

Information Guide

June 2024

Registration and Notifications Committee

Guide for applicants

This information package includes information about the:

- Registration and Notifications Committee (RNC)
- selection criteria selection process, and
- sitting fees and remuneration.

Introduction

Applications are sought from suitable qualified and experienced community members from diverse backgrounds¹ for appointment to the RNC of the Occupational Therapy Board of Australia.

Appointments are made by 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.

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

¹ People with a diverse background includes Aboriginal and Torres Strait Islander Peoples, those living in rural or regional areas in Australia, culturally diverse people, lesbian, gay, bisexual, transgender, intersex, queer/questioning (LGBTIQA+) people, people with disability and carers.

- Podiatry Board of Australia
- Psychology Board of Australia

Registration and Notifications Committee

The RNC has been established to decide applications for registration and to assist the Board in relation to the assessment and processing of complex applications such as those relating to supervisory arrangements. The RNC is also responsible for assessing all notifications regarding occupational therapists and decides whether to investigate individual matters and whether to refer them to other agencies. Where the RNC decides to investigate a matter further, it defines the issues of concern and develops a strategy for the investigation, including whether a performance and/or health assessment is indicated.

Functions

The RNC will:

- make decisions under the delegated authority from the Board
- develop policies and procedures for its functions and make recommendations to the Board regarding all matters relating to registration
- develop and document a process and/or decision-making guidelines for its members in dealing with complex applications (for example supervisory arrangements)
- appoint suitably experienced and qualified persons to assist with:
 - assessing complex applications referred by Ahpra registration staff
 - formulating advice to the RNC and/or Board on such applications
- review, assess and determine applications for registration regarding occupational therapy received by the Board in accordance with the delegations
- review, assess and consider all notifications regarding registered occupational therapists and occupational therapy students in accordance with the delegations of the Board.

Meetings

The RNC typically meets fortnightly on a Tuesday at 4:00pm AEST/AEDT. Meetings are via videoconference.

You will be asked to participate in a 3-months-on / 3-months-off-roster.

Membership

The membership of the RNC shall comprise six members:

- three practitioner members, and
- three community members.

Members may be Board members or external persons appointed by the Board to the RNC.

The appointment of members to the RNC will be determined by the Board.

Selection criteria

Applicants will be required to provide a response to each attribute (listed below) in the online application form:

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, impartial, uses logical and analytical processes, distils to 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, diplomatic, 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, cooperative and creates partnerships within and between Boards and Ahpra.
7. **Strong community connection:** can show a strong community connection/s and an ability to bring a public/lay perspective and voice to the National Board's regulatory work.

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.

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.

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
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.