

## Information guide

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November 2022

### Call for expressions of interest for appointment as an assessor of online case studies for the Podiatry Board of Australia

This guide includes information for individuals applying for appointment as an assessor of online case studies for the Podiatry Board of Australia, including:

- information about the role
- selection criteria
- selection process, and
- remuneration information.

#### Introduction

The Podiatry Board of Australia's *Registration standard: Endorsement for scheduled medicines* (ESM registration standard) sets out the Board's minimum requirements for a podiatrist or podiatric surgeon to have their registration endorsed for scheduled medicines under section 94 of the National Law.<sup>1</sup>

There are two pathways for endorsement for scheduled medicines:

- Pathway A – approved qualification pathway.
- Pathway B – supervised practice pathway for registered practitioners.

Pathway B provides a pathway for registered podiatrists and podiatric surgeons to meet the requirements for endorsement for scheduled medicines through a combination of:

- an approved qualification in podiatric therapeutics
- successful completion of 15 approved online case studies relevant to the endorsement
- a period of supervised practice, and
- development of a portfolio of evidence for assessment by the Board.

#### Online case studies

Online case studies are a well-accepted method for integrating knowledge, skills and key aspects of clinical decision making.

The Board approved online case studies are relevant to the use of scheduled medicines for the treatment of podiatric conditions. They cover a range of pathologies relevant to podiatry and require practitioners to review and extend their knowledge related to using and prescribing scheduled medicines.

The 15 approved online case studies must be completed after a podiatrist or podiatric surgeon has obtained their approved qualification in podiatric therapeutics and before the practitioner starts their period of supervised practice under Pathway B.

The 15 online case studies are delivered online by a university or other higher education provider (education provider) and include an assessable component.

Online case studies developed by an education provider for the purpose of Pathway B must be independently assessed against Board approved criteria to ensure they meet the Board's requirements.

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<sup>1</sup> Health Practitioner Regulation National Law, as in force in each state and territory.

Once the case studies have been assessed, the assessor will provide a report to the Board which will make a decision about approval of the case studies, based on the assessment report.

If the online case studies are approved by the Board, they will be included on the list of education providers who deliver approved online case studies published on the [endorsement for scheduled medicines](#) page of the Board's website.

The approved online case studies must be reassessed every three years to ensure they remain contemporary

## Purpose

The Board is seeking expressions of interest from suitably qualified and experienced individuals, to be appointed as an assessor of online case studies for the Board.

## What is involved?

The assessment of online case studies will be undertaken as required. It is expected that the frequency of assessments will be low. Currently there are two universities offering approved online case studies. The online case studies need to be reassessed every three years against Board approved criteria.

If other universities develop online case studies for the purpose of Pathway B, these must be assessed against Board approved criteria.

If you are appointed, you will be required to complete an orientation conducted by the Board and Ahpra.

When an assessment or reassessment is required, Ahpra staff will contact you to check your availability to conduct the assessment and identify whether you have any real, perceived or potential conflicts of interest in relation to the particular assessment.

## Selection criteria

The expressions of interest form requires you to respond to each of the following items:

1. **Currently registered without conditions**, with the Podiatry Board of Australia
2. **Has experience as a Level B or C senior lecturer (or equivalent experience)** for podiatry programs in Australia with demonstrated attributes, including prescribing knowledge
3. **Has extensive knowledge and experience** of podiatry prescribing within the Australian health care system
4. **Displays integrity**: is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful, values diversity, and shows courage and independence.
5. **Thinks critically**: is objective and impartial, uses logical and analytical processes, distils the core of complex issues and weighs up options.
6. **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.
7. **Applies expertise**: actively applies -
  - knowledge of podiatry prescribing in Australian health care system; and
  - knowledge and experience as a senior lecturer for podiatry programs in Australia (or equivalent experience and knowledge).
8. **Follows prescribed procedures and process**: is adherent, and ensures consistent approach is followed.

## Approval process

The Board will convene a Selection Advisory Panel to review all expressions of interest and provide recommendations to the Board on appointment of an assessor of online case studies.

The Board may decide to interview an individual or seek additional information to ensure that they have the necessary skills, knowledge and attributes for the role.

As part of the expression of interest process, individuals are required to provide information on whether they are current members of other government or statutory bodies.

### **Referee reports**

Referee reports are an important part of the approval process and at least one report may be obtained for potentially suitable individuals. The expressions of interest form asks individuals to nominate two referees who can support their claims against the selection criteria.

### **Roles and responsibilities of the assessor**

The assessor will assess or reassess online case studies developed by an education provider for the purpose of Pathway B of the Board's ESM registration standard. The online case studies are assessed against Board approved criteria as set out in a guide developed by the Board, using an assessment form approved by the Board

Assessors:

- must declare if there is a real or perceived conflict of interest or bias, for each assessment. Conflicts of interest must be disclosed to and managed in accordance with the *Podiatry Board of Australia's conflict of interest policy*
- should notify Ahpra where circumstances change that might affect their ability to assess the online case studies
- must conduct the assessments in accordance with the Podiatry Board of Australia's *Guide: Independent assessment of online case studies*
- must adhere to their responsibilities in conducting their assessments for consistent, fair, and transparent assessments and abide by the confidentiality requirements outlined in the National Law.

### **Confidentiality**

Assessors must comply with the confidentiality requirements of section 216 of the National Law. Any information that comes to an assessors knowledge, in the course of, or because of their role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

### **Statutory protections**

Under section 236 of the National Law, assessors are provided with appropriate statutory immunities for exercising their functions in good faith.

### **Remuneration**

Assessors will be engaged by Ahpra as casual employees and paid for their work as an assessor including attending an orientation session. The fee paid to the assessor will be \$1400 for each assessment (as of October 2022).

### **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 assessors are paid.

We recommend individuals consult with their employer prior to submitting an expression of interest to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as an assessor, and/or receive remuneration, should they be appointed by the Board.