedom information oversight of the National Boards and Ahpra. You can learn more about the work of the NHPO [here](#).

Ministerial Council

The Ministerial comprises health ministers from each state, territory and the Commonwealth and is responsible for providing government direction and oversight of the National Scheme. It also

- approves registration standards developed by National Boards
- appoints members to the Ahpra Board and National Boards,
- agreeing on the inclusion of new professions to the National Scheme, and
- proposing legislative amendments to the National Law.

Currently, the Ministerial Council meets as the [Health Ministers' Meeting \(HMM\)](#).



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Key functions of the Ahpra Board

In setting strategy for the National Scheme and overseeing Ahpra's affairs, the work of the Board is particularly focused on:

- **Strategic direction** – setting strategic directions and ensuring that key strategies in the National Scheme (the National Scheme Strategy 2020-25, Aboriginal and Torres Strait Islander Health and Culture Strategy 2020-25, National Scheme Engagement Strategy 2020-2025) are on track.
- **Finance and governance** – ensuring that National Scheme finances are sustainable, and governing our approach to corporate assurance and risk management to ensure its effectiveness and compliance with regulatory requirements and leading practice.
- **Effectiveness and performance** – monitoring our regulatory effectiveness and performance across all of our key regulatory functions.
- **People management** – providing oversight of National Scheme strategy and performance in relation to people, capability and culture to ensure a safe and productive environment for all.
- **Partnership and engagement** – ensuring that the partnership between Ahpra, National Boards and accreditation authorities is effective, and that the National Scheme is responsive to its stakeholders, including in its relationship with governments.

The Ahpra Board has established four Committees to assist its work. These are

- The [Finance, Audit and Risk Management Committee](#) – responsible to the Ahpra Board for the oversight of risk and to provide advice on the effectiveness of the corporate assurance framework and risk management, financial strategy, sustainability and audit functions.
- The [Regulatory Performance Committee](#) is responsible for making recommendations to the Ahpra Board to strengthen the performance culture across the National Scheme, and provide oversight and scrutiny of regulatory performance measures.
- The [People and Remuneration Committee](#) is established to provide governance oversight of strategy and performance in relation to people, capability and culture within the National Scheme.
- The [Accreditation Committee](#) provides independent and expert advice on accreditation reform and other accreditation matters to National Boards, Accreditation Authorities and Ahpra.

You can also read the Ahpra Board Charter via the Board's [webpage](#).



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What Board roles are being advertised?

Under the National Law, the Ahpra Board must consist of at least 5 people appointed by the Ministerial Council. This includes

- a Chair who is not a registered health practitioner and has not been a registered health practitioner in the last 5 years
- at least 2 people with expertise in health and/or education and training, and
- at least 2 people with business or administrative expertise who are not current or previous registered health practitioners.

In this recruitment round, there are multiple vacancies being advertised. When you apply, you will be asked to identify whether you are nominating or re-nominating with expertise in health, education and training or business administration (you can nominate more than one of these).

Your application will also be considered on the specific skills, experience and attributes that you can bring to the Board.

What skills, experience and attributes are we particularly seeking in this round?

The Ahpra Board has recently completed an independent assessment of skills and competencies which are desired of members of the Ahpra Board in order to effectively lead and govern Ahpra. Based on this assessment, this recruitment round will have a focus on seeking candidates with one or more of the following skills and experience:

- **Strategic thinking** – an ability to apply strategic thinking in the context of the Ahpra Board's role in governance and strategy for Ahpra and the National Scheme
- **Stakeholder engagement** – an ability to strategically consider the Ahpra Board's stakeholder environment and meaningfully engage with the many stakeholders of the National Scheme
- **Technology and data** – knowledge and experience in the strategic use and governance of information management and technology within large organisations
- **Organisational culture, change and transformation** – experience in transitioning organisations and teams through significant system changes, and ability to set and monitor a healthy and safe organisational culture
- **Finance and risk** – experience in the oversight of financial strategy and performance and the governance of strategies to address strategic and enterprise risk
- **Regulatory experience** – previous significant experience of regulation or working in a regulatory scheme is highly desirable. Please note this experience does not necessarily need to be within the health sector.



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How do I know if I am eligible?

Member with expertise in health and/or education and training

If you believe you have experience in health and/or education and training you simply need to confirm this requirement is met in your application, however, you may wish to expand on this expertise further.

