

Schedule 3 – Work Plan

Work to be undertaken by the Accreditation Authority in the 2019/20 financial year

For the 2019/2020 financial year the work to be undertaken by the Accreditation Authority is set out in Schedule 2. The agreement will be varied to include any project work subsequently agreed. A work plan will be added for future years, as needed.

Activities to be undertaken by the Accreditation Authority on development of accreditation standards for osteopathy programs (the Accreditation Standards Project)

The Accreditation Authority will undertake the activities specified in the attached Accreditation Standards Project Plan.

Project Plan
**Development of Accreditation
Standards for Osteopathy Programs**

**December
2019**

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Project Title

Development of Accreditation Standards for Osteopathy Programs.

Background and context

The Australasian Osteopathic Accreditation Council (AOAC) is responsible for the accreditation of osteopathy education programs leading to registration as an osteopath in Australia. AOAC is also responsible for the development of robust contemporary accreditation standards that are required to assess pre-professional osteopathy education programs in Australia. The Capabilities for Osteopathic Practice underpin and provide the foundation for registration, approved accreditation standards and codes and guidelines developed or approved by the National Board.

The current approved accreditation standards were finalised in 2016 and are based on the 2009 osteopathy Capabilities for Osteopathic Practice. While the approved accreditation standards are only three years old, they are based on capabilities that are ten years old. The 2019 Capabilities for Osteopathic Practice have recently been released and this provides an excellent opportunity to align the development of the accreditation standards to the updated revised Capabilities. It is also an opportune time to ensure that the key issues that were raised in the National Review of Accreditation are taken into consideration as well as the focus on Aboriginal and Torres Strait Islander Health.

Objectives

The aim of this project is to revise the current accreditation standards for Australian pre-professional education programs leading to registration as an osteopath with the Osteopathy Board of Australia and to ensure the accreditation standards are:

- contemporary and aligned with emerging research, policy and best practice;
- able to ensure registered osteopaths are suitably educated and qualified to practice in a competent and ethical manner to the OBA Osteopathy standards for practice;
- acceptable to the profession and relevant stakeholders;
- able to support continuous development of a flexible, responsive and sustainable Australian health workforce;
- supportive of innovation in the education of registered osteopaths; and,
- supportive of safe accessible quality care for consumers and the community.

Governance

The governance structure for the project includes a:

- Project Sponsor – Osteopathy Board of Australia
- Business Owner/ Steering Committee – Australasian Osteopathic Accreditation Council
- The project will be managed through the Chief Executive Officer of AOAC with the Chair of Accreditation Committee, AOAC as the Project Lead and supported by the Director of Accreditation Services, ANMAC.
- Professional Reference Group (PRG)

Project Reference Group

The project Reference Group will provide advice to the AOAC Steering Committee on the review and development of the Accreditation Standards for Osteopathic Courses in Australia (see Appendix 3). The Accreditation Standards are used for the assessment and monitoring of Osteopathy education programs leading to registration and endorsement.

Scope

The Accreditation Standards will be developed through a robust and streamlined review process overseen by a Professional Reference Group (PRG) and informed by a literature review, stakeholder feedback and advice sought via public consultation. The project will also:

- Ensure the proposed Accreditation Standards reflect the revised osteopathy professional capabilities;
- Provide further clarity of the role of AOAC and the role of TEQSA;
- Have a strong focus on risk in the context of accreditation
- Reduce any duplication within the standards to minimise unnecessary additional work for stakeholders;
- Reflect and address key issues regarding osteopathy and health professional education over the last three years whilst planning for the future; and,

Issues for consideration

- The Accreditation Standards are re-developed within the five-standard framework as developed by the Australian Dental Council and adopted by several Australian health profession accreditation councils.
- The incorporation of Aboriginal and Torres Strait Islander Health within the Standards
- Cervical spine manipulation (within the context of the National Law)
- Treatment of paediatric patients
- Clinical placements
- Essential evidence guides to support the accreditation process.

Outputs

Appendix A provides a detailed list of measurable key deliverables, dates for achievement and delegated accountability for successful achievement of the project.

