

Application Guide

June 2015

Chinese Medicine Board of Australia

- list of approved persons for appointment to panels, and/or
- Registration and Notifications Committee

Guide for applicants

This information package includes:

- information about the vacant roles under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory,
- selection criteria,
- selection process,
- sitting fees and remuneration information, if application is successful, and
- relevant sections of the National Law.

Please also refer to the application documents:

- application form with declarations
- national criminal history check consent form, and
- declaration of private interests form.

Information for potential candidates

Introduction

The Chinese Medicine Board of Australia (the Board) seeks nominations and expressions of interest from qualified Chinese Medicine practitioners registered in the division of Chinese herbal medicine, Acupuncture and/or Chinese herbal dispensing, and community members interested in being included on either:

- a list of approved persons for appointment to health panels, performance and professional standards hearings panels, or
- the Registration and Notifications Committee, to assist the Board in its primary role of protecting the public.

Please note that applicants may apply for both vacancies, however successful candidates will only be appointed to either the Committee or the list of approved persons for appointment to panels in order to avoid any potential conflicts.

AHPRA

AHPRA supports the National Boards in managing the registration and notifications for health practitioners and students across Australia.

AHPRA has a national office based in Melbourne and offices in every state and territory to support local boards and committees.

National Boards

The following 14 National Boards regulate the corresponding health professions under the Health Practitioner Regulation National Law:

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

List of approved persons for appointment to panels

The National Law provides for the establishment of health panels and performance and professional standards panels by National Boards where required to undertake hearings into specific health, performance or conduct matters. Such panels will consist of members chosen from a list of persons approved by National Boards. The relevant provisions of the National Law relating to panels are set out in Division 11 of Part 8 of the National Law. Relevant extracts are reproduced in this information package.

Health panels

Section 181 of the National Law provides for the establishment of health panels consisting of at least three members. At least one member must be a registered health practitioner in the relevant health profession for which the Board is established; at least one member must be a medical practitioner;

and at least one member must never have been a registered health practitioner in the health profession for which the Board has been established. If possible, panel members must be chosen from the jurisdiction in which the matter the subject of the hearing occurred.

Performance and professional standards panels

Section 182 of the National Law provides for the establishment of performance and professional standards panels consisting of at least three members. At least half, but no more than two-thirds, of the members of the panel must be registered health practitioners in the health profession for which the Board is established; and at least one member must be a community member. If possible, panel members must be chosen from the jurisdiction in which the matter the subject of the hearing occurred.

List of approved persons

Section 183 of the National Law provides for National Boards to appoint individuals to a list of persons approved to be appointed as members of panels.

The panels are established from time to time by the Board under the *Health Practitioner Regulation National Law*, as in force in each state or territory (the National Law). Under the National Registration and Accreditation Scheme (the National Scheme), anyone with a concern about a health practitioner can make a notification to the Australian Health Practitioner Regulation Agency (AHPRA), which, if appropriate, instigates a process of investigation and further actions.

During the notifications process, the Board, working closely with the relevant state/territory health complaints entity (such as the Queensland Health Quality and Complaints Commission), may decide that the practitioner who is the subject of the notification needs to be referred to a panel.

In preparation for this the Board has a list of approved persons for appointment to panels who may be called on to be part of a health panel or performance and professional standards panel if required. The Board is now inviting interested persons to apply to be added to this list of approved persons for appointment to panels.

Under the National Law, panels must have a certain number of members from the relevant health practitioner profession and community members. Recruitment in accordance with s183(2) of the National Law, to the extent practicable, will exclude individuals whose residence or principal place of practice is in a co-regulatory jurisdiction (i.e. NSW).

The purpose of the panels

The panels make independent decisions on the information before them, which may include reports and assessments about the health professional who is the subject of the notification and subsequent investigation.

A panel may make a number of decisions under the National Law, including dismissing the matter, imposing conditions on a health practitioner's registration, suspending the practitioner's registration, or, for a performance and professional standards panel, cautioning or reprimanding the practitioner.

What is involved?

If you are selected by the Board to be part of the list of approved persons for appointment to panels, you may or may not be called on to be part of a panel. If you are called on to be part of a panel, you will be contacted by AHPRA staff who will explore your availability and check that you do not have a conflict of interest in relation to the particular matter. AHPRA staff will also provide advice about the location and timeframe of the panel hearing.