Member with expertise in business administration

You are eligible to seek appointment in this category if you have expertise in business administration and **are not** a current or previously registered health practitioner (under the current National Law, or a former state or territory registration Act).

In your cover letter and application form, you must confirm this requirement is met and identify your expertise is in business administration.

Other eligibility requirements

All applicants are required to complete the national criminal history check page of the online application form to enable Ahpra to conduct a criminal history check.

A person is not eligible to be appointed as a member of the Ahpra Board if the person has at any time, been found guilty of an offence (whether in a state or territory or elsewhere) that, in the opinion of the Ministerial Council, renders the person unfit to hold the office of member. Ahpra will conduct a criminal history check on all shortlisted candidates.

All applicants are also required to complete the declaration of private interests' page of the online application form. You must answer all questions and provide supporting information as needed.

A person appointed to a National Board under the National Law is not eligible to be a member of the Ahpra Board.

What else do I need to consider before I apply for appointment?

Commitment of members

Commitment as a member will often require a minimum of **three full days per month**, in addition to travel time to and from meetings – this can include interstate travel.

Members are expected, as far as is practical, to attend all Board meetings. This includes whether the meeting is held by videoconference or where a meeting is held at Ahpra's National Office in Melbourne. Meetings are typically held during business hours; therefore, some members may need the support of their employer to serve on the Ahpra Board.

Members may be required to attend different types of meetings, including:

- scheduled Ahpra Board meetings (currently up to 11 times per year)
- sub-committee meetings (for more information on the Board's committees, visit the [Ahpra Board page](#) on the Ahpra website)
- other meetings that are held between scheduled Board meetings when additional matters need to be considered or urgent decisions need to be made, and
- retreats or planning days.



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Retreats / planning days may be held away from the normal meeting location and can be for a full day or weekend. They allow members to take part in more in-depth discussions about strategic challenges and directions for the National Scheme.

An agenda and Board papers are provided before each meeting. Members are provided access to Ahpra's secure information sharing platform to manage meetings, to access Board papers and view member resources and policies.

If you cannot attend a meeting, you may request a leave of absence from the Chair before the meeting. In the unlikely event that a Board member is absent without being granted leave by the Board for three or more consecutive meetings, the office of the member may be declared vacant, under schedule 4, clause 4(1)(d) of the National Law.

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 remunerated. Government or statutory employees are asked to advise Ahpra accordingly on application. Information regarding the administration of payment is available on request.

Ahpra recommends potential applicants consult with their employer before applying to ensure an acknowledgement of permission from your employer can be arranged if it is required, should you be successful in appointment.

Membership and appointments to boards of other organisations or professional bodies

Many applicants are members of professional organisations, which are relevant to their practice, and/or their employment and professional interests.

Some applicants may be **appointed/elected** to the executive, a committee, or a board of a professional organisation or decision-making body that represents the interests of a profession or a consumer group, and may at times, express a view on the work of the National Board or the National Scheme.

Although the National Law does not preclude a person being simultaneously appointed to both the Ahpra Board and an executive, committee or board of a professional or consumer organisation, this type of dual appointment can often give rise to real or potential conflicts of interest. For example, between meeting your responsibilities to the organisation (e.g., advocating in the interests of the profession) and ensuring you administer your regulatory obligations as a board member to act impartially and place the public interest ahead of professional interests.

Before you apply, we encourage you to consider whether this type of conflict of interest is manageable over a term of appointment that can be for up to three years and whether you will resign your office to accept appointment with the Ahpra Board. You are asked to identify these types of appointments in your Curriculum Vitae (CV).



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What is the process for appointment to the Ahpra Board?

Appointments

All appointments are made by the Ministerial Council, not Ahpra. The term of appointment may be for a period of up to three years as decided by the Ministerial Council. Appointed members may be eligible for reappointment for a further term/s.

Appointment decisions are primarily based on the identified needs of the Ahpra Board and the National Scheme, along with the requirements set out in the National Law.

When completing the online application form, you will be asked to indicate the type of membership expertise by which you seek appointment to the Board and provide a response to the following core skills and experience:

- **Strategic thinking** – an ability to apply strategic thinking in the context of the Ahpra Board's role in governance and strategy for Ahpra and the National Scheme
- **Stakeholder engagement** – an ability to strategically consider the Ahpra Board's stakeholder environment and meaningfully engage with the many stakeholders of the National Scheme
- **Technology and data** – knowledge and experience in the strategic use and governance of information management and technology within large organisations
- **Organisational culture, change and transformation** – experience in transitioning organisations and teams through significant change, and ability to set and monitor a health organisational culture
- **Finance and risk** – experience in the oversight of financial strategy and performance and the governance of strategies to address strategic and enterprise risk, and
- **Regulatory experience** – previous significant experience of regulation or working in a regulatory scheme is highly desirable. Please note this experience does not necessarily be within the health sector.

