



Medical Radiation Practice
Board of Australia

AHPRA

Application guide

July 2015

Accreditation Committee of the Medical Radiation Practice Board of Australia

This information package includes:

- information about the role of the content writer under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law)
- selection criteria
- selection process, and
- sitting fees and remuneration information.

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

Applications are invited from suitably qualified and experienced persons to be appointed to the Accreditation Committee (the Committee) of the Medical Radiation Practice Board of Australia (the Board).

The appointments are made by the Board under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). Appointments are for up to three years with eligibility for reappointment.

Background

The Board established the Committee to undertake accreditation functions under the National Law.

The Committee is established by the Board in accordance with clause 11 of schedule 4 of the National Law.

The Committee will exercise the following accreditation functions:

- a) developing accreditation standards for approval by the Board
- b) assessing education providers and programs of study to determine whether they meet the approved accreditation standards, and
- c) making recommendations and giving advice to the Board about accreditation functions and associated issues.

The Board may, from time to time, ask the Committee to give advice the Board on issues in education and practice which may impact on medical radiation practice and the conduct of study programs.

The National Registration and Accreditation Scheme

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:
 - 1.1 The regulation of health practitioners.
 - 1.2 The registration of students undertaking:
 - 1.2.1 programs of study that provide a qualification for registration in a health profession; or
 - 1.2.2 clinical training in a health profession.
- 2 The objectives of the national registration and accreditation scheme are:
 - 2.1.1 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.
 - 2.2 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.
 - 2.3 To facilitate the provision of high quality education and training of health practitioners.
 - 2.4 To facilitate the rigorous and responsive assessment of overseas-trained health practitioners.
 - 2.5 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:
 - 3.1 The scheme is to operate in a transparent, accountable, efficient, effective and fair way.
 - 3.2 Fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme.
 - 3.3 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.

Australian Health Practitioner Regulation Agency

All National Boards are supported by AHPRA. AHPRA has a National office based in Melbourne and offices in every state and territory to manage registration and notification matters on behalf of the National Boards.

National Boards

Part 5 and Schedule 4 of the National Law set out the provisions relating to National Boards. The National Law is available at <http://www.ahpra.gov.au/About-AHPRA/What-we-do/Legislation.aspx>

There are 14 National Boards established under the National Law to regulate the corresponding health professions under the 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

Potential applicants may be interested in accessing the AHPRA and National Boards annual reports, which provide detailed information on the National Scheme, including extensive data on health practitioner registration and regulation. The annual reports are accessible from the AHPRA website: www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx

Role of National Boards

Part 5 and Schedule 4 of the National Law set out the provisions relating to National Boards. The functions of a National Board include:

- registering practitioners and students in the relevant health profession,
- developing standards, codes and guidelines for the relevant health profession,
- investigating notifications and complaints,
- where necessary, conduct panel hearings and refer serious matters to tribunal hearings,
- assessing overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and accredited courses of study.

Accreditation Committee

Committee members will be appointed by the Board, consisting of not less than five (5) members. It is required that there be:

- at least one educationalist
- at least one academic member holding a senior academic position in an Australian tertiary institution within the discipline of medical radiation science
- at least one member with accreditation experience external to the medical radiation profession.

The role of the Committee, in exercising its accreditation functions, is to:

- develop accreditation standards
- assess programs of study and the education providers that provide the programs of study
- monitor study programs and education providers to ensure accreditation standards are met satisfactorily
- make recommendations and give advice to the Board

- advise the Board of issues in education and practice which may impact upon the conduct of programs of study or the medical radiation profession broadly
- undertake any other work requested by the National Board consistent with the Committee's accreditation functions

Members of the Board are not eligible for appointment to the Committee.

Selection criteria

Accreditation Committee members should address the following areas:

- experience in course design and evaluation
- familiarity with both the self-accrediting and non-self-accrediting sector
- experience and currency in own field
- experience in health and education regulation
- knowledge of international developments in medical radiation education and/or regulation
- expertise in teaching and research
- experience delivering a program approved by former state boards
- formal qualifications in education
- eligibility for registration with the Board is preferable

Required attributes

While the National Law does not define the required attributes of a board member, the National Registration and Accreditation Scheme Governance Steering Committee have endorsed the following attributes for all board and committee members:

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; and creates partnerships within and between boards and AHPRA.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies. Please ensure your application fully addresses your skills, experience and attributes as above.

Roles and responsibilities of members

Members are required to act within the powers and functions set out in the National Law.

Under the National Law, members are required to act impartially and in the public interest in the exercise of their functions and put the public interest before the interests of particular health practitioners or any entity that represents health practitioners.

Confidentiality

Members are required to comply with the confidentiality requirements of s.216 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.

Conflict of interest

Members are to comply with the conflict of interest requirements set out in, Clause 8 of Schedule 4 of the National Law.

Terms and conditions of appointment

Members will be appointed for a term determined by the Board for up to three (3) years and may be eligible for reappointment, and are expected to commence at the start of January 2016.

Statutory protections

Under section 236 of the National Law, members of the National Boards and committees are provided with appropriate statutory immunities for exercising their functions in good faith.

Staffing to support the Committee

Administrative support is to be provided by the Executive Officer, Medical Radiation Practice and other relevant staff of AHPRA in the National Office.

Remuneration

The remuneration for 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 remuneration (daily sitting fee) is as follows:

Role	Attendance	Extra travel time	
	(Fee includes preparation and up to 4 hours travel time) Daily sitting fee (more than 4 hours in a day)	Between 4 – 8 hours	Over 8 hours
Committee Chair	\$740	\$370	\$740
Committee member	\$607	\$303	\$607

For meetings that are less than 4 hours, half the daily fee is payable. Business rules for the payment of sitting fees and expenses are set by AHPRA.

As a general guide, the daily fee applies for committee member attendance in person or by telephone at a scheduled committee meeting. The daily fee includes meeting preparation time for the scheduled meeting and up to four hours of travel time. Members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking business.

The fees paid are assessable under the Income Tax Assessment Act 1997.

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. If you are a government or statutory employee, we kindly ask you to advise AHPRA accordingly with your application.

Selection process

The Board will appoint a selection advisory panel to review all applications and prepare a recommendation for the Board's approval.

Shortlisted candidates may be interviewed to ensure that they have the necessary qualifications, skills and experience for the position.

Shortlisted candidates will undergo probity checks, which include:

- an Australia-wide criminal record check by CrimTrac
- 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).

All applicants are required to complete and return a declaration of private interests form.

For practitioner members, a check of board records will be undertaken to ensure the practitioner is of good standing.

The national criminal history check form will be processed by a suitably trained AHPRA officer.

Referee reports are also an important part of this process and may be obtained for shortlisted applicants. Applicants are asked to nominate three referees who can support the attributes and duties of the position.

Applying for appointment to the vacant positions

Please refer to the application form for detailed instructions on submitting your full application.