There is an expectation that each hearing would include approximately half to one day of preparation time to review the documentation supplied by the notifier, practitioner and the investigator.

Term of appointment

The Board is seeking to fill health practitioner vacancies only to the list of approved persons for appointment to panels.

All appointments are made by the Board under the National Law, and your application will be assessed by a Selection Advisory Panel. All appointments are for up to three years, with eligibility for re-appointment, and are expected to commence in late 2015.

Registration and Notifications Committee

The Registration and Notification Committee (the Committee) is established by the Board pursuant to Schedule 4, clause 11 of the Health Practitioner Regulation National Law Act as in force in each state and territory (the National Law) to exercise any functions or powers delegated to the Committee under section 37 of this National Law.

The purpose of the Committee

The Committee has been established to decide applications for registration and to assist the Board in relation to the assessment and processing of complex applications and other tasks, as required. The Committee is also responsible for assessing all notifications regarding Chinese Medicine health practitioners.

The Committee decides whether or not to investigate individual matters and whether to refer them to other agencies. Where the Committee decides to investigate a matter further, it defines the issues of concern and develops a strategy for the investigation, including whether a performance and/or health assessment is indicated.

Other functions of the committee are, and not limited to:

- provide advice to AHPRA staff regarding the Health Complaints Entities as required
- advise the Board and AHPRA on the ongoing relevance and effectiveness of the provisions of the instrument of delegation with respect to the functions of the Committee
- make recommendations and provide advice to the Board on relevant matters including the Committee structure, meeting format, schedule and procedures, emerging trends or issues relating to registration and notifications, and
- consider and provide advice to the Board on matters as requested by the Board or exercise any other functions delegated to it by the Board relating to registration and notifications.

What is involved?

The Committee shall meet at least monthly and face to face unless otherwise approved by the Chair of the Committee in accordance with Schedule 4, clause 16 of the National Law.

Term of appointment

The Committee is to total five (5) members, consisting of three (3) members from the Board and two (2) non-Board members. Two (2) of the five (5) members must be community members.

The Board is currently seeking to fill one (1) health practitioner and one (1) community member vacancy on the Committee.

All appointments are made by the Board under the National Law, and your application will be assessed by a Selection Advisory Panel. Appointments are for a period of one year and may be reappointed for no more than two consecutive periods, and are expected to commence in mid to late 2015.

Selection criteria – committee or panel hearing applicants

In selecting candidates for appointment by the Board to either the list of approved persons or the committee, the selection criteria listed below will be taken into account:

1. a demonstrated high level of performance in a relevant field including, if applicable, in the relevant health profession community. Demonstrated leadership, teamwork and/or management skills would be beneficial, and previous board, tribunal, panel hearings, committees and/or senior management experience would be an advantage
2. demonstrated integrity and a good reputation in the community is essential
3. capacity to demonstrate impartiality, open-mindedness, sound judgment, and fairness and a knowledge of, or an ability to acquire knowledge of, the rules of procedural fairness and natural justice
4. appreciation of the need for quality and consistency in decision-making
5. a clear understanding of the objectives, roles, duties and obligations of members of hearing panels or committees.
6. capacity to develop sound knowledge and understanding of legislation relevant to the National Board including the Health Practitioner Regulation National Law, as in force in each state and territory
7. an appreciation of appropriate standards of professional care and the role of health practitioner registration boards in protecting the public
8. an understanding of the health sector, broader health issues and how these relate to the health profession regulated by the National Board
9. interpersonal and communication skills including:
 - a. oral and written communication skills and effective interviewing and listening skills of a high order
 - b. highly developed analytical skills
 - c. ability to prepare high quality written decisions
 - d. ability to show respect, tact and empathy when dealing with the various people and issues involved in a panel hearing or a committee
 - e. ability to work effectively as a member of a multidisciplinary team

Compulsory selection criteria for to be addressed:

Applicants must include a brief statement addressing the below points in their application:

1. Community member applicants (committee applicants only):
 - a. ability to analyse/synthesise large documents;
 - b. understanding of the health system.
2. Registered practitioner member applicants (panel and committee applicants):
 - a. at least five (5) years clinical experience;
 - b. a minimum of Bachelor degree level Chinese medicine qualification.

Attributes:

Identified below are *Attributes* which are common to all members of national committees and the panel list. While applicants do not have to address each individual attribute, they are provided below for your information:

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.

