

Information guide

September 2024

Appointment to the list of approved accreditation assessors for the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee

This guide includes information for individuals seeking appointment to the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee's (Accreditation Committee) list of accreditation assessors, including:

- information about the role
- selection criteria
- selection process, and
- payment and remuneration information.

Introduction

The Accreditation Committee is seeking applications from **registered Aboriginal and/or Torres Strait Islander Health Practitioners** across Australia, to be included on the list of approved accreditation assessors who may be appointed to accreditation assessment teams. The Accreditation Committee establishes accreditation assessment teams to assess education providers and their delivery of Aboriginal and Torres Strait Islander Health Practice programs of study. The assessment is made against approved accreditation standards and in accordance with the processes outlined in the [Guidelines for accreditation of education and training programs](#).

The Accreditation Committee has agreed that each assessment team for accreditation assessments:

- a) will generally comprise three assessors, including one assessor who is a member of the Accreditation Committee
- b) will have a team leader selected on the basis of their knowledge, skills and attributes relating to the program being assessed
- c) is composed so that the combination of assessors provides coverage of the following areas:
 - current registration with the Aboriginal and Torres Strait Islander Health Practice Board of Australia
 - sound knowledge of education system and experience in teaching and learning, and
 - sound knowledge of Aboriginal and Torres Strait Islander Health Practice.

The purpose of the assessment teams

The assessment team evaluates information submitted by an education provider and prepares a report for the Accreditation Committee with support from Ahpra's Program Accreditation team. This report outlines whether the information demonstrates that the education provider and the program of study meet the standards and criteria in the Aboriginal and Torres Strait Islander Health Practice accreditation standards. The Accreditation Committee makes the decision about whether to accredit the program.

What is involved?

Applicants selected by the Accreditation Committee will be required to complete assessor training before being added to the list of approved accreditation assessors.

If you are added to the list of approved assessors, the staff from Ahpra's Program Accreditation team will contact you to ascertain your availability for appointment to assessment teams and check whether you have a real, perceived or potential conflict of interest in relation to any education provider. The Program Accreditation team will also provide advice about the locations and timeframes of the scheduled assessments and monitoring evaluations.

If you are appointed to an assessment team, you may be required to travel interstate to participate in one or more site visits as well as evaluating written information submitted by education providers. If you are required to participate in any site visits, you will receive a daily sitting fee and the cost of associated travel and accommodation will be paid.

Ahpra

Ahpra's Program Accreditation team supports the accreditation committees established under the National Law for the Aboriginal and Torres Strait Islander health practice, Chinese medicine, medical radiation practice, paramedicine and podiatry professions.

The Program Accreditation team is based in the National Office in Melbourne.

Selection criteria

Applicants will be required to provide a response to each of the following attributes via the online application form:

Displays integrity: is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful, values diversity, and shows courage and independence.

Thinks critically: is objective and impartial, uses logical and analytical processes, and distils the core of complex issues.

Learns about new policies and frameworks: is willing to acquire and apply knowledge of new accreditation standards and processes, including changes to them.

Applies expertise: actively applies knowledge of Aboriginal and Torres Strait Islander health practice; and experience in clinical education of Aboriginal and Torres Strait Islander health practice.

Communicates constructively: is articulate and diplomatic, is self-aware and reflects on personal impact and effectiveness, listens and responds constructively to contributions from others and writes clearly and succinctly.

Collaborates in the interests of the scheme: is a team player, flexible and cooperative, creates partnerships within and between the assessment team, the Accreditation Committee and the Program Accreditation team.

Selection process

All applications are submitted via PageUp, an online application platform.

The Accreditation Committee will convene a Selection Advisory Panel to assess all applications for appointment to the Aboriginal and Torres Strait Islander health practice list of accreditation assessors.

Shortlisted candidates may be interviewed to ensure that they have the necessary 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 one report will be obtained for all shortlisted candidates. Applicants are asked to nominate two to three referees who can support your application relevant to the selection criteria and duties of the position.

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.

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.

Remuneration

Accreditation assessors will be paid for the work they undertake on behalf of the Accreditation Committee. The daily fee paid to accreditation assessors (as of 1 July 2024) will be \$736.

For activities that are less than 4 hours, a quarter or half daily fee is payable.

Expenses

Travel, accommodation and incidentals such as meals during site visits are paid. More information on expenses and the process of payments and claims will be provided by the Program Accreditation team upon appointment.

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 payments when participating on assessment teams.