

Schedule 3 – Work Plan

For the 2023-2024 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 work plan 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 2023/2024.

The work plan may be reviewed and updated in the Term of the Agreement, in accordance with Clause 6.

Domain 1: Governance

The accreditation authority effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
Accreditation Authority's Board and Governance Committees The Accreditation Authority's Board meet six times per year (including strategic planning day) plus the associated board committees including: • Governance Committee - will meet five times per year before the Board meeting. The role of the committees is to ensure our governance systems, policies and procedures: ○ Comply with current regulatory requirements ○ Reflect contemporary business, governance, policy, and ethical requirements. • Finance, Audit and Risk Committee will meet five times per year before the Board meeting. The role of the committee is to assist the Board to fulfil its oversight responsibilities in: ○ Financial reporting ○ Internal control systems ▪ Compliance management ▪ Risk management systems ▪ Internal and external audit functions. • Annual General Meeting will be held in November 2023. Accreditation Authority's Board attendance at cultural safety training (four Directors to undertake face-to-face cultural safety training). Accreditation Authority's Board Charter and Policies reviewed and updated as required.	1 July 2023	30 June 2024

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
Review and update the ANMAC Board policies.	1 July 2023	30 June 2024
Accreditation Authority's Strategic Accreditation Advisory Committee meets three times per year to provide high level strategic advice to the Accreditation Authority's CEO in all areas relative to the accreditation function of the Accreditation Authority.	1 July 2023	30 June 2024
The four Accreditation Authority's Accreditation Committees meet monthly to promote and protect the health of the community by: - reviewing the outcomes of assessments undertaken by Accreditation Authority's assessment teams for nursing and midwifery programs of study and making recommendations on accreditation of the programs of study to the Accreditation Authority. - Preparation of the monthly Accreditation Decisions Report for the NMBA	1 July 2023	30 June 2024
Production of Accreditation Authority's Annual Compliance Reporting requirements: - Financial and compliance reporting that informs and meet fiduciary responsibilities of Directors - Liaison with external auditor to produce the audited financial statements and Directors' report. - Development of ANMAC workplan - Annual Report 2022/2023 - Annual key performance indicator report 1 July 2022 – 30 June 2023 (November 2023) - Mid-year exception report under Agreement (April 2024)	July 2023 July 2023	October 2023 November 2023 April 2024

Domain 2: Independence

The accreditation authority carries out its accreditation operations independently.

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
The ANMAC Board has a strong Governance framework with a register of interests and conflict of interest policies for all Board and committee meetings. This ensures that members are not participating in decisions where there is either a clear or a perceived conflict of interest. There is a process for advertising and interviewing for candidates that are required for Board and committee members.	1 July 2023	30 June 2024
Management of Accreditation Assessors: - Maintain register of assessors - Review Expressions of Interest received from assessors Analyse skills of assessors and allocate to assessment teams (at least 3 per team)	1 July 2023	30 June 2024
Assessor Training Modules - Operational - Ongoing evaluation of module content	1 July 2023	30 June 2024

Domain 3: Operational management

The accreditation authority effectively manages its resources to support its accreditation function under the National Law.

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
Administrative Support: including human resources, finance, management, policy and guideline development and day to day administration to maintain operational running of the organisation.	1 July 2023	20 June 2024
Overheads: including rent/ lease arrangements, electricity, water, infrastructure, IT, maintenance, cleaning, etc. (relevant to accreditation)	1 July 2023	20 June 2024

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.

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
Review and development of Nurse Practitioner Accreditation Standards with Essential Evidence Guides	July 2023	March 2024
Administrative support for the development of Accreditation standards		
Coordination of meetings with a mix of face-face and video conferencing.		
Review and development of Registered Nurse Prescribing Accreditation Standards with Essential Evidence Guides	Ongoing	
Review and development of Programs leading to endorsement for Scheduled Medicines Midwife Accreditation Standards	Ongoing	
Review of Re-entry to the Register Midwife Accreditation Standards 2016 and Re-entry Registered Nurse Accreditation Standards 2014	on hold	on hold
Review and development of Enrolled Nurse Accreditation Standards	July 2023	June 2024

Domain 5: Processes for accreditation of 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.

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
Accreditation workload: - Commence assessment of 25 new Programs - Completion of 125 milestones (5 milestones per program) - Assessment of 10 (average) major program changes will be commenced 180 Program Monitoring reports will be assessed approximately 100 targeted reports will be assessed - Transition of Diploma in Nursing Programs to updated training package Accreditation Workflow smoothing of expiry dates - ongoing Administrative management of the accreditation process Engage Education Providers in evaluation and feedback survey following the completion of their accreditation assessment.	1 July 2023	30 June 2024
Investigation of complaints continues to be undertaken in accordance with ANMAC's complaint management system and process. Appeal requests may increase due to commencement of National Health Ombudsman role in accreditation	1 July 2023	30 June 2024

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.

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
Improve transparency and engagement with stakeholders through a bimonthly newsletter.	1 July 2023	30 June 2024
Improve ANMAC Board communication with stakeholders with periodic communiques.	1 July 2023	30 June 2024
Engage stakeholders in the development of accreditation standards.	Ongoing	Ongoing
Implement and action activities in the 'Innovate RAP.'	1 July 2023	30 June 2024
Engage with the Health Professionals Collaborative Forum (HPACF) to progress the work they are undertaking. Attendance at HPACF meetings held bimonthly (six meetings per year).	1 July 2023	30 June 2024

Activity: 1 July 2023 - 30 June 2024	Start date	Due date
Partner with Australian Pharmacy Council to host an interprofessional colloquium.	1 July 2023	May 2024
Accreditation projects that emanate from the Board strategic Plan	1 July 2023	30 June 2023
Stakeholder engagement and meetings Conference presentations/attendance: • Approximately 10 national • 2 international conferences ○ ICN Nurse Practitioner Network Montreal July 2023 ○ Council on Licensure, Enforcement & Regulation Education Conference – Salt Lake City, September 2023 Stakeholder meetings: • 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: ○ Forum ○ Accreditation Managers • Tertiary Education Quality and Standards Agency • NZ Nursing Council/NZ Midwifery Council • Ahpra/NMBA • NMSRG • NNMEAN Other stakeholder meetings as required.	1 July 2023	30 June 2024

Schedule 4 – Funding arrangements

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 8% per annum for the 2023/24 financial year).
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 the 2023/2024 financial year is: \$3,218,400 (ex GST).

The funding 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 2023	\$804,600
1 October 2023	\$804,600
1 January 2024	\$804,600
1 April 2024	\$804,600