A *health practitioner* must be a practicing experienced registered health practitioner with current and recent practice experience of good standing in the health profession for which the National Board is established.

A *community member* must be able to represent the views and opinions of members of the community. They should possess qualifications and/or experience rendering them suitable for appointment. A community member must not at any time have been registered as a health practitioner in the relevant health profession.

Selection process

Shortlisted applicants may be interviewed and assessed to ensure that they have the necessary qualifications, skills and experience for the position. Applicants are also required to provide information on whether they are current members of other government or statutory bodies.

Applicants will be required to provide proof of identity, and if shortlisted undergo probity checks, which include:

- a 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.

Where the applicant is a practitioner, a check of National Board records will be undertaken to ensure that the practitioner is of good standing. Copies of relevant documents are included in this package for your information.

Referee reports

Referee reports are an important part of the selection process and at least one report will be obtained for all shortlisted applicants. Shortlisted applicants are asked to nominate two to three referees who can support the application relevant to the key selection criteria and duties of the position.

Remuneration

The rate for panel and committee members is determined by the Australian Health Workforce Ministerial Council having regard to the remuneration generally applied to regulatory bodies with a substantial influence on the health industry.

The current 2014 remuneration (daily sitting fee) is detailed in the table below. The full day rate applies to all meetings or hearings and other assignments in excess of four hours in a day. The fees paid are assessable under the Income Tax Assessment Act 1997.

In addition to the attendance fee, members may be paid an additional fee for preparation or research as this represents an essential part of the task. It is payable at the same rate as the sitting fee outlined above.

Under the *Superannuation Guarantee (Administration) Act 1992* you are eligible to receive contributions at 9.5% cent of your total annual remuneration to a superannuation fund of your choice, payable when you are paid more than \$450 in fees in a calendar month.

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra travel time	
	Daily sitting fee (more than 4 hours in a day)	Between 4-8 hours	Over 8 hours
Member	\$607	\$303	\$607

For meetings that are less than 4 hours, half the daily fee is payable.

Expenses

Panel and committee members are entitled to claim travel, accommodation and subsistence expenses incurred as part of participating on a panel. More information on allowances and the process of payments and claims will be provided if you are appointed.

Government or statutory employees

AHPRA recognises that government and statutory employees may be bound by their employer policy regarding payment for employment undertaken outside of the employer which may alter the way members are paid. Information regarding the administration of payment is available on request.

We recommend you consult with your employer prior to applying to ensure you can arrange an acknowledgement of permission from your employer to be appointed as a panel or committee member, and/or receive remuneration, should you be successful.

Relevant sections of the National Law

The Health Practitioner Regulation National Law

Objectives and guiding principles

The objectives and guiding principles of the National Law are set out in section 3 of the National Law as follows:

- (1) The object of this Law is to establish a national registration and accreditation scheme for:
 - (a) the regulation of health practitioners; and
 - (b) the registration of students undertaking:
 - (i) programs of study that provide a qualification for registration in a health profession; or
 - (ii) clinical training in a health profession.
- (2) The objectives of the national registration and accreditation scheme are:
 - (a) to provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered; and
 - (b) to facilitate workforce mobility across Australia by reducing the administrative burden for health practitioners wishing to move between participating jurisdictions or to practise in more than one participating jurisdiction; and
 - (c) to facilitate the provision of high quality education and training of health practitioners; and
 - (d) to facilitate the rigorous and responsive assessment of overseas-trained health practitioners; and
 - (e) to facilitate access to services provided by health practitioners in accordance with the public interest; and
 - (f) to enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.
- (3) The guiding principles of the national registration and accreditation scheme are as follows:
 - (a) the scheme is to operate in a transparent, accountable, efficient, effective and fair way;
 - (b) fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme;
 - (c) restrictions on the practice of a health profession are to be imposed under the scheme only if it is necessary to ensure health services are provided safely and are of an appropriate quality.