Budget and Resources

A high-level breakdown of the proposal expenditure is provided in the following table. GST is not included.

PROPOSAL BUDGET	
Direct Costs	\$58,040
Support Costs	\$12,025
Total Proposed Budget	\$70,065

A more detailed proposal budget is included at Appendix B.

The major elements of the proposal budget are as follows:

- Direct costs relate to the Project Team undertaking the development of the standards and costs associated with the PRG meetings, including sitting fees, travel and incidentals.
- Support costs are a combination of labour costs for executive and administration support staff and other administrative expenditure. Support costs also include costs to cover superannuation, insurance, utilities and telecommunications.

Development of Accreditation Standards for Osteopathy Education Programs 2019

STAGE	RESPONSIBILITY	PURPOSE	BY WHEN / WHERE	KEY DELIVERABLE
1. Develop a draft mapping document for initial revision of Accreditation Standards, agenda & response template. Circulate to PRG.	<ul style="list-style-type: none"> DIRECTOR ACCREDITATION SERVICES (DAS) 	Provides a framework for mapping any changes suggested by PRG to the existing standards.	January 2020	MAPPING DOCUMENT - APPLYING FIVE STANDARD FRAMEWORKS TO PROPOSED ACCREDITATION STANDARDS –
2. Establish Professional Reference Group (PRG)	AOAC <ul style="list-style-type: none"> DAS EO PRG CHAIR 	Members are appointed as per EOI	EOI OPEN 14 december 2019 2019	EOI closes 10 january2020 PRG FORMED
3. Develop a Communication strategy (including consultation forum, venues & associated services) Circulate to PRG.	AOAC <ul style="list-style-type: none"> AOAC Secretariat Project Team 	Ensure all stakeholders are identified, that they fully understand the purpose & process of the review & are encouraged to contribute to standards review & development.	January 2020	COMMUNICATION STRATEGY INCORPORATED INTO ACTION PLAN
4. Review and update on changes to the five standards structure for programs and to consider any other relevant research or evidence which might inform the revision or drafting of new standards.	AOAC <ul style="list-style-type: none"> Project Team 	Ensure there is an evidence base or best practice or policy basis for revision or development of a new standard.	Feb 29	LITERATURE REVIEW
5. Issues Survey Contact OBPR to seek advice about the regulatory impact and necessity to develop a Regulation Impact Statement (RIS)	AOAC Project Team	Involves targeted stakeholders in setting the direction of consultation paper 1 and the issues to be explored during the review process	SURVEY CLOSES Mid March 2020	
6. Compile drafts of Preliminary Consultation Paper 1 with key issues/concerns & draft survey monkey questions to guide consultation with key stakeholders	AOAC <ul style="list-style-type: none"> Project Team PRG CHAIR 	Provides a working document as a prompt to inform discussion with all identified stakeholders.	mid April 2020	DRAFT CONSULTATION PAPER 1.
7. First PRG Meeting Induction of PRG members	PRG AOAC <ul style="list-style-type: none"> DAS 	Develop review framework, identify key issues for consultation, ensure consistency of intent across sets of related accreditation standards.	PRG Feb March 2020	

