



Aboriginal and Torres Strait
Islander Health Practice
Chinese Medicine
Chiropractic
Dental
Medical
Medical Radiation Practice
Nursing and Midwifery
Occupational Therapy
Optometry
Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Australian Health Practitioner Regulation Agency

Information guide – for appointment to a National Board

February 2019

Information for community and practitioner member applicants

This information guide supports the call for applications for advertised National Board vacancies.

We encourage you to read this guide before you complete your application.

This information is provided to help you to submit an application that best demonstrates your suitability, skills, experience and attributes for consideration of appointment to a National Board. It covers:

- the advertised roles and eligibility requirements
- factors you may wish to consider before submitting an application
- the recruitment and selection process for National Board appointments
- how Health Ministers decide appointments
- information if you are appointed as a National Board member (including remuneration)
- the roles of AHPRA and National Boards in the National Registration and Accreditation Scheme.

A **complete application** will consist of your:

- completed application form
- two-page CV/resume
- completed private interests declaration form, and
- completed national criminal history check consent form (with certified identification documents).

All appointments are made by the Ministerial Council in accordance with the *Health Practitioner Regulation National Law* as in force in each state and territory (the National Law).

Please ensure your application is complete before you submit it – incomplete applications will not be processed.

If you have questions, please contact the AHPRA statutory appointments team via email: statutoryappointments@ahpra.gov.au

Information for potential applicants

The National Registration and Accreditation Scheme (the National Scheme) was established in 2010 to ensure the safety of consumers of health services provided by registered health practitioners. More than 700,000 practitioners from 16 registered health professions are regulated nationally. This includes the profession of paramedicine, which commenced national regulation from 1 December 2018. Under the National Scheme, National Boards and AHPRA work together to ensure that practitioners are appropriately qualified and competent to practise a registered health profession.

National Boards exercise functions in accordance with the *Health Practitioner Regulation National Law*, as in force in each state and territory (the National Law).

1. What roles are being advertised and how do I know if I am eligible?

The current advertised vacancies are identified below (in alphabetical order of National Board):

National Board	Member vacancies advertised –	
	Community ¹	Practitioner ²
Chinese Medicine Board of Australia	1 vacancy	No vacancies
Medical Radiation Practice Board of Australia	1 vacancy	2 vacancies Must be from South Australia or Western Australia
Occupational Therapy Board of Australia	No vacancies	1 vacancy Must be from Victoria
Paramedicine Board of Australia	1 vacancy	No vacancies
Physiotherapy Board of Australia	No vacancies	1 vacancy Must be from Tasmania

If you have any questions about the vacancies, please contact the AHPRA statutory appointments team via email: statutoryappointments@ahpra.gov.au

Practitioner member applicants

To be eligible for appointment as a practitioner member, **you are required** to hold current registration as a health practitioner in the health profession for which the board is established. For example, if you are seeking appointment to the Occupational Therapy Board of Australia you must be a registered Occupational Therapist. There are also statutory requirements for interested practitioners to be from a specific jurisdiction.

Community member applicants

To be eligible for a community member vacancy **you must not** at any time have been registered as a health practitioner in the profession regulated by that board. For example, if you were once registered as an occupational therapist, you cannot apply to be a community member on the Occupational Therapy Board of Australia.

Other eligibility requirements

All applicants are asked to complete a **criminal history consent form** to enable AHPRA to conduct a criminal history check.

A person (practitioner or community member applicant) is **not eligible** to be appointed as a member of a National Board if the person has **at any time**, been **found guilty of an offence** (whether in a state or territory or elsewhere) that **in the opinion** of the Ministerial Council, renders the person unfit to hold the office of member. AHPRA will conduct a criminal history check on all shortlisted candidates.

All applicants are asked to complete a **private interests' declaration form**. Please answer all questions and provide supporting information as needed.

¹ **Community members** may be from any state or territory – there are no jurisdictional eligibility requirements.

² For **practitioner members**, state or territory eligibility requirements apply as indicated. If a state is excluded from this round it is because a member from this state is already appointed to serve a current term on the National Board.

Would you like to know what it is like to be a National Board member?

A National Board Chair, a National Board practitioner member, and a National Board community member appointed by the Ministerial Council have shared their experiences on being a National Board member. Please go to: <http://www.ahpra.gov.au/National-Boards/National-Boards-recruitment/Our-board-members.aspx>

2. What do I need to consider before I apply for appointment to the National Board?

Commitment of board members

Board members should be able to give an active commitment to the regulatory work of the board. Commitment as a National Board member will often take around **three full days per month**, and may be more, **in addition** to travel time to and from the meetings – this can include interstate travel.

Board members are expected, as far as practical, to attend all meetings, including teleconferences and video conferences. Scheduled meetings are typically during business hours and some members may need the support of their employer to serve on the board.

