



Aboriginal and Torres Strait
Islander Health Practice
Chinese Medicine
Chiropractic
Dental
Medical
Medical Radiation Practice
Nursing and Midwifery
Occupational Therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Australian Health Practitioner Regulation Agency

Call for applications

September 2016

Aboriginal and Torres Strait Islander Health Practice Accreditation Committee's list of approved accreditation assessors

Guide for applicants

This information package includes:

1. Procedures for appointing individuals to the list of approved accreditation assessors
2. Application form with Privacy Statement (Attachment 1)
3. Private interests declaration form (Attachment 2)
4. National Law Accreditation Definition (Attachment 3)

Please note: Should you be successful on appointment you will be required to complete a National Criminal History Check that will inquire into your past and to date convictions, except those protected by the Spent Convictions Scheme (see Part VIIC of the *Crimes Act 1914*). Eg. This may also include traffic infringements for some State and Territories.

While applications can be submitted at anytime, there is an immediate need for new assessors. If you are interested please apply now.

Information guide for potential candidates

Introduction

The Aboriginal and Torres Strait Islander Health Practice Accreditation Committee (Accreditation Committee) seeks applications from suitably qualified and/or experienced individuals, from across Australia, interested in being included on a list of approved assessors who the Accreditation Committee may appoint to be members of accreditation assessment teams. The Accreditation Committee establishes accreditation assessment teams to assess Registered Training Organisations (RTOs) and their delivery of the Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice (Certificate IV Qualification). The assessment is made against approved accreditation standards according to the processes outlined in the *Aboriginal and Torres Strait Islander health practice accreditation process*.

Each Assessment Team will generally comprise two assessors being:

- 1A an assessor who is a registered Aboriginal and Torres Strait Islander health practitioner, or an Aboriginal Health Worker, who has a sound knowledge of clinical practice and experience in clinical education, *or where this is not possible*
- 1B an assessor that has current experience in delivery of the HLT 40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice qualification and sound knowledge of Aboriginal and/or Torres Strait Islander Primary Health Care practice and experience in clinical education/workplace training - this person is not required to be a registered Aboriginal and Torres Strait Islander health practitioner or Aboriginal Health Worker, *and*
- 2 an assessor who has a sound knowledge of education and experience in teaching and learning – this person is not required to be a registered Aboriginal and Torres Strait Islander health practitioner.

The term of appointment of each assessor appointed to the list is three years. Each assessor must satisfactorily complete re-training prior to being eligible for re-appointment at the end of each three year term.

Who can apply?

The application process is ongoing however the Committee is urgently seeking expressions of interest from –

- registered Aboriginal and Torres Strait Islander health practitioners, or Aboriginal Health Workers and
- other individuals who have current experience in delivery of the HLT 40213 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice qualification and sound knowledge of Aboriginal and/or Torres Strait Islander Primary Health Care practice and experience in clinical education/workplace training.

The Committee is seeking to appoint assessors prior to the next round of assessor training scheduled for early 2017.

AHPRA Accreditation Unit

AHPRA's Accreditation Unit supports the accreditation committees established under the National Law for the Aboriginal and Torres Strait Islander health practice, Chinese Medicine and Medical Radiation practice professions.

The AHPRA Accreditation Unit is based in the National Office in Melbourne.

The purpose of the assessment teams

The assessment team evaluates information submitted by an education provider to the Accreditation Committee, and works with AHPRA's Accreditation Unit to prepare a report for the Accreditation Committee about whether the information demonstrates that the RTO and the Certificate IV qualification meet the standards and criteria in the *Aboriginal and Torres Strait Islander health practice accreditation standard*. The Accreditation Committee makes the decision about whether to accredit the program.

What is involved?

If the Accreditation Committee identifies you are suitable, you will be required to complete assessor training before being added to the list of approved assessors. Assessor training usually takes one full day and is held in Melbourne.

If you are added to the list of approved assessors, the staff from AHPRA's Accreditation Unit will contact you to ascertain your availability for particular assessment teams and check whether you have a real, perceived or potential conflict of interest in relation to any RTO. AHPRA staff will also provide advice about the timeframes and locations of meetings for the scheduled assessments.