STAGE	RESPONSIBILITY	PURPOSE	BY WHEN / WHERE	KEY DELIVERABLE
<p>establish context & relationship with other AOAC Standards, identify key issues for consultation, list stakeholders, conduct first review of existing accreditation standards & identify any seminal literature/research.</p> <p>Seek feedback and direction for consultation paper 1</p>	<ul style="list-style-type: none"> PROJECT TEAM 			2. KEY ISSUES/ PRINCIPLES/EVIDENCE FOR INCLUSION IN CONSULTATION PAPER 1 FROM SURVEY
<p>8. Consultation Paper 1 Seek feedback from PRG</p> <p>Provide update report to the satisfaction of the Osteopathy Board of Australia for payment 1</p>	<p>PRG</p> <p>AOAC</p> <ul style="list-style-type: none"> PROJECT TEAM 	Out of session feedback from PRG. Collate feedback from PRG	End March early April 2020	CONSULTATION PAPER 1 SURVEY MONKEY
<p>9. Consultation Period 1</p>	<p>AOAC</p> <ul style="list-style-type: none"> AOAC Secretariat 	Allows stakeholders to respond to consultation paper 1 via survey or written submissions	April/may 2020	FEEDBACK FROM STAKEHOLDERS
<p>10. Synthesis of feedback Circulate to PRG</p> <p>Commence development of Regulation Impact Statement (RIS) if necessary</p>	<p>AOAC</p> <ul style="list-style-type: none"> AOAC Secretariat DAS PROJECT TEAM 	<p>Synthesize feedback received into themes for review by PRG prior to development of consultation paper 2</p> <p>Feedback is published on the website</p>	May 2020	<p>SYNTHESIS OF FEEDBACK</p> <p>2. RIS – TO BE COMMENCED LOOKING AT PREVIOUS ACCREDITATION STANDARDS</p>
<p>11. Second PRG meeting</p>	<p>PRG</p> <p>AOAC</p> <ul style="list-style-type: none"> AOAC SECRETARIAT DAS PROJECT TEAM 	<p>Review feedback received to consultation paper 1</p> <p>Review DRAFT Osteopathy Accreditation Standards</p> <p>Discuss response and issues for primary (public) consultation paper 2</p>	<p>PRG</p> <p>May/June 2020</p> <p>CANBERRA</p>	<p>1. DRAFT OSTEOPATHY ACCREDITATION STANDARDS</p> <p>2. ISSUES FOR DISCUSSION IN CONSULTATION PAPER 2</p>
<p>12. Preparation of Final consultation paper</p> <p>Provide update report to the satisfaction of the Osteopathy Board of Australia for payment 2</p>	<p>AOAC</p> <ul style="list-style-type: none"> AOAC Secretariat DAS PROJECT TEAM <p>CHECK FINAL EDITING WITH PRG CHAIR</p>	Consultation paper 2 is prepared following the second PRG meeting. DRAFT Osteopathy Accreditation Standards are included in this paper.	July 2020	DRAFT CONSULTATION PAPER2

GE	RESPONSIBILITY	PURPOSE	BY WHEN / WHERE	KEY DELIVERABLE
13. Consultation paper 2 Seek feedback from PRG (out of session)	AOAC <ul style="list-style-type: none"> AOAC SECRETARIAT DAS PROJECT TEAM 	Draft consultation paper 2 circulated to PRG for review and comment prior to consultation period opening.	End of July 2020	DRAFT CONSULTATION PAPER 2 SURVEY MONKEY Draft RIS ready to send after Consultation
14. Consultation Period 2	AOAC <ul style="list-style-type: none"> AOAC SECRETARIAT 	Allows stakeholders to respond to consultation paper 2 via survey or written submissions	Aug-Sept 2020	FEEDBACK FROM STAKEHOLDERS
15. Compile & synthesise all written/electronic feedback. Stakeholder Feedback Summary including key themes, issues or evidence. Seek PRG feedback	PRG AOAC <ul style="list-style-type: none"> AOAC SECRETARIAT PROJECT TEAM 	Incorporate all feedback & develop summary for decision by PRG Prepare summary of synthesis for reporting on website.	Sept 2020	STAKEHOLDER FEEDBACK SUMMARY SUBMIT RIS TO OBPR
16. Compile: <ul style="list-style-type: none"> Standards - reconcile change with stakeholder feedback & Consultation Paper 2 Send to PRG (feedback at meeting) 	AOAC <ul style="list-style-type: none"> AOAC SECRETARIAT PROJECT TEAM 	Incorporate all feedback & develop summary for decision by PRG	Sept 2020	1. DRAFT VERSION 2 ACCREDITATION STANDARDS 2. CONSULTATION PAPER 2
17. Third PRG Meeting <ul style="list-style-type: none"> Finalise Standards Finalise to ensure adequate coverage of unresolved concerns/issues & evidence. Prepare for consultation forum 	AOAC <ul style="list-style-type: none"> AOAC SECRETARIAT PROJECT TEAM PRG 	Ensure incorporation of all constructive feedback & noting of remaining issues requiring stakeholder input. Ensure contains all key information to allow stakeholders to engage with the process.	Sept/oct 2020	1.. DRAFT VERSION 2 ACCREDITATION STANDARDS

