

OTBA THRESHOLD COMPETENCY STANDARDS REFERENCE GROUP

TERMS OF REFERENCE

1. Purpose

The Competency Standards Reference Group has been established by the Occupational Therapy Board of Australia (the OTBA) as a time-limited consultative group consisting of key stakeholders to provide stakeholder input about occupational therapy competency standards during the course of the occupational therapy competency standards review.

2. Outputs

The Competency Standards Reference Group is required to provide the consultant with stakeholder information and advice about occupational therapy competencies during the course of the occupational therapy competency standards review.

3. Outcomes

- Assurance of the transfer of relevant current and historical knowledge and information regarding occupational therapy competency standards.
- Assist the consultant to develop a new set of competency standards for the occupational therapy profession.

4. Membership

Competency Standards Reference Group members are to be appointed by the Board as follows: Representatives from the following key stakeholder groups:

- Australia & New Zealand Council of OT educators (ANZCOTE) x 2
- Occupational Therapy Council of New South Wales (OTCNSW) x 2
- OT Australia (OTA) x 2
- OT Council (Australia & NZ) Ltd. (OTC) x 2
- OTBA x 3
- OT Australia leadership group x 1

5. Duties

Competency Standards Reference Group members:

- should be reasonably available to attend meetings
- prepare for meetings by reading material distributed in advance to ensure they understand what will be discussed and are prepared to make decisions
- are encouraged to express their opinions and provide comments, suggestions and feedback, and
- should confirm the accuracy of minutes of meetings.

6. Remuneration

The OTBA does not pay sitting fees for Competency Standards Reference Group members. Any travel and/or accommodation costs will be arranged by AHPRA.

7. Chair

The chair will be a nominated OTBA member.

8. Quorum

As the working group has no delegated decision making power, any recommendations to the Board need only be supported by a simple majority.

9. Meetings and Procedures

The Competency Standards Reference Group is time limited until end of the project.

The Competency Standards Reference Group shall meet on an as needs basis as determined by the project consultant at a time determined by the Competency Standards Reference Group. 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 OTBA.

10. Public interest

Members of the Competency Standards Reference Group are to act impartially and in the public interest in the exercise of the member's functions. A member is to put the public interest before the interests of any entity that represents health practitioners.

11. Conflict of interest

Members of the Competency Standards Reference Group are to comply with the conflict of interest requirements set out in Schedule 4, clause 8 of the National Law.

12. Support

Secretariat and support for the Competency Standards Reference Group members will be provided by AHPRA staff in the relevant jurisdiction.

13. Confidentiality

Members of the Competency Standards Reference Group will maintain confidentiality in accordance with the confidentiality agreement. Documents provided to the group are confidential and will not be circulated outside of the Group unless there is minuted approval for circulation.