



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

Application guide

June 2015

Occupational Therapy Board of Australia – Threshold Competency Standards Advisory Panel

Guide for applicants

This information package includes:

- information about the role of Threshold Competency Standards Advisory Panel members under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law),
- selection criteria,
- selection process,
- sitting fees and remuneration information, if application is successful, and
- relevant sections of the National Law.

Information for potential candidates

Applications are invited from suitably qualified and experienced individuals to be appointed to the Threshold Competency Standards Advisory Panel of the Occupational Therapy Board of Australia:

Introduction

The Occupational Therapy Board of Australia (the Board) is commencing a project to develop a new set of threshold competencies for occupational therapists. The Board recognises that it is important to periodically review competency standards to ensure they continue to reflect current and emerging practice.

The current competency standards for occupational therapists in Australia (ACSOT) were developed by the professional association, Occupational Therapy Australia in 2010 and since their development they have proved useful in a professional and educational context.

The Board aims to develop threshold competencies that reflect current standards and will be suitable for use in clinical, educational and regulatory contexts.

The Board has commenced this process and invites expressions of interest for membership of the Board's Threshold Competency Standards Advisory Panel (the Advisory Panel). The Advisory Panel's role will be to provide knowledge and experience to assist in the development of threshold competency standards for the occupational therapy profession in Australia.

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 www.ahpra.gov.au/Legislation-and-Publications.

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.

The Advisory Panel will:

- provide background information, including information on existing practices and possible deficiencies
- consider and comment on any specific points raised by the Board and/or the external consultant tasked with developing the threshold competency standards
- review draft threshold competencies prepared by the external consultant and provide feedback regarding their adequacy, relevancy, consistency and readability

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:
 - 3.6 The scheme is to operate in a transparent, accountable, efficient, effective and fair way.
 - 3.7 Fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme.
 - 3.8 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.

Membership

Advisory Panel members are to be appointed by the Board as follows:

- six members with knowledge and expertise in the field of occupational therapy competency standards
- two National Board members – one practitioner member and one community member

The Chair will be a nominated National Board member.

Selection criteria

In selecting candidates for appointment to the Advisory Panel, applications will be considered against the following criteria. Members are required to:

- demonstrate experience in training, teaching, and/or assessment of professional competencies
- demonstrate professional good standing
- demonstrate post graduate education or experience
- disclose any interest in a matter being considered by the Advisory Panel that appears to raise a conflict with the proper performance of the member's functions, so that conflict may be appropriately managed
- be available to attend meetings
- be willing to enter into an undertaking to keep information they obtain as a Advisory Panel member confidential

It is desirable that members:

- demonstrate knowledge of the competencies required for occupational therapists
- understand the regulatory role of accreditation bodies under the National Law

Threshold Competency Standards Advisory Panel member attributes

Members of the Advisory Panel 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

Advisory Panel members will be 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 and confidentiality

Members of the Advisory Panel will be required to:

- disclose any interest in a matter being considered by the Advisory Panel that appears to raise a conflict with the proper performance of the Member's functions, so that conflict may be appropriately managed; and
- sign a confidentiality deed regarding information they obtain in the course of performing their functions on the Panel.

Terms and conditions of appointment

The Advisory Panel is time limited until the end of the project. The project is expected to commence in mid 2015 and is forecast to conclude in June 2016. The OTBA is responsible for approving an extension of time beyond 30 June 2015 if it is required.

Frequency of meetings

The Advisory Panel shall meet on an as needed basis as determined by the project consultant, at a time determined by the Advisory Panel. The initial meeting will be conducted face to face at a location that will be determined by the project manager. Additional meetings will be conducted by teleconference unless otherwise approved by the Board.

Staffing to support the Committee

Administrative support is to be provided by the Executive Officer and other relevant staff of AHPRA.

Remuneration

The National Board does not pay sitting fees for Advisory Panel members. Any economy class travel and/or reasonable accommodation required will be booked and paid for by AHPRA.

Selection process

The Board will appoint a selection advisory panel to review all applications 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.

Applicants may be required to provide proof of identity documents and complete a *Declaration of private interests*.

Where the position is that of a practitioner member, a check of AHPRA 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 proof of identity documents. Documents can only be certified by an authorized person. Applicants cannot certify their own documents.

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 selection criteria and duties of the position.

It is anticipated that applicants will be advised of the outcome of this process in late July 2015.

Expressing your interest in appointment to the Advisory Panel

To express interest in appointment to the Advisory Panel, please:

1. Complete and submit the application form for appointment to the Threshold Competency Standards Advisory Panel of the Occupational Therapy Board of Australia.
2. Complete the declaration of private interest form
3. Attach your two (2) page CV or resume, including the names of two or three referees.

Submission requirements are detailed on the application form. Applications must be received by Monday, 13 July 2015.