

## Application guide

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December 2015

### Overseas Qualified Psychologists Assessment Advisory Committee of the Psychology Board of Australia

This information package includes:

- information about the role of the Overseas Qualified Psychologists Assessment Advisory Committee (the Advisory Committee) 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, and
- national criminal history check consent form.

# Information for potential candidates

## Introduction

The Psychology Board of Australia (the Board) seeks expressions of interest from suitably qualified and experienced psychologists to be appointed as a member of its Overseas Qualified Psychologists Assessment Advisory Committee (Advisory Committee) to assist the Board in assessing the knowledge and clinical skills of overseas qualified psychologists.

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 an initial period of six months with possibility for extension.

## 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

## Advisory Committee

The Board has recently established the Advisory Committee to oversee the assessment of knowledge and clinical skills of overseas qualified psychologists. This work is currently being outsourced through the Australian Psychological Society; however the Board now wishes to undertake this work internally.

The Board has established the Advisory Committee under the National Law as part of its governance framework.

The implementation and transition to the Advisory Committee is a crucial part of the work of the Board. The Psychology Assessment Unit (PAU) of the Australian Health Practitioner Regulation Agency (AHPRA) and the Advisory Committee are responsible for the delivery of this work. The principal role of the Advisory Committee is to provide advice and recommendations to the PAU on matters related to the assessment of overseas qualified psychologists within the Board's approved model of assessment. The Advisory Committee is not a decision making body. All applications from overseas trained psychologists will be assessed in a centralised location to promote efficient, consistent outcomes through the PAU.

## Functions of the Advisory Committee

The major functions of the Advisory Committee are to

- assist the Board and AHPRA to ensure implementation of the Board's approved model of assessment reflects the objectives and guiding principles of the National Law and the regulatory principles for the National Scheme, by responding to requests for advice
- support implementation of the Board's approved model of assessment, to ensure applications for assessment from overseas qualified psychologists are processed fairly, reasonably and consistently
- provide a forum for expert input on issues related to the assessment of overseas qualified psychologists, including any issues that arise from an individual assessment outcome that have potential unforeseen impacts/consequences/risks for the Board and AHPRA
- provide a forum for expert input to applying the regulatory principles in the context of assessing overseas qualified psychologists
- discuss and respond to requests from AHPRA's PAU for advice and recommendations on matters related to the assessment of overseas qualified psychologists and their qualifications within the Board's approved model of assessment
- provide expert input, advice and recommendations on implementation of the Board's approved model of assessment, as required
- assist AHPRA to develop policy advice to the Board on the approved model of assessment of overseas qualified psychologists and related processes, where appropriate
- assist AHPRA staff and the Chair on the specific projects and requests
- work with AHPRA on operational issues associated with the implementation of the Board's approved model of assessment
- provide reports to the Board, including operational updates and recommendations for decisions, and
- work with AHPRA on operational issues associated with the implementation of the Board's approved model of assessment, including stakeholder management

Advisory Committee members will include senior members of the psychology profession who have experience and knowledge in the core competencies required for registration in the profession, including experience in training, teaching, and assessment of professional competencies. Expertise is required in the following areas:

- contemporary experience in assessment of overseas qualified psychologists
- current psychology course accreditation expertise, and
- contemporary expertise in the delivery of psychology programs in Australia

## Membership

Members of the Advisory Committee will be appointed by the Board. The Advisory Committee shall comprise of three to five members, with at least one member being a current member of the Board.

Advisory Committee members will include senior members of the psychology profession, from different areas of practice (practitioners and academics; private and public sector psychologists), who have experience in and knowledge of the core competencies required for registration in the profession.

## Selection criteria

In selecting candidates for appointment to the Advisory Committee, the following criteria will be taken into account:

Advisory Committee members must be able to:

- demonstrate registration with the Psychology Board of Australia or have recognised expertise in the discipline of Psychology
- be experienced and of good standing in the profession
- demonstrate knowledge of the capabilities required for registration in the profession
- demonstrate contemporary experience in assessment of overseas qualified psychologists, and
- demonstrate contemporary experience in training, teaching, delivery and/or assessment of psychology programs in Australia.

In addition, all applicants will be required to:

1. Demonstrate a high level of performance in significant fields of endeavour including, if applicable, in the relevant health profession. Demonstrated leadership, teamwork and/or management skills (previous board, tribunal, panel hearings, committees and/or senior management experience would be an advantage).
2. Demonstrate impartiality, open-mindedness, sound judgment, and fairness and knowledge of the rules of procedural fairness and natural justice.
3. Demonstrate an appreciation of the need for quality and consistency in decision making.
4. Demonstrate a capacity for sound knowledge and understanding of legislation relevant to the Board including the *Health Practitioner Regulation National Law Act* (National Law) as in force in each state and territory.
5. Demonstrate a clear understanding of the objectives, roles, duties and obligations of a member of a committee of a board established under the National Law.
6. Demonstrate an appreciation (from either a practitioner's or non-practitioner's perspective) of appropriate standards of professional care and the role of health practitioner registration boards in protecting the public.
7. Demonstrate an understanding of the role of psychology in the community, broader psychology issues and how these relate to the profession regulated by the Board.
8. Have a good working knowledge and understanding of accountability relationships.
9. Satisfy any legislative requirements.

In determining the membership of the Advisory Committee the Board will appoint a composition of members whose combined attributes, in the Board's view, are best suited for achieving the stated objectives of the Advisory Committee.

#### Committee member 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.
7. **Displays leadership and stewardship:** demonstrates initiative and accountability; upholds and advocates for the principles of the scheme.

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.

#### Selection process

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

Shortlisted applicants may be interviewed 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.

Shortlisted applicants will undergo probity checks, which include:

- A criminal National Police record check by CrimTrac,
- An Australian Securities and Investments Commission disqualification register check, and
- A National Personal Insolvency Index check conducted through the Insolvency and Trustee Service Australia.

AHPRA may also ask shortlisted applicants 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 application relevant to the board member attributes and duties of the position.

At the time of appointment, committee members must complete a declaration for private interests and confidentiality agreement.

### Referee reports

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

### Roles and responsibilities of committee members

Committee members are required to act within the powers and functions set out in the National Law and described in the Committee terms of reference.

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.

### Conflict of interest

Members of the Committee 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 of the Advisory Committee will be appointed for a term determined by the Board initially for up to six months and may be extended.

### Frequency of meetings

The Committee will meet at a frequency needed to meet the objectives and when the majority of members are available, by face to face, video or teleconference.

The Committee should have the capacity to consider matters urgently and will report back to the Board as required.

### 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 Regulatory Operations Directorate and other relevant staff of AHPRA.

## Remuneration

The remuneration for members of a national or state, territory or regional board or committee 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)	Between 4 – 8 hours	Over 8 hours
	Daily sitting fee (more than 4 hours in a day)		
Committee Chair	\$750	\$375	\$750
Committee member	\$615	\$307	\$615

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 committee meeting and up to four hours of travel time. Committee members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking board business.

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

## Expenses

Committee members are entitled to claim travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings if required. 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.

We recommend applicants consult with their employer prior to applying to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as a committee member, and/or receive remuneration, should they be successful.

## Applying for appointment to the vacant positions

Please complete:

- all sections of the **application form**,
- the **national criminal history check form**: consent to check and release criminal history information and proof of identity form (please remember to attach your certified proof of identity documents), and
- declaration of private interests
- provide your CV or resume, including the names of three referees and their contact details.

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