Division 11 Panels

181 Establishment of health panel

- (1) A National Board may establish a health panel if—
 - (a) the Board reasonably believes, because of a notification or for any other reason, that a registered health practitioner or student has or may have an impairment; and
 - (b) the Board decides it is necessary or appropriate for the matter to be referred to a panel.
- (2) A health panel must consist of the following members chosen from a list referred to in section 183—
 - (a) at least one member who is a registered health practitioner in the health profession for which the Board is established;
 - (b) at least one member who is a medical practitioner with expertise relevant to the matter the subject of the hearing;
 - (c) at least one member who is not, and has not been, a registered health practitioner in the health profession for which the Board has been established.
- (3) In choosing members of the panel, the National Board must, if possible, choose a member from the jurisdiction in which the matter the subject of the hearing occurred.
- (4) No more than half of the members of the panel may be registered health practitioners in the health profession for which the Board is established.
- (5) However, if the registered health practitioner the subject of the hearing is a medical practitioner, a member of the panel referred to in subsection (2)(b) is not to be considered to be registered in the health profession for which the Board is established for the purposes of subsection (4).
- (6) A person cannot be appointed to the panel if the person has been involved in any proceedings relating to the matter the subject of the hearing by the panel.

182 Establishment of performance and professional standards panel

- (1) A National Board may establish a performance and professional standards panel if—
 - (a) the Board reasonably believes, because of a notification or for any other reason, that—
 - (i) the way a registered health practitioner practises the health profession is or may be unsatisfactory; or
 - (ii) the registered health practitioner's professional conduct is or may be unsatisfactory; and
 - (b) the Board decides it is necessary or appropriate for the matter to be referred to a panel.
- (2) A performance and professional standards panel must consist of at least 3 members.
- (3) In choosing members of the panel, the National Board must, if possible, choose a member from the jurisdiction in which the matter the subject of the hearing occurred.
- (4) At least half, but no more than two-thirds, of the members of the panel must be persons who are registered health practitioners in the health profession for which the Board is established, and chosen from a list approved under section 183.
- (5) At least one member must be a person who represents the community and chosen from a list approved under section 183.
- (6) A person may not be appointed to the panel if the person has been involved in any proceedings relating to the matter the subject of the hearing by the panel.

183 List of approved persons for appointment to panels

- (1) A National Board may appoint individuals to a list of persons approved to be appointed as members of panels.
- (2) To the extent practicable, individuals appointed under subsection (1) should not—
 - (a) for registered health practitioners, be individuals whose principal place of practice is in a co-regulatory jurisdiction; or
 - (b) otherwise, be individuals who live in a co-regulatory jurisdiction.

184 Notice to be given to registered health practitioner or student

- (1) A panel must give notice of its hearing of a matter to the registered health practitioner or student the subject of the hearing.
- (2) The notice must state—
 - (a) the day, time and place at which the hearing is to be held; and
 - (b) the nature of the hearing and the matters to be considered at the hearing; and
 - (c) that the registered health practitioner or student is required to attend the hearing; and
 - (d) that the registered health practitioner may be accompanied at the hearing by an Australian legal practitioner or other person; and
 - (e) that if the registered health practitioner or student fails to attend the hearing the hearing may continue, and the panel may make a decision, in the practitioner's or student's absence; and
 - (f) the types of decision the panel may make at the end of the hearing.

185 Procedure of panel

- (1) Subject to this Division, a panel may decide its own procedures.
- (2) A panel is required to observe the principles of natural justice but is not bound by the rules of evidence.
- (3) A panel may have regard to—
 - (a) a report prepared by an assessor about the registered health practitioner or student; and
 - (b) any other information the panel considers relevant to the hearing of the matter.

186 Legal representation

- (1) At a hearing of a panel, the registered health practitioner or student the subject of the hearing may be accompanied by an Australian legal practitioner or another person.
- (2) An Australian legal practitioner or other person accompanying the registered health practitioner or student may appear on behalf of the practitioner or student only with the leave of the panel.
- (3) The panel may grant leave for an Australian legal practitioner or other person to appear on behalf of the registered health practitioner or student only if the panel considers it appropriate in the particular circumstances of the hearing.

187 Submission by notifier

If a matter the subject of a hearing before a panel relates to a notification, the notifier may, with the leave of the panel, make a submission to the panel about the matter.

188 Panel may proceed in absence of registered health practitioner or student

At a hearing, a panel may proceed in the absence of the registered health practitioner or student the subject of the proceedings if the panel reasonably believes the practitioner or student has been given notice of the hearing.

189 Hearing not open to the public

A hearing before a panel is not open to the public.

