

Schedule 3 – Work Plan

For the 2019-2020 financial year the work to be undertaken by the Accreditation Authority is set out in:

1. Schedule 2
2. the existing project plan for development of Accreditation Standards for the RN Prescribing endorsement, and
3. the workplan below, which is based on the domains included in the Quality Framework Report, and relates to the Accreditation Authority's business and the projects agreed by the Board to deliver the objectives of the Accreditation Authority's strategic plan for 2019-2020. This workplan will be replaced with a revised workplan for 2019-20 once agreed by the parties.

The work plan will be reviewed and updated for future years in the Term of the Agreement, in accordance with Clause 6.

DOMAIN	ACTIVITY	START DATE	DUE DATE
Domain 1: Governance The accreditation authority effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.	Accreditation Authority's Board meets six times per year	August 2019	June 2020
	Accreditation Authority's Board Committees meet six times per year: <ul style="list-style-type: none"> • Governance Committee 	August 2019	June 2020
	Commence process for Accreditation Authority's Board appointments/reappointments	July 2020	October 2020
	Accreditation Authority's AGM	October 2020	October 2020
	Accreditation Authority's Board Charter and Policies review and update as required	July 2019	ongoing
	Professional Development for Accreditation Authority's Board Directors	February 2020	February 2020
	Accreditation Authority's Board attendance at cultural safety training	July 2019	December 2019
	The four Accreditation Authority's Accreditation Committees meet monthly to promote and protect the health of the community by: <ul style="list-style-type: none"> • reviewing the outcomes of assessments undertaken by Accreditation Authority's assessment teams for enrolled nurse programs of study • making recommendations on accreditation of the programs of study to the Accreditation Authority. 	July 2019	June 2020
	Accreditation Authority's Strategic Accreditation Advisory Committee meets quarterly to provide high level strategic advice to the Accreditation Authority's CEO in all areas relative to the accreditation function of the Accreditation Authority.	July 2019	June 2020

DOMAIN	ACTIVITY	START DATE	DUE DATE
	Liaison with external auditor to produce the audited financial statements and Directors report: <ul style="list-style-type: none"> FY 2018/19 FY2019/20 	July 2019 March 2020	August 2019 June 2020
	Financial and compliance reporting that informs and meet fiduciary responsibilities of Directors	Ongoing	June 2020
	Production of Accreditation Authority's Annual Report: <ul style="list-style-type: none"> FY 2018/19 FY 2019/20 	July 2019 April 2020	September June 2020
	Annual Quality Framework report 2018/19	September 2019	October 2019
	Mid-year Quality Framework report 2019/20	February 2020	March 2020
Domain 2: Independence The accreditation authority carries out its accreditation operations independently.	Accreditation Assessors: <ul style="list-style-type: none"> Maintain register of assessors Review Expressions of Interest from assessors Analyse skills of assessors and allocate to assessment teams (at least 3 per team) 	July 2019	ongoing
	Assessor Training Modules <ul style="list-style-type: none"> Testing with staff and experienced assessors Incorporate feedback from testing Transition and training for staff and assessors 	July 2019	December 2019
Domain 3: Operational management The accreditation authority effectively manages its resources to support its accreditation function under the National Law.	Professional Development for Accreditation Authority's staff to meet gaps identified in the skill assessment register: <ul style="list-style-type: none"> All staff to complete cultural safety training Policy writing Intelligence, risk and Investigation training Update and maintain skills assessment register.	July 2019	Ongoing
	NetSuite for Accreditation Project <ul style="list-style-type: none"> Transition Plan Communication Plan Transition and training for education providers and staff Phase two – incremental improvements for users evaluation and feedback Phase three – planning, go-no-go date 	Ongoing Ongoing December 2019	December 2019 December 2019 June 2020
	NetSuite for Accreditation Project <ul style="list-style-type: none"> First Program Monitoring Report April 2019 	Ongoing PMRs due on accreditation approval date	
	Risk-based process for accreditation <ul style="list-style-type: none"> Roll out process for all new accreditations 		