	RESPONSIBILITY	PURPOSE	BY WHEN / WHERE	KEY DELIVERABLE
19. LAST PRG meeting to finalise Standards	PRG AOAC <ul style="list-style-type: none"> • AOAC SECRETARIAT • DAS • PROJECT TEAM 	Finalise Standards ready for submission to the AOAC Board	Video Conference Oct 2020	1. DRAFT STAKEHOLDER FEEDBACK 2. DRAFT PROPOSED STANDARDS
20. Incorporate any changes to final. Format according to AOAC policy & submit final copy to professional editor for plain English, spelling, grammar, readability check.	AOAC <ul style="list-style-type: none"> • PROJECT TEAM • PROFESSIONAL EDITOR 	Ensure readability & professional presentation (as well as consistency with the suite of Accreditation Standards)	EDITORS PROOF BY AOAC SECRETARIAT	PREPARATION FOR PUBLICATION OF ACCREDITATION STANDARDS
21. Prepare Final Draft for submission to the Australasian Osteopathic Accreditation Council (AOAC) Board Incorporate any changes	AOAC <ul style="list-style-type: none"> • EO AOAC 	Approval of AOAC Board required prior to submission to NMBA.	Accreditation Committee /AOAC Board approval Nov /Dec 2020	FINAL DRAFT VERSION 3. ACCREDITATION STANDARD
22. Proposed Accreditation Standards to Osteopathy Board of Australia (OBA) with mapping document & covering letter. Approval of Proposed Accreditation by the OBA for payment 3	AOAC <ul style="list-style-type: none"> • EO AOAC 	Seek approval as required by the National Law.	Dec 2020	DEPENDENT ON BOARD MEETING DATES
23. Send out correspondence to all Stakeholders, PRG members, acknowledging participation in standard development with link to new standard if available	AOAC <ul style="list-style-type: none"> • AOAC Secretariat 	Provide documentation of participation in process.		APPROVAL & PUBLICATION OF FINAL VERSION OF ACCREDITATION STANDARDS

Appendix B

Proposed Budget

The budget is an estimate of the application of costs and AOAC reserves the right to move the allocation of funds within the project appropriately.

Direct Costs						
				Units	Rate	\$
	Project Team			400	75	30,000.00
	PRG Chair			5	740	3,700.00
	PRG Chair Teleconferences			2	100	200.00
	PRG Members			20	607	12,140.00
	PRG Travel and Incidentals					<u>12,000.00</u>
	sub Total					58,040.00
Support Services						
	AOAC Secretariat			70	70	4,900.00
	Director of Accreditation			25	125	3,125.00
Possible	Consultation Forum				4000	4,000.00
	Sub Total					12,025.00
	Total					70,065.00

Appendix C

Accreditation Standards for Osteopathy Programs in Australia Professional Reference Group Terms of Reference

PURPOSE:

Provide recommendations to the Board of the Australasian Osteopathic Accreditation Council on the review and development of the Accreditation Standards used for the assessment and monitoring of Osteopathy education programs leading to registration.

OBJECTIVES:

The Professional Reference Group is established to achieve the following objectives:

To provide advice to the AOAC Board in relation to the review and development of Osteopathy Accreditation Standards regarding:

- Profession and workforce issues in relation to education of students
- Health policy
- Interface between the Aboriginal and Torres Strait Islander Health Curriculum and the program curriculum.

To assist AOAC in understanding and responding to external policies that impact on AOAC's functions including:

- changes in whole of government policy that impact on health professional regulation, accreditation and education
- Future requirements of the practice of Osteopathy.

Analyse and interpret feedback from stakeholder consultation to support the review and development of Accreditation Standards.

