

Application guide

August 2015

Notifications Committee of the Pharmacy Board of Australia

Guide for applicants

This information package includes:

- information about the Notifications Committee, established by the Pharmacy Board of Australia 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 Pharmacy Board of Australia (the Board) seeks expressions of interest from pharmacists holding general registration for appointment to its Notifications Committee to assist the Board in its primary role of protecting the public.

Expressions of interest are sought from pharmacists in all jurisdictions **excluding New South Wales** (due to co-regulatory arrangements for managing notifications).

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

Notifications Committee

The Notifications Committee (the Committee) is established by the Board pursuant to Schedule 4, clause 11 of the Health Practitioner Regulation National Law, 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.

Functions of the Committee

The functions of the Committee are to:

- carry out the notification functions delegated by the Board pursuant to s37 of the National Law, specified in the instrument of delegation, as amended from time to time,
- provide advice to AHPRA staff dealing with the Health Complaints Entity as required, and
- advise the National Board on emerging trends or issues relating to notifications.

What is involved?

The Committee shall meet by teleconference unless otherwise approved by the Board, at least monthly or at the Committee Chair's discretion. A jurisdictional committee member is required to participate in the meeting by teleconference when the committee is considering matters from that jurisdiction.

Term of appointment

All appointments are made by the Board. Members shall be appointed for a term of up to three years and may be reappointed.

Appointments are expected to commence January 2016.

Selection criteria

In selecting candidates for appointment to the Committee, the Board will give regard to the following selection criteria:

1. general registration with the Pharmacy Board of Australia
2. a depth of experience in the profession
3. an understanding of appropriate professional conduct and ethics
4. a detailed knowledge of the National Law, Pharmacy Board Guidelines, Practice Standards and Drugs and Poisons Legislations in your jurisdiction
5. an understanding of the health sector, broader health issues and how these relate to the health profession regulated by the National Board

Attributes

In addition to the selection criteria above, the Board will give regard to the following attributes:

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.

Selection process

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.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies.

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

A check of National Board records will be undertaken to ensure that a practitioner applicant is of good standing in the profession.

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.

Remuneration

Sitting fees are 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 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.

Under the *Superannuation Guarantee (Administration) Act 1992* members are eligible to receive contributions at 9.5% cent of total annual remuneration to a chosen superannuation fund, 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	\$615	\$307	\$615

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

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.