190 Referral to responsible tribunal

A panel must stop hearing a matter and require the National Board that established the panel to refer the matter to a responsible tribunal under section 193 if, at any time—

- (a) the practitioner or student the subject of the hearing asks the panel for the matter to be referred to a responsible tribunal under section 193; or
- (b) if the subject of the hearing is a registered health practitioner—
 - (i) the panel reasonably believes the evidence demonstrates the practitioner may have behaved in a way that constitutes professional misconduct; or

- (ii) the panel reasonably believes the evidence demonstrates the practitioner's registration may have been improperly obtained because the practitioner or someone else gave the Board information or a document that was false or misleading in a material particular.

191 Decision of panel

- (1) After hearing a matter about a registered health practitioner, a panel may decide—
 - (a) the practitioner has no case to answer and no further action is to be taken in relation to the matter; or
 - (b) one or more of the following—
 - (i) the practitioner has behaved in a way that constitutes unsatisfactory professional performance;
 - (ii) the practitioner has behaved in a way that constitutes unprofessional conduct;
 - (iii) the practitioner has an impairment;
 - (iv) the matter must be referred to a responsible tribunal under section 193;
 - (v) the matter must be referred to another entity, including, for example, a health complaints entity, for investigation or other action.
- (2) After hearing a matter about a student, a health panel may decide—
 - (a) the student has an impairment; or
 - (b) the matter must be referred to another entity, including, for example, a health complaints entity, for investigation or other action; or
 - (c) the student has no case to answer and no further action is to be taken in relation to the matter.
- (3) If a panel decides a registered health practitioner or student has an impairment, or that a practitioner has behaved in a way that constitutes unsatisfactory professional performance or unprofessional conduct, the panel may decide to do one or more of the following—
 - (a) impose conditions on the practitioner's or student's registration, including, for example, in relation to a practitioner—
 - (i) a condition requiring the practitioner to complete specified further education or training within a specified period; or
 - (ii) a condition requiring the practitioner to undertake a specified period of supervised practice; or
 - (iii) a condition requiring the practitioner to do, or refrain from doing, something in connection with the practitioner's practice; or
 - (iv) a condition requiring the practitioner to manage the practitioner's practice in a specified way; or
 - (v) a condition requiring the practitioner to report to a specified person at specified times about the practitioner's practice; or
 - (vi) a condition requiring the practitioner not to employ, engage or recommend a specified person, or class of persons;
 - (b) for a health panel, suspend the practitioner's or student's registration;
 - (c) for a performance and professional standards panel, caution or reprimand the practitioner.
- (4) If a panel decides to impose a condition on a registered health practitioner's or student's registration, the panel must also decide a review period for the condition.
- (5) A decision by a panel that a registered health practitioner has no case to answer in relation to a matter does not prevent a National Board or adjudication body taking the matter into consideration at a later time as part of a pattern of conduct or practice by the health practitioner.

192 Notice to be given about panel's decision

- (1) As soon as practicable after making a decision under section 191, a panel must give notice of its decision to the National Board that established it.
- (2) The National Board must, within 30 days after the panel makes its decision, give written notice of the decision to—
 - (a) the registered health practitioner or student the subject of the hearing; and
 - (b) if the hearing related to a notification, the notifier.
- (3) The notice given to the registered health practitioner or student must state—
 - (a) the decision made by the panel; and
 - (b) the reasons for the decision; and

- (c) that the registered health practitioner or student may appeal against the decision; and
 - (d) how an application for appeal may be made and the period within which the application must be made.
- (4) The notice to the notifier must include information about the decision made by the panel but only to the extent the information is available on the National Board's register.

National Committees

- (1) The Board and any of its Committees function under the National Law. The object of this Law is to establish a national registration and accreditation scheme for:
- (1) The regulation of health practitioners.
 - (2) The registration of students undertaking:
 - a. programs of study that provide a qualification for registration in a health profession; or
 - b. clinical training in a health profession.
- (2) The objectives of the national registration and accreditation scheme are:
- (1) To provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered.
 - (2) To facilitate workforce mobility across Australia by reducing the administrative burden for health practitioners wishing to move between participating jurisdictions or to practise in more than one participating jurisdiction.
 - (3) To facilitate the provision of high quality education and training of health practitioners.
 - (4) To facilitate the rigorous and responsive assessment of overseas-trained health practitioners.
 - (5) To enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.
- (3) The guiding principles of the national registration and accreditation scheme are as follows:
- (1) The scheme is to operate in a transparent, accountable, efficient, effective and fair way.
 - (2) Fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme.
 - (3) Restrictions on the practice of a health profession are to be imposed under the scheme only if it is necessary to ensure health services are provided safely and are of an appropriate quality.