

## Information guide

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October 2017

### Nursing and Midwifery Board of Australia - Accreditation Committee (assessment of overseas qualified nurses and midwives)

#### Guide for applicants

This information package includes:

- information about the Accreditation Committee (assessment of overseas qualified nurses and midwives) (the committee), established by the Nursing and Midwifery Board of Australia (NMBA) under the Health Practitioner Regulation National Law, as in force in each state and territory (National Law)
- 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 applicants

## Introduction

The NMBA has decided to establish a committee to oversee the assessment of overseas qualified nurses and midwives.

Appointments to the committee will be made by the NMBA under the National Law.

Appointments will be for up to three years, with eligibility for reappointment. Members are expected to commence in February 2018.

## 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

Under the National Law each National Board must decide whether their accreditation function is to be exercised by an external accreditation entity or a committee established by the national board.

*The NMBA's appointed External Accreditation Entity (the Australian Nursing and Midwifery Accreditation Council) will retain all functions relating to the development of accreditation standards and the accreditation of education providers and programs of study for the nursing and midwifery professions.*

## Accreditation Committee (assessment of overseas qualified nurses and midwives)

### Functions of the committee

The committee will, in exercising its functions provide oversight of the outcomes based assessment (OBA) assessment of internationally qualified nurses and midwives (IQNM) in relation to the:

- (a) OBA assessment for internationally qualified nurses, oversight of the:
  - i. management of the computerised innovative item-type multiple choice question (MCQ) examination including the administration of the examination content
  - ii. development and ongoing management of the objective structured clinical examination (OSCE) content, and
  - iii. examination facility and processes for the OSCE including the examination delivery.
- (b) OBA assessment for internationally qualified midwives, oversight of the:
  - i. development and ongoing management of the MCQ examination including the administration of the examination content
  - ii. development and ongoing management of the OSCE content, and

- iii. examination facility and processes for the OSCE including the examination delivery.
- (c) orientation to the Australian context component, oversight of the development, administration and ongoing management of the examination content for the orientation to the Australian context component of the OBA
- (d) make recommendations and give advice to the NMBA about matters referred to in (a), (b), (c), and
- (e) undertake any other work requested by NMBA consistent with the committee's accreditation functions.

### What is involved?

Committee meetings will be monthly or as required and be either face-to-face or held by teleconference.

### Membership

The committee will consist of no less than seven (7) members. One (1) member of the committee will be the CEO of the Australian Nursing and Midwifery Accreditation Council. Further appointments of members to the committee may be made by the NMBA as required.

The NMBA will appoint one of the members to be the Chair of the Committee.

Members of the NMBA, its state and territory boards, and its committees are not eligible for appointment to the committee.

### Selection criteria

Committee members should address the following combined skills, knowledge and experience:

- experience and currency in MCQ examination and OSCE design and evaluation
- experience and currency in psychometric testing
- experience in health, education and/or regulation
- formal qualifications in health and/or education, or
- experience in OSCE examiner recruitment education and training.

The NMBA is ideally seeking applicants with a background in nursing and/or midwifery. The NMBA is also interested in applications from appropriately qualified and experienced people from other professions or disciplines.

### Attributes

In addition to the selection criteria above, the NMBA 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.

### Roles and responsibilities of members

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

## **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 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.

## **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.

## **Selection process**

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

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority, and
- a check of NMBA records to ensure that a practitioner applicant is of good standing in the profession

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

Shortlisted applicants may be interviewed or otherwise assessed to ensure that they have the necessary qualifications, skills and experience for the committee.

## **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	\$642	\$321	\$642

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

### Expenses

Committee members are entitled to claim travel, accommodation and meal 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.