Members will understand:

- AOAC's role in the National Registration and Accreditation Scheme in Australia
- Osteopathy Board of Australia Capabilities for Osteopathic Practice
- Curriculum development for the education of Osteopaths
- The Practice of Osteopathy

MEMBERSHIP:

- Chairperson
- 2 Academics teaching in an Osteopathy Course
- An Osteopath nominated through the Osteopathy Australia
- An independent practising Osteopath.
- Independent Expert in Health Professional Accreditation from another profession

Schedule 4 – Funding arrangements

The funding principles below will guide accreditation authorities, National Boards and AHPRA for the 2019/20 financial year initially. These funding principles may be reviewed under clause 6.

Item 1 – Funding Principles

These Funding Principles are to be applied by accreditation authorities, National Boards and AHPRA when they are considering and agreeing on the funding to be provided to the accreditation authority by the National Board/AHPRA for performance of the accreditation functions.

The principles aim to promote consistency, transparency and accountability for use of registrant fees to fund the accreditation function.

AHPRA, in consultation with the National Board, will provide funding through registrant fees to enable the accreditation authority to manage its business and risks by covering some of the indirect costs of activities related to program accreditation including monitoring.

The following principles will apply, in addition to the guiding principles and objectives of the National Law, and the Quality Framework for the Accreditation Functions, when an accreditation authority is requesting funding from a National Board/AHPRA (funding request) and when a National Board/AHPRA decide to provide funding to an accreditation authority (funding decision):

1. Requests for funding should be reasonable and proportionate to the activities being funded.
2. The funding provided by the National Board/AHPRA should cover a proportion of the governance costs related to the accreditation functions.
3. The funding provided by the National Board/AHPRA for the development and review of accreditation standards should be requested and considered separately to the funding of other accreditation functions.
4. Requests for increases in funding from the previous year should not usually exceed the indexation range applicable to National Board fee increases (up to 3% per annum).
5. Where an accreditation authority considers an increase in funding above the indexation range is required, it should put the funding request and a business case supporting the increase above the indexation range to AHPRA and the National Board for their consideration.
6. Such a request and business case should be forwarded to AHPRA and the National Board by mid-February or earlier each year to enable them to have sufficient time to properly consider the funding request.
7. AHPRA and the National Board may agree to the requested increase in funding or propose to agree to a lesser amount. Such a proposal and reasons for that proposal should be forwarded to the accreditation authority to enable it to have sufficient time to properly consider the proposed funding amount and reasons.
8. AHPRA and the National Board should agree to provide sufficient funding to enable the accreditation authority to effectively deliver the accreditation functions through a combination of funding provided by the National Board/AHPRA and funding from other sources that is provided as a direct result of the Accreditation Authority being assigned and exercising statutory functions under the National Law.

Item 2 – Funds

Funding for 2019/20 financial year

Total funding for 2019/2020 financial year is: \$185,555 (ex GST) for the period 1 July 2019 – 30 June 2020.

The funding for the 2019/20 financial year is payable in four instalments on the following dates and in accordance with clause 5.2 of the Head Agreement.

Date	GST exclusive
1 July 2019	\$46,389
1 October 2019	\$46,389
1 January 2020	\$46,389
1 April 2020	\$46,388

Funding for Accreditation Standards Project

AHPRA, in consultation with the Board, will provide \$30,000 (excluding GST) to the Accreditation Authority to support the development of accreditation standards for osteopathy programs (the Accreditation Standards Project).

The total funding amount of \$30,000 (excluding GST) to be provided to the Accreditation Authority for undertaking the Accreditation Standards Project will be payable in three equal instalments; the first on receipt by AHPRA of Consultation paper 1 in accordance with the attached Project Plan, the second on receipt by AHPRA of consultation paper 2 in accordance with the attached Project Plan and the third on advice to AHPRA from the Board that it has approved the proposed accreditation standards.

Payment of each instalment requires the Accreditation Authority to provide a Tax Invoice to AHPRA in respect of that instalment.