If you are selected for an assessment team, you are likely to be required to travel interstate to participate in at least one full day meeting. If you are required to travel to any meetings, the cost of associated travel and accommodation will be paid.

Assessors are paid a fixed amount for each RTO assessment. This fixed amount has been calculated based on our estimation of the time reasonably required to evaluate an application and contribute to draft reports, including travel to and from any meetings.

While assessors from more remote locations will require more time to travel to/from, we estimate the average total time for each assessor to be about 40 hours and the corresponding fixed amount of the assessor payment is around \$2,600 for each RTO assessment.

Each assessor is likely to be allocated to no more than four (4) RTO assessments in a calendar year.

Selection process

Please complete the following:

1. Complete all sections of the Application Form - Application for appointment to the list of approved accreditation assessors of the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee – Attachment 1.
2. Respond to the selection criteria.
3. Complete all sections of the Private interests declaration form – Attachment 2.
4. Provide your CV or resume - this should be no more than 3 pages in length and set out your qualifications, relevant work experience and professional development in chronological order.
5. Send your application to statutoryappointments@ahpra.gov.au with the subject line: "Application ATSIHPAC – list of approved accreditation assessors".

After considering your Application and relevant documents:

The Accreditation Committee may ask you to complete a telephone interview to make sure you have the necessary qualifications, skills and experience to be an assessor. At the interview you will be asked to explain how you meet the four selection criteria listed above on Page 7.

After the interview, if you are identified by the Accreditation Committee as a potential assessor, we will send forms to you that you will need to complete. These forms require you to:

- provide information on whether you are a current member of other government or statutory bodies
- agree to undergo probity checks, which include:
 - providing certified proof of identity documents
 - a full National Criminal History Check by CrimTrac
 - an Australian Securities and Investments Commission disqualification register check, and
 - a National Personal Insolvency Index check conducted through the Australian Financial Security Authority.
- provide details of two referees who can comment on how you meet some of the selection criteria listed above.

If you are a registered health practitioner, the National Board records will be checked to ensure you are of good standing.

Attachment 1: APPLICATION FORM

Aboriginal and Torres Strait Islander Health Practice Accreditation Committee's list of approved accreditation assessors

Checklist for applicants

- ✓ Read the privacy information at the end of the application form
- ✓ Make sure to complete the entire application form (Attachment1)
 - Please note that the information marked with an * is optional. If you provide this information, it may be used to measure diversity in appointments
- ✓ Sign the declaration on the application form
- ✓ Please attach your CV or resume
 - Provided CV should be no more than 3 pages in length and set out your qualifications, relevant work experience and professional development
- ✓ Send your completed application either by Option 1 or Option 2 :

Option 1	Option 2
Mail the signed application form and CV to : National Board Appointments Australian Health Practitioner Regulation Agency GPO Box 9958 Melbourne VIC 3001	Email the signed application form and CV to: statutoryappointments@ahpra.gov.au

The application process is ongoing and the Committee is seeking to appointment assessors prior to the next round of assessor training scheduled for early 2017.

If you have any questions, please contact statutoryappointments@ahpra.gov.au. Your submission will be acknowledged by return email within 48 hours of receipt

Application form for appointment to the list of approved accreditation assessors of the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee. Please refer to information guide.

Contact details:

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other _____
Surname	
First name	
Other names	
Date of birth	
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/> Other _____
Residential address and postcode	
Postal address and postcode (if different from above)	
Telephone	Business:
	After hours:
	Mobile:
Email address	

Attachment 2: Application form continued

Do you identify as Aboriginal or Torres Strait Islander?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were you or at least one of your parents born overseas?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your country of birth*	
Do you speak a language other than English at home?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a culturally and linguistically diverse background?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you identify as a person with a disability?*	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you or have you ever previously been registered as a health practitioner?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please say what profession, and who issued your registration: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
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*Please note that the information marked with an * is optional. If you provide this information, it may be used to measure diversity in appointments*

Selection criteria

All applicants are required to respond to the Selection Criteria below. Please respond to the selection criteria as succinctly as possible which should be no more than 3 pages in length.

Please make sure that you have responded in 'typed word doc' Format. Number and reference your full name at the bottom of each page.

