



## Application guide about the advertised vacancies

July 2017

Applications are invited from suitably qualified and experienced occupational therapists to be appointed as a member of the Registration and Notification Committee (RNC) of the Occupational Therapy Board of Australia (the Board):

### Registration and Notifications Committee

#### Background

The RNC 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 RNC under section 37 of this National Law.

The RNC has been established to decide applications for registration and to assist the Board in relation to the assessment and processing of complex applications such as those relating to supervisory arrangements. The RNC is also responsible for assessing all notifications regarding occupational therapists. The RNC decides whether or not to investigate individual matters and whether to refer them to other agencies. Where the RNC 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.

#### 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 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

National Boards are supported by Australian Health Practitioner Regulation Agency (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.

### **Role of National Boards**

The functions of a National Board include:

1. Registering practitioners and students in the relevant health profession.
2. Developing standards, codes and guidelines for the relevant health profession.
3. Investigating notifications and complaints.
4. Where necessary, conducting panel hearings and referring serious matters to Tribunal hearings.
5. Assessing overseas trained practitioners who wish to practise in Australia.
6. Approving accreditation standards and accredited courses of study.

## Registration and Notifications Committee

It is the objective of the Occupational Therapy Board of Australia to provide for the protection of the public by ensuring that only occupational therapists that are suitably trained and qualified to practice in a competent and ethical manner are registered.

The Registration and Notifications Committee will:

1. make decisions under the delegated authority from the Board;
2. develop policies and procedures for the RNC's functions and make recommendations to the Board regarding all matters relating to registration;
3. develop and document a process and/or decision-making guidelines for its members in dealing with complex applications (for example supervisory arrangements);
4. appoint suitably experienced and qualified persons to assist with:
  - a. assessing complex applications referred by AHPRA registration staff
  - b. formulating advice to the RNC and/or Board on such applications
5. review, assess and determine applications for registration regarding occupational therapy received by the Board in accordance with the delegations
6. review, assess and consider all notifications regarding registered occupational therapists and occupational therapy students in accordance with the delegations of the National Board.

## Membership

The membership of the RNC shall comprise:

- four practitioner members of the Board,
- one community member of the Board
- one external occupational therapy practitioners

The appointment of the members to the RNC shall be determined by the Board.

Committee members who are not members of the Board will be appointed for a period of one year, and may be re-appointed for up to three (3) years.

Recruitment in this application round is sought for external occupational therapy practitioners to be part of a pool of external occupational therapy practitioner members who can sit on the RNC on rotation or where a conflict of interest has been identified.

## Selection criteria

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

Health Practitioner members must be able to:

- demonstrate registration with the Occupational Therapy Board of Australia
- be experienced and of good standing in the profession
- demonstrate knowledge of the capabilities required for general registration in the profession, and
- demonstrate experience in training, teaching, and/or assessment of professional capabilities.

## Committee member attributes

Members of all boards and committees will be able to demonstrate 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

### **Roles and responsibilities of members**

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 RNC 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 Committee will be appointed for a term determined by the Board for up to three years and be eligible for reappointment.

### **Frequency of meetings**

The RNC will meet as required and assess individual registration applications.

The Committee should have the capacity to consider matters urgently, though these matters may not necessarily need to be dealt with in a face-to-face meeting. The RNC will report back to the Board.

The RNC meets via teleconference at least once a month, and currently fortnightly. Meetings typically run from 5.00pm to 7.30pm AEST. An induction and mentoring process will be available to new members.

### **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 and other relevant staff of AHPRA.

### **Remuneration**

Committee members will be paid in accordance with the AHPRA Schedule of fees for national board, committee and panel members.

The current rate is \$615 for meetings over 4 hours and half that fee for meetings of less than four hours. The Board will cover any travel and accommodation costs associated with the work of members, in accordance with the AHPRA travel policy. Business rules for the payment of sitting fees and expenses are set by AHPRA.

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

### **Expressing your interest in appointment to the National Examinations Committee**

Please complete:

1. The Application Form – application for appointment to the Occupational Therapy Board of Australia – Registration and Notifications Committee.
2. Please attach your CV or resume, including the names of two or three referees.

(June 2017) Registration and Notifications Committee of the Occupational Therapy Board of Australia

3. Please complete and attach the National Criminal History Check Form (consent to check and release criminal history information and proof of identity), and organize for your proof of identity documents to be certified
4. Please complete the Private Declaration form

**Submission requirements are detailed on the Application Form and must be received by Monday, 14 August 2017.**

### **Selection process**

The Board will appoint a Selection Advisory Panel to review all expressions of interest and recommend a short list to the Board for appointment.

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 be required to provide proof of identity (POI) documents; complete a *Declaration of private Interests*; and undergo probity checks, which include:

1. A criminal National Police record check by CrimTrac
2. An Australian Securities and Investments Commission disqualification register check
3. A National personal Insolvency Index check conducted through the Insolvency and Trustee Service Australia.

Where the position is that of a practitioner member, a check of board records will be undertaken to ensure the practitioner is of good standing.

In circumstances where the Board determines that an interview is not required for a shortlisted applicant, the applicant will be required to submit certified copies of their original POI documents. Documents can only be certified by an authorized person. Applicants cannot certify their own documents.

The POI documents will be processed by a suitably trained AHPRA officer.

### **Referee reports**

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

It is anticipated that you will be advised of the outcome of this process by late September or early October 2017.

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**Thank you for your interest in applying for appointment.**