Board members may be required to attend different types of meetings, including:

- scheduled board meetings, usually held **monthly** at AHPRA's National Office **in Melbourne**
- ad hoc meetings (either face to face or via teleconference) when additional matters need to be considered or urgent decisions need to be made
- committee meetings for board members who are also a member of one or more committees, and
- occasional conferences, weekend retreats or planning days.

Appointed members may also be elected to a registration and notifications committee of the National Board to consider complaints about registrants. Typically, members meet approximately **1-2 times per month** by teleconference for a few hours **in addition** to scheduled board meetings.

An agenda and board papers are provided prior to each meeting. Board members receive an iPad and access AHPRA's secure information sharing platform to manage meetings, access board papers and view board member resources and policies.

In the event that a board member cannot attend a meeting, they are required to request leave of absence from the Board Chair prior to the meeting. In the unlikely event that a board member is absent without being granted leave by the board for three or more consecutive meetings, the office of the board member may be declared vacant, in accordance with schedule 4, clause 4(1)(d) of the National Law.

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 board members are remunerated. AHPRA asks that government or statutory employees advise AHPRA accordingly on application. Information regarding the administration of payment is available on request.

AHPRA recommends potential applicants consult with their employer prior to applying to ensure an acknowledgement of permission from your employer can be arranged, should you be successful and if this is needed.

Membership and appointments to boards of other organisations or professional bodies

Many National Board applicants are members of professional organisations, which are relevant to their practice, and/or their employment and professional interests.

Some applicants may be **appointed / elected** to the executive, a committee, or a board of a professional organisation or decision-making body that represents the interests of a profession or a consumer group, and may, from time-to-time, express a view on the work of the board or the National Scheme.

Although the National Law does not preclude a person being simultaneously appointed to both a national board and the executive, committee or board of a professional or consumer organisation, this type of dual appointment can often give rise to real or potential conflicts of interest. For example, between meeting your responsibilities to the organisation (eg to advocate in the interests of the profession) and ensuring

you administer your regulatory obligations as a national board member to act impartially and to place the public interest ahead of professional interests.

Before you apply, we encourage you to consider whether this type of conflict of interest is manageable over a term of appointment that can be for up to three years on a National Board and whether you will resign your office to accept a national board appointment. You will be asked to identify these types of appointment in your application.

3. What is the process for appointment to the National Board?

Appointments

All National Board appointments are made by consensus by the Ministerial Council which comprises Health Ministers from each state and territory and the Commonwealth. Appointments are made in accordance with the National Law.

Recruitment and selection process

All vacancies are publicly advertised, and applications are invited from interested practitioners and members of the public. Vacancies are also advertised on the AHPRA and National Boards recruitment website.

AHPRA facilitates the selection process which includes advertising the vacancies, receiving and verifying all applications and expressions of interest, answering queries about the process, and conducting all required probity checks.

AHPRA will keep applicants informed of the progress of this round as best we can, via email. This process may take *at least six months* from when vacancies are advertised to when appointments are made and announced by Ministers.

Our aim is for Ministers to be able to make the appointments **in the second half of 2019** noting that the majority of the advertised vacancies are due to the scheduled expiry of terms in November 2019. Under the National Law, appointed members' terms may be automatically extended for a period of *up to six months* from their scheduled expiry until Ministers make the appointment decisions.

A **selection advisory panel** comprising health department officials may be convened as part of this process to provide advice to governments on proposed candidates for appointment.

AHPRA is not part of the selection advisory panel and does not decide who is selected or appointed.

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

Reference checks for **shortlisted candidates** may be conducted and information obtained. Applicants are asked to nominate three referees who can support the application relevant to the board member attributes and functions of the National Board. Applicants are advised to consider selecting referees who can provide a balanced reflection of the applicants' professional attributes. Referees must be advised in advance that they may be contacted by AHPRA staff. In most instances only two referees will be contacted, however there may be occasion where additional references are required.

All **shortlisted candidates** will undergo **probity checks**, which include:

- a national criminal history check, processed by a suitably trained AHPRA officer
- an Australian Securities and Investments Commission (ASIC) disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority (AFSA).

4. How do Health Ministers decide who to appoint?

In accordance with the National Law, in deciding whether to appoint an eligible and suitable person as a member of a board, the Ministerial Council must have regard to the skills and experience of the person that are relevant to the board's functions.

Applications and supporting information such as CVs and your response to the National Board member attributes (below) will form the basis of advice provided by governments to the Ministerial Council for consideration of appointments.

It is considered that a **practitioner member** will bring to the board sound experience in the health profession for which the board is established and will have an appreciation and understanding of the regulatory role of the board.

With a sound understanding of health issues and services, a **community member** will represent the views and opinions of members of the community.

All board members are expected to demonstrate the following **National Board member 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; and creates partnerships within and between boards and AHPRA.

Community member applicants are asked to address this additional attribute:

7. **Strong community connection**: can demonstrate a strong community connection/s and an ability to bring a public/lay perspective and voice to the regulatory work of National Boards.

