

## Information guide

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March 2017

### Appointment to Podiatry Board of Australia's Registration and Notification Committee

This information guide includes information for podiatrists and podiatric surgeons interested in being appointed as a member to the Podiatry Board of Australia's Registration and Notification Committee, including:

- information about the role
- selection criteria
- selection process
- remuneration information

Please also refer to the application documents:

- application form with declarations
- private interests declaration form, and
- national criminal history check consent form.

**Closing Date: Monday 17 April 2017**

## Information for potential applicants

The Podiatry Board of Australia (the Board) has established a Registration and Notifications Committee (RNC) under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law) to make decisions about individual registration and notification matters. The Board has delegated the necessary powers to the RNC to enable it to carry out these functions.

The RNC has practitioner and community members and the Board has decided to appoint an additional practitioner member to the RNC, preferably a practitioner with experience in private practice.

Applications are invited from suitably qualified and experienced registered podiatrists and podiatric surgeons interested in being appointed as a member to the Board's RNC.

### Roles of the Board and AHPRA

#### The Podiatry Board of Australia

The primary role of the Board is to protect the public. The functions of the Board include:

- registering podiatrists, podiatric surgeons and students
- developing standards, codes and guidelines for the podiatry profession
- handling notifications and complaints
- where necessary, conducting panel hearings and referring serious matters to tribunal hearings
- overseeing the assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and accredited courses of study.

#### Australian Health Practitioner Regulation Agency

The Board is supported by the [Australian Health Practitioner Regulation Agency](#) (AHPRA).

AHPRA provides the administrative and policy support to the Board and its committees. It has a National office based in Melbourne and offices in every state and territory and manages registration and notification matters on behalf of the National Boards.

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](#).

### Registration and Notification Committee (RNC)

#### Role of the RNC

The primary role of the RNC is to make decisions about individual registration and notification matters. The Terms of Reference for the RNC can be found at **Appendix A** to this Information Guide.

#### Membership

The RNC has practitioner and community members. The Board is seeking to appoint an additional practitioner member to the RNC.

#### Appointments

Appointments to the Board's RNC are made by the Board under the National Law. Applications will be assessed by a Selection Advisory Panel.

Appointments are for one year with eligibility for reappointment. The successful applicant is expected to commence in May/June 2017.

### **Role and responsibilities of RNC members**

Committee members are required to act within the powers and functions set out in the National Law and described in the RNC's terms of reference.

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.

### **Commitment required of committee members**

Members of the RNC should be able to give an active commitment to the regulatory work of the Board.

The RNC meets monthly, with the majority of meetings held via teleconference. The teleconference meetings are usually held on Tuesday and typically run from 5.00pm to 6.30pm AEST but may occasionally run for longer.

The RNC generally holds two face to face meetings per year, which are usually held in Melbourne but may be held in another capital city. The travel time for these face to face meetings is part of the time commitment required for a member of the RNC.

The time commitment that is required of member of the RNC also requires them to read large amounts of materials. For the RNC the number of pages you are required to read can vary significantly depending on the number of matters to be considered and their complexity. As a general guide you can expect to have to read somewhere between 600 and 1000 in the week before the meeting. On some occasions there may be more. This preparation for the meeting typically takes between four to six hours.

RNC members receive an iPad and access AHPRA's secure information sharing platform to manage meetings and access committee papers and other relevant resources.

RNC members are expected, as far as practical, to attend all meetings of the RNC. An agenda and papers are provided one week prior to each meeting.

### **Important training date**

The successful applicant for this position will be required to attend a half day training session in Melbourne on 23 May 2017.

### **Managing conflict of interest and bias**

The National Law includes 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.

As a general rule, committee members must declare any actual and possible conflict of interest in relation to matters to be considered at a meeting of the RNC. Members must also exclude themselves from decision-making in relation to a matter in which they are biased, or might be perceived to be biased.

### **Statutory protections**

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

### **Confidentiality**

Members of the RNC are required to comply with the confidentiality requirements of section 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 on the RNC is protected information and must not be disclosed to another person, organisation or entity.

## Eligibility criteria

The Board is seeking to appoint a practitioner member to the RNC. To be eligible for appointment as a practitioner member of the RNC, you **must** hold current registration as a podiatrist or podiatric surgeon and be practising as a podiatrist or podiatric surgeon.

You must also be experienced and of good standing in the profession.

Applicants are asked to complete a criminal history consent form to enable AHPRA to conduct a criminal history check. A criminal history check will be done on all shortlisted candidates.

## Committee member skills, experience and attributes

### Skills and experience

In deciding whether to appoint a person as a member of the RNC, the Board will have regard to the skills and experience of the person that are relevant to the functions of the RNC.

It is expected that that a practitioner member of the RNC will:

- bring to the RNC sound experience in the podiatry profession with extensive experience in private practice
- have an appreciation and understanding of the role of the Board and the RNC.
- demonstrate knowledge of the competencies and professional skills required for registration as a podiatrist or podiatric surgeon
- have a sound knowledge and understanding of the professional obligations of a registered podiatrist and/or podiatric surgeon in Australia as well the Board's registration standards, codes and guidelines
- have a sound understanding of the practice of podiatry in the context of private practice

### Committee member attributes

RNC members are expected 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 national scheme:** is a team player and is flexible and cooperative.