DOMAIN	ACTIVITY	START DATE	DUE DATE
	Transition to the new assessment process; <ul style="list-style-type: none"> Pre-assessment Assessment of accreditation 	June 2019	Ongoing
	Review and update policies associated with IT, information records and confidentiality as required	July 2019	ongoing
	Review Accreditation Fees: <ul style="list-style-type: none"> Brief AHPRA/NMBA Provide Accreditation Authority's Board with recommendation Implementation 	July 2019	December 2019
Domain 4: Accreditation standards The accreditation authority develops robust accreditation standards which have been set in advance for the assessment or programs of study and education providers	Midwife Accreditation Standards <ul style="list-style-type: none"> Complete consultative process Complete OBPR assessment Finalise draft accreditation standards for NMBA approval 	Ongoing	February 2020
	Re-entry to the Register Registered Nurse Accreditation Standards <ul style="list-style-type: none"> Complete consultative process Complete OBPR assessment Finalise draft accreditation standards for NMBA approval 	Ongoing	October 2019
	Re-entry to the Register Midwife Accreditation Standards <ul style="list-style-type: none"> Complete consultative process Complete OBPR assessment Finalise draft accreditation standards for NMBA approval 	March 2020	Ongoing October 2020
	Nurse Practitioner Accreditation Standards Commence the process for review of these standards.	October 2020	ongoing
	Registered Nurse Prescribing Accreditation Standards <ul style="list-style-type: none"> Complete consultative process Complete OBPR assessment Finalise draft accreditation standards for NMBA approval 	Ongoing	September 2019
	Essential evidence guides developed for completed Accreditation Standards Registered Nurse Prescribing Accreditation Standards Registered Nurse Re-entry Registered Nurse Midwife Re-entry Midwife Re-Entry Enrolled Nurse	3 months post sending Accreditation Standards to NMBA	
	Domain 5: Processes for accreditation of	Accreditation workload: <ul style="list-style-type: none"> Commence assessment of 44 new Programs Completion of 227 milestones (5 	July 2019

DOMAIN	ACTIVITY	START DATE	DUE DATE
programs of study and education providers The accreditation authority applies the approved accreditation standards and has rigorous, fair and consistent processes for accrediting programs of study and their education providers.	milestones per program) <ul style="list-style-type: none"> Assessment of 10 (average) Major Modifications will be commenced 		
	196 Program Monitoring reports will be assessed Approximate 50 targeted reports will be assessed	July 2019	ongoing
	Investigation of complaints or appeal requests (7 average)	July 2019	ongoing
	Review of Accreditation Authority's Accreditation Committees	July 2019	December 2019
	Transition of Bachelor of Nursing Programs to meet new NMBA English Language Skills Registration Standard (64 programs)	When standards published	1 year to date
	Accreditation Workflow smoothing of expiry dates	July 2019	ongoing
Domain 8: Stakeholder collaboration The accreditation authority works to build stakeholder support and collaborates with other national and international accreditation authorities including other health profession accreditation authorities.	Redesign website to build better communication links with stakeholders by continually improving the website	July 2019	ongoing
	Develop and implement Digital Marketing Plan	Ongoing	July 2019
	Improve engagement with stakeholder through the bimonthly newsletter	August 2019	April 2020
	Improve transparency with stakeholders through the circulation of Accreditation Authority's Board Communique following Accreditation Authority's Board Meetings	July 2019	May 2020
	Engage stakeholders in the development of accreditation standards	July 2019	Ongoing
	Engage Education Providers in evaluation and feedback survey following the completion of their accreditation assessment Analyse survey for quality improvement	July 2019	Ongoing
	Implement and action activities in the 'Reflect RAP'	July 2019	December 2019
	Develop second RAP of Innovate level	December 2019	January 2020
	Implement and action activities in the 'Innovate RAP'	January 2020	June 2020
	Engage with the Health Professionals Collaborative Forum (HPACF) to progress the work they are undertaking. Attendance at bimonthly HPACF meetings	July 2019	June 2020
	Partner with Australian Pharmacy Council to host an interprofessional colloquium.	November 2019	May 2020
	Use the stakeholder engagement framework to develop communication plans for engagement activities	July 2019	ongoing
	Simulation research project:	Ongoing	Ongoing

