

## Information guide

---

October 2024

### Internationally Qualified Nurse and Midwife Examinations Committees

#### Guide for applicants

This guide includes information for individuals seeking appointment to the Internationally Qualified Nurse Examinations Committee or the Internationally Qualified Midwife Examinations Committee (examinations committees):

- information about the Nursing and Midwifery Accreditation Committee (Assessment of overseas qualified nurses and midwives) and the examinations committees
- selection criteria
- selection process, and
- sitting fees and remuneration information.

#### Introduction

##### **Nursing and Midwifery Accreditation Committee (Assessment of overseas qualified nurses and midwives) (NMAC) and the examinations committees**

The Nursing and Midwifery Board of Australia (Board) has adopted a pre-registration assessment of the knowledge, clinical skills and professional attributes of internationally qualified nurses and midwives (IQNM) wanting to register in Australia. The Board established the Nursing and Midwifery Accreditation Committee (Assessment of overseas qualified nurses and midwives) (NMAC) to oversee the assessment. The NMAC also make recommendations and gives advice to the Board about issues relating to the pre-registration assessment of IQNM and associated matters.

Some IQNM need to complete an outcomes-based assessment (OBA) to qualify for registration. The OBA comprises a multiple-choice question (MCQ) examination and an objective structured clinical examination (OSCE). There are separate MCQ examinations and OSCEs for internationally qualified registered nurses (IQRN), internationally qualified midwives (IQM) and internationally qualified enrolled nurses (IQEN).

The NMAC has convened the examinations committees as part of the arrangements established by NMAC to ensure the OBAs reflect good assessment practice and examination governance.

The NMAC welcomes applications for appointment to the examinations committees from people with and without a background in nursing and/or midwifery.

Appointments will be made by the NMAC and will be for a three-year term, with eligibility for reappointment. In deciding whether to appoint a person, the NMAC will consider their skills, knowledge and/or experience relevant to the examinations committees' functions and the selection criteria.

Appointments are expected to commence in January 2025.

##### **Australian Health Practitioner Regulation Agency**

The Australian Health Practitioner Regulation Agency (Ahpra) supports the NMAC and manages the policy and processes for the OBA. The examinations committees provide subject matter expertise and work with Ahpra on matters related to the maintenance, delivery and content of the OBA for IQNM.

## **Purpose of the examinations committees**

The examinations committees are important in managing risks related to the OBA and will facilitate:

- the reliability and validity of examination tools and processes
- the transparency and defensibility of examination results, and
- the consistency across examination sessions.

## **Functions of the examinations committees**

The examination committees are accountable to the NMAC and will:

- a) help the NMAC oversee the OBA for International qualified nurses and midwives (IQNMs), and
- b) make recommendations and give advice to the NMAC about issues relating to the OBA for IQNMs and associated matters including:
  - i. the maintenance, policy, delivery and content of the multiple-choice question (MCQ) examinations
  - ii. the maintenance, policy, delivery and content of the objective structured clinical examinations (OSCEs), and
  - iii. the selection of suitable examination facilities for delivery of the MCQ examinations (as relevant) and OSCEs.

In carrying out these functions, the examination committees will provide subject matter expertise and work with Ahpra to:

- a) monitor and give advice on content and procedural aspects of the IQNM MCQ examinations and OSCEs
- b) oversee and give advice on moderation of results for IQNM OSCEs
- c) ratify the results for IQNM OSCEs
- d) report to NMAC on IQNM MCQ examinations and OSCEs
- e) give advice about escalating or resolving any examination related issues identified by Ahpra, including issues raised by examiners and/or candidates during or after IQNM MCQ examinations and OSCEs
- f) exercise any powers and other responsibilities arising from the policies and processes for the OBA for IQNMs
- g) monitor and make recommendations and/or give advice to the NMAC on the policies and processes for the OBA for IQNMs, and related matters, and
- h) undertake any other work requested by the NMAC that is within the scope of the functions in these terms of reference.

## **Memberships**

Each examination committee will each consist of up to seven members including a member of the NMAC.

Members of the NMBA and its state and territory boards, and IQNM examiners are not eligible for appointment to the examination committees.

## **Meetings**

The IQNEC meet monthly and the IQMEC meet quarterly (four times a year) with out of sessions occurring as required. All meetings are held via Microsoft Teams.

## Selection criteria

All applicants must clearly demonstrate that they have skills, knowledge and/or experience relevant to the examination committees' functions and **at least one** of the following areas by responding to each criterion in the online application form:

- knowledge of contemporary nursing and midwifery practice within the Australian health care system
- experience and currency in design, implementation and/or evaluation of MCQ examinations and/or OSCE
- experience and currency in using psychometric analysis of examinations to optimise reliability and validity
- experience in health, education and/or regulation in Australia
- formal qualifications in health and/or education/pedagogy expertise
- experience in training and/or evaluation of OSCE examiners
- lived experience of successfully completing the current OBA for IQNMs.

## Attributes

In addition to the selection criteria above, the NMAC 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, creates partnerships within and between boards and Ahpra.

## Responsibilities and duties of members

The IQNEC and IQMEC are accountable to the NMAC and members are required to carry out their responsibilities as described in the examinations committee terms of reference and the National Law.

### Duty to act in the public interest

Members are required to act impartially and in the public interest in the exercise of their functions and put the public interest before any other interests, including the interests of any health profession or any entity that represents a health profession.

### Duty of confidentiality

Members are 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.

### Conflicts of interest

Members are to comply with the conflicts of interest requirements set out in the National Law. Members must put the public interest before the interests of particular IQNM or any entity that represents IQNM, the interests of the profession or any entity that represents the profession, and the interests of employers or any entity that represents employers.

### Statutory protection from personal liability

Members are provided with appropriate protection from personal liability when they exercise functions as described in the terms of reference and act in good faith.

## Code of conduct

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, shortlist applicants and prepare recommendations about appointments for the NMAC's consideration and decision.

Shortlisted applicants may be interviewed to ensure that they have the skills, knowledge and experience required to carry out the responsibilities described in the examinations committee terms of reference.

Shortlisted applicants 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 applicants.

Applicants are asked to nominate two to three referees who can respond to questions about their skills, knowledge and/or experience relevant to the examinations committees' functions and the selection criteria.

## Remuneration

Examinations committee members' remuneration is the same as the remuneration for members of a National Board.

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 <b>include</b> up to 4 hours travel time			Between 4-8 hours	Over 8 hours
Chair	224	448	896	448	896
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 for in-person meetings 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. The examinations committees meet virtually and no travel time applies to virtual meetings.

Under the *Superannuation Guarantee (Administration) Act 1992*, 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 in-person meetings when required. The examinations committees meet virtually and members are not entitled to claim any expenses for participating at virtual meetings.

### 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.

Applicants 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 the examinations committee.