## Selection process

The Board will appoint a Selection Advisory Panel to review all expressions of interest and recommend a short list to the Board for appointment. . The appointment is made by the Board.

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

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), and
- a check of the national register and AHPRA database will be undertaken to ensure that the practitioner is of good standing.

Applicants must complete and return a declaration of private interests form.

### Referee reports

Reference checking may be conducted and information obtained for shortlisted candidates. Applicants are asked to nominate two referees who can support the application relevant to the committee member attributes and duties of the position.

Applicants are advised to show consideration in 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.

Please refer to the application form for detailed instructions on submitting your full application.

### Remuneration

RNC members will be paid by AHPRA at the rate listed in the current Schedule of fees for board, committee and panel members.

The current remuneration (daily sitting fee) is as follows:

Role	Attendance  (Fee includes preparation and up to 4 hours travel time)  Daily sitting fee (more than 4 hours in a day)	Extra travel time	
		Between 4 – 8 hours	Over 8 hours
Board Chair	\$765	\$383	\$765
Board member	\$627	\$314	\$627

For meetings that are less than 4 hours, half the daily fee is payable. Business rules for the payment of sitting fees and expenses are set by AHPRA.

The fee includes meeting preparation time for the scheduled meeting and up to four hours of travel time.

Under the *Superannuation Guarantee (Administration) Act 1992* committee 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.

Also note that payment must be made to the member and not through a company account or private business. More information will be provided on successful appointment.

### Expenses

Committee members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking RNC business.

More information on allowances and the process of payments and claims will be provided if you are appointed.

### 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 paid.

We recommend potential applicants consult with their employer prior to applying to ensure a written acknowledgement of permission (on the organisation's letterhead) from your employer can be arranged, should you be successful. This requirement is the responsibility of the prospective applicant.

## Appendix A: Registration and Notification Committee

### TERMS OF REFERENCE

#### Purpose

The Registration and Notification Committee (RNC) is established by the Podiatry Board of Australia (Board) under Clause 11 of Schedule 4 of the Health Practitioner Regulation National Law as in force in each state and territory (the National Law) to exercise any functions delegated under section 37 of the National Law and undertake associated functions as set out in these terms of reference.

#### Functions

The functions of the RNC are:

- To perform the registration and notification functions delegated by the Board pursuant to s 37 of the National Law as specified in the instrument of delegation, as amended from time to time.
- Provide advice to the Australian Health Practitioner Regulation Agency (AHPRA) staff in relation to registration and notification matters as required.
- Provide advice to AHPRA staff dealing with the Health Complaints Entity as required.
- Advise the Board on issues and emerging trends relating to registration and notifications.
- Advise the Board on issues relating to the RNC, including issues relating to RNC structure, meeting format, schedule and procedures; and delegations to the RNC.

#### Membership

Members are to be appointed by the Board as follows:

- at least three practitioner members from the Board
- at least two community members from the Board

Members shall be appointed for a term of one year and may be re-appointed.

The Chair of the Board is an ex- officio member of the RNC and holds the same rights as other RNC members, including the right to vote, but does not have a casting vote.

The Chair of the Board will attend the RNC meetings from time to time.

#### Chair

The Board will appoint a Chair of the RNC for a term of one year. The Chair may be re-appointed.

The Chair of the RNC has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

#### Deputy Chair

The RNC may elect a member as Deputy Chair to preside at a meeting of the RNC in the absence of the Chair.

In the event that a Deputy Chair is elected to preside at a meeting of the RNC, the Deputy Chair has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

#### Defects in appointments of members

A decision of the RNC is not invalidated by any defect or irregularity in the appointment of any member (or acting member) of the RNC.

## Meetings

The RNC will meet at least monthly or at the RNC Chair's discretion.

Meetings can be held:

- face-to-face
- via videoconference
- via teleconference
- via email

## Quorum

The quorum for a meeting of the RNC is a majority of its members for the time being, at least one of whom is a community member.

## Voting

A decision supported by a majority of the votes cast at a meeting of the RNC at which a quorum is present is the decision of the RNC.

## Public Interest

Members of the RNC are to act impartially and in the public interest in the exercise of the member's functions. A member of the RNC is to put the public interest before the interests of particular health practitioners or any entity that represents health practitioners as set out in Clause 7 of Schedule 4 of the National Law.

## Conflict of Interest

Members of the RNC must comply with the conflict of interest requirements set out in Clause 8 of Schedule 4, of the National Law. The Chair of the RNC is responsible for maintaining the record of conflicts of Interest.

## Support

Administrative and professional support is to be provided by the relevant jurisdictional AHPRA office. Secretariat support for the Committee will be provided by the Victorian state AHPRA office.

## Review

These terms of reference apply from 27 October 2016. The Board will review these terms of reference at least every three years.

## Last Review

27 October 2016