DOMAIN	ACTIVITY	START DATE	DUE DATE
	<ul style="list-style-type: none"> Review committee Accreditation Authority's Board reporting 		
	<p>Conference presentations/attendance:</p> <ul style="list-style-type: none"> 10 national 2 international <p>Attendance and sponsorship of Accreditation Authority's Member Organisation Conferences</p> <ul style="list-style-type: none"> CATSiNaM ACN ACM 	July 2019	June 2020
	<p>Stakeholder Meetings</p> <ul style="list-style-type: none"> Australian and New Zealand Council of Chief Nursing and Midwifery Officers (ANZCCNMO) Australian Skills Quality Authority Coalition of National Nursing and Midwifery Organisations (CONNMO) Council of Deans Nursing and Midwifery (CDNM) Health Professions Accreditation Collaborative (HPAC Forum) Forum Tertiary Education Quality and Standards Agency NZ Nursing Council NZ Midwifery Council AHPRA/NMBA NMSRG Other stakeholder meetings as required 	Ongoing	Ongoing

Schedule 4– Funding arrangements

The funding principles below will guide accreditation authorities, National Boards and AHPRA for the 2019/20 financial year initially. These funding principles may be reviewed under clause 6.

Item 1 – Funding Principles

These Funding Principles are to be applied by accreditation authorities, National Boards and AHPRA when they are considering and agreeing on the funding to be provided to the accreditation authority by the National Board/AHPRA for performance of the accreditation functions.

The principles aim to promote consistency, transparency and accountability for use of registrant fees to fund the accreditation function.

AHPRA, in consultation with the National Board, will provide funding through registrant fees to enable the accreditation authority to manage its business and risks by covering some of the indirect costs of activities related to program accreditation including monitoring.

The following principles will apply, in addition to the guiding principles and objectives of the National Law, and the Quality Framework for the Accreditation Functions, when an accreditation authority is requesting funding from a National Board/AHPRA (funding request) and when a National Board/AHPRA decide to provide funding to an accreditation authority (funding decision):

1. Requests for funding should be reasonable and proportionate to the activities being funded.
2. The funding provided by the National Board/AHPRA should cover a proportion of the governance costs related to the accreditation functions.
3. The funding provided by the National Board/AHPRA for the development and review of accreditation standards should be requested and considered separately to the funding of other accreditation functions.
4. Requests for increases in funding from the previous year should not usually exceed the indexation range applicable to National Board fee increases (up to 3% per annum).
5. Where an accreditation authority considers an increase in funding above the indexation range is required, it should put the funding request and a business case supporting the increase above the indexation range to AHPRA and the National Board for their consideration.
6. Such a request and business case should be forwarded to AHPRA and the National Board by mid-February or earlier each year to enable them to have sufficient time to properly consider the funding request.
7. AHPRA and the National Board may agree to the requested increase in funding or propose to agree to a lesser amount. Such a proposal and reasons for that proposal should be forwarded to the accreditation authority to enable it to have sufficient time to properly consider the proposed funding amount and reasons.
8. AHPRA and the National Board should agree to provide sufficient funding to enable the accreditation authority to effectively deliver the accreditation functions through a combination of funding provided by the National Board/AHPRA and funding from other sources that is provided as a direct result of the Accreditation Authority being assigned and exercising statutory functions under the National Law.

Item 2 – Funds

Total funding for 2019/2020 financial year is \$2,807,427 (excluding GST) for performance of the accreditation functions in Schedule 2 in accordance with the Work Plan in Schedule 3, subject to ANMAC providing a more detailed breakdown of the funding and a revised workplan with further information about key components. Excludes the funding for developing Registered Nurse Prescribing Accreditation Standards that is set out in a separate agreement.

The funding for the 2019/2020 financial year is payable in four instalments on the following dates and in accordance with clause 5.2 of the Head Agreement.

Date	GST exclusive
1 July 2019	\$701,857
1 October 2019	\$701,857
1 January 2020	\$701,857
1 April 2020	\$701,856