You must also include a cover letter (maximum two pages) expanding on your fields of expertise to accompany your CV and application form. Applications and supporting information such as CVs and cover letters will form the basis of advice provided to the Ministerial Council for consideration of appointments.

Recruitment and selection process

It's important to note that this recruitment process takes time. The process can take up to *10 months* from when vacancies are advertised to when appointments are made and announced by the Ministerial Council.

A **selection advisory panel** will be convened by the Health Chief Executives Forum to provide advice to governments on proposed candidates for appointment.

The selection advisory panel for this round will include:

- Dr Linda Macpherson, Director Workforce Strategy and Culture, New South Wales Health
- Ms Gill Callister PSM, Chair, Ahpra Board
- Mr Karl Briscoe, Chief Executive Officer, National Aboriginal and Torres Strait Islander Health Worker Association and Co-chair, Aboriginal and Torres Strait Islander Health Strategy Group (National Scheme).



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Interviews for shortlisted candidates maybe conducted. These may be undertaken online or in-person, depending on the circumstances.

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

All shortlisted candidates will undergo **probity checks**, which include:

- a national criminal history check, processed by a suitably trained and authorised Ahpra officer
- an Australian Securities and Investments Commission (ASIC) disqualification register check, and
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority (AFSA).

If I am appointed as a member, is there anything else I need to know?

Governance training and orientation to the National Scheme

To help Ahpra Board members understand the governance framework for the National Scheme and perform the roles and responsibilities required under the National Law, members will complete the *'Governance and decision-making in the NRAS'* program during their first term of appointment. Ahpra will schedule the training and provide more information on the *'Governance and decision-making in the NRAS'* professional development program to appointed members.

All appointed Ahpra Board members also receive an orientation to the work of the Board and the National Scheme at the start of their term.

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 and is detailed in the [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy 2020-2025 \(the Strategy\)](#).

It is expected that members understand and support the actions within the Strategy and demonstrate culturally safe 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.

The Strategy also commits Ahpra to increase the participation of Aboriginal and Torres Strait Islander members (a minimum of two) on the Ahpra Board by 2025. The inclusion of Aboriginal and Torres Strait Islander Peoples voices and perspectives in decision-making processes at the board level is critically important in creating a culturally safe and informed regulatory body and healthcare system.

Role 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 (Clause 7 of Schedule 4 of the National Law).

Managing conflict of interest and bias



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The National Law includes extensive provisions concerning conflicts of interest. Members are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law.

The Ahpra Board has business rules and processes in place to record and manage real and/or perceived conflicts of interest. As a rule, Board members must declare any actual and perceived conflict of interest concerning matters to be considered at each meeting. Members must also exclude themselves from decision-making in relation to a matter in which they are biased or may be perceived to be biased. Penalties apply to unlawful disclosure of protected information.

Statutory protections

Under section 236 of the National Law, members are provided with appropriate statutory protections for exercising their functions in good faith.

Confidentiality

Members are required to comply with the confidentiality requirements of section 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.

Remuneration

The Ministerial Council determines the remuneration for members in accordance with the National Law. Remuneration is usually adjusted on an annual basis according to the consumer price index. The daily sitting fee as of 1 July 2022 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 include up to 4 hours travel time | | | Between 4-8 hours | Over 8 hours |
| Ahpra Board Member | \$173 | \$345 | \$691 | \$345 | \$691 |

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

As a guide, the daily fee applies for member attendance in person, virtually or by telephone at a scheduled Ahpra Board meeting. The daily fee includes meeting preparation time for the scheduled Ahpra Board meeting and up to four hours of travel time. For meetings of a shorter duration (less than four hours), a quarter or half daily fee is payable.

Under the *Superannuation Guarantee (Administration) Act 1992*, Ahpra Board members are eligible to receive contributions at 10.5% of total annual remuneration to a chosen superannuation fund.



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Expenses

Members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking board business. More information on allowances and the process of payments and claims will be provided if you are appointed.