5. **If I am appointed as a member of the National Board, is there anything else I need to know?**

Term of appointment

The term of appointment to the National Board may be for a period of up to three years as decided by the Ministerial Council. Appointed members may be eligible for reappointment for a further term/s on the Board. The terms and conditions of appointment are set out in the instrument of appointment issued by the Ministerial Council.

Governance training and orientation to national scheme

To assist National Board members understand the governance framework for the National Scheme and perform the roles and responsibilities required under the National Law, members will complete the 'Governance and decision-making in the NRAS' program, during their first term of appointment. AHPRA will schedule the training and provide more information on the 'Governance and decision-making in the NRAS' professional development program to appointed members. All appointed Board members also receive an orientation to the national scheme and a board-specific induction at the start of their term.

Role and responsibilities of board members

Board members are required to act within the powers and functions set out in the National Law. 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.

Managing conflict of interest and bias

The National Law includes extensive provisions in relation to conflicts of interest. Members are to comply with the conflict of interest requirements set out in Clause 8 of Schedule 4 of the National Law.

The National Boards have business rules and processes in place to record and manage real and/or perceived conflicts of interest. As a general rule, board members must declare any actual and perceived conflict of interest in relation to matters to be considered at a meeting. Board members must also exclude themselves from decision-making in relation to a matter in which they are biased, or may be perceived to be biased. Penalties apply to unlawful disclosure of protected information.

Statutory protections

Under section 236 of the National Law, members of National Boards and state, territory and regional boards are provided with appropriate statutory immunities for exercising their functions in good faith.

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 made allowed to be disclosed to another person, organisation or entity.

Remuneration

The remuneration for members of a national or state, territory or regional board is determined by the Ministerial Council in accordance with the National Law. Remuneration is usually adjusted on an annual basis according to the consumer price index. The remuneration (daily sitting fee) as at 1 July 2018 is as follows:

Role	Attendance <i>(Fee includes preparation and up to 4 hours travel time)</i>	Extra travel time	
	Daily sitting fee <i>(more than 4 hours in a day)</i>	Between 4 – 8 hours	Over 8 hours
Board member	\$658	\$329	\$658

Business rules for the payment of sitting fees and expenses are set by AHPRA.

As a general guide, the daily fee applies for board member attendance in person or by telephone at a scheduled board meeting. The daily fee includes meeting preparation time for the scheduled board meeting and up to four hours of travel time. For meetings of a shorter duration (less than four hours), half the daily fee is payable.

Under the *Superannuation Guarantee (Administration) Act 1992* board members are eligible to receive contributions at 9.5% of total annual remuneration to a chosen superannuation fund, payable when more than \$450 in fees are paid in a calendar month.

Expenses

Board members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking board business. More information on allowances and the process of payments and claims will be provided if you are appointed.

6. What are the roles of AHPRA and National Boards?

Australian Health Practitioner Regulation Agency (AHPRA)

The world of the National Boards is supported by AHPRA as the national agency for the scheme. AHPRA has a national office based in Melbourne and offices in each state and territory. AHPRA provides the administrative and policy support to the national, state and territory boards and committees. Further information is available on the [AHPRA website](#). Potential applicants may be interested in accessing the AHPRA and National Board Annual Reports from AHPRA's [publications page](#).

National Boards

There are National Boards established under the National Law to regulate the corresponding registered health professions:

Aboriginal and Torres Strait Islander Health Practice Board of Australia	Occupational Therapy Board of Australia
Chinese Medicine Board of Australia	Optometry Board of Australia
Chiropractic Board of Australia	Osteopathy Board of Australia
Dental Board of Australia	Pharmacy Board of Australia
Medical Board of Australia	Physiotherapy Board of Australia
Medical Radiation Practice Board of Australia	Podiatry Board of Australia
Nursing and Midwifery Board of Australia	Psychology Board of Australia
Paramedicine Board of Australia	

Part 5 and Schedule 4 of the National Law set out the provisions relating to National Boards – accessible from the AHPRA website: <https://www.ahpra.gov.au/About-AHPRA/What-We-Do/Legislation.aspx>

The key functions of a National Board include:

- registering practitioners and students in the relevant health profession
- developing standards, codes and guidelines for the relevant health profession
- overseeing receipt, assessment and investigation of notifications and complaints
- where necessary, conducting panel hearings and referring serious matters to tribunal hearings
- overseeing assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards submitted by an accreditation authority and approving accredited programs of study as providing qualifications for registration.

National Boards publish communiqués on [National Board websites](#) which provide an overview of the work of the board and current issues under consideration.

Who does what? Working together



- *except in **NSW** which has a co-regulatory arrangement in relation to management of notifications and in **Queensland** where AHPRA manages less-serious matters
- AHPRA and National Boards – Health Professions Agreement, AHPRA contract with accreditation agencies