The Accreditation Committee seeks individuals who demonstrate the following attributes:

1. **Applies expertise:** actively applies one or more of the following:
 - knowledge of Aboriginal and/or Torres Strait Islander primary health care practice
 - knowledge and experience related to the Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice qualification or other Aboriginal and/or Torres Strait Islander primary health care qualifications
 - experience as an Aboriginal Health Worker
 - knowledge of education and experience in teaching and learning in any health related discipline
 - knowledge and experience in vocational education and training
 - experience in clinical education in any health related discipline
 - experience reviewing documents and providing feedback on content
 - experience in preparation of reports
 - experience working in small teams
2. **Communicates constructively:** is willing to share own thoughts, opinions and ideas and listens and responds constructively to contributions from others.
3. **Displays integrity:** is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful, values diversity, and shows courage and independence.
4. **Manages own workload:** completes task within defined timeframes.

Privacy Statement

The Australian Health Practitioner Regulation Agency (AHPRA) and the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee is collecting your personal information to assess your suitability for appointment to the list of approved accreditation assessors of the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee. Your information will be stored in a secured database (the AHPRA database) and will only be accessed by authorised officers of AHPRA or the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee.

AHPRA and the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee treats all personal information provided by an individual in support of an application for appointment in accordance with the laws that apply to AHPRA, including the applicable provisions of the *Privacy Act 1988* (Cth).

The personal information you provide in this application is required for the purposes of processing and assessing your application. It may be shared with other persons or organisations in order to assess your application. Should you wish to gain access to your personal information held by AHPRA please contact our Privacy Officer by writing to the Privacy Officer at the AHPRA office in your State or Territory.

When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the application process.

I _____, consent to the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee and AHPRA's use of personal information in this form (including any sensitive information such as gender or ethnic origin) as part of administering appointments to the list of approved accreditation assessors of the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee. This information may be shared with other persons or organisations as part of assessing the application.

Signature: _____

Date: _____

Permission seeking inquiries for Private Interests Declaration

I grant permission for inquiries to be made to establish the accuracy of any of the information provided by me in this form and accompanying attachments and to determine my suitability for appointment. I understand that these inquiries will involve the disclosure of my information for these limited purposes. I understand that the Aboriginal and Torres Strait Islander Health Practice Accreditation Committee, AHPRA and selection panels may make these inquiries of any persons or organisations they consider appropriate.

By signing this declaration, I acknowledge that if shortlisted for selection, I will be required to provide a completed *consent to check and release criminal history information and proof of identity form* (and attach my certified proof of identity documents), a completed *Declaration of private interests*, and grant permission for the conduct of probity checks, which will consist of:

- an Australia-wide criminal record check by CrimTrac; The National Criminal History Check will search your full history, nationally and from the first incident except those protected by the Spent Convictions Scheme (see Part VIIC of the *Crimes Act 1914*)?
- a check of the Australian Securities and Investment Commission (ASIC) register of persons prohibited/disqualified by ASIC under the provisions of *the Corporations Act 2001* (Cth)
- a check of the Australian Financial Security Authority (AFSA) National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth).

Signature: _____

Date: _____

Attachment 3: National Law

Part 6 of the National Law defines Accreditation Functions
Sections 42 – 51 will provide an overriding definition under the National Law relating to Accreditation.

Health Practitioner Regulation National Law (Victoria) Act 2009
No. 79 of 2009

App.

Part 6 Accreditation

Division 1 Preliminary

42 Definition

In this Part—

accreditation function means—

- (a) developing accreditation standards for approval by a National Board; or
- (b) assessing programs of study, and the education providers that provide the programs of study, to determine whether the programs meet approved accreditation standards; or
- (c) assessing authorities in other countries who conduct examinations for registration in a health profession, or accredit programs of study relevant to registration in a health profession, to decide whether persons who successfully complete the examinations or programs of study conducted or accredited by the authorities have the knowledge, clinical skills and professional attributes necessary to practise the profession in Australia; or
- (d) overseeing the assessment of the knowledge, clinical skills and professional attributes of overseas qualified health practitioners who are seeking registration in a health profession under this Law and whose qualifications are not approved qualifications for the health profession; or
- (e) making recommendations and giving advice to a National Board about a matter referred to in paragraph (a), (b), (c) or (d).