



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 about the advertised vacancies

12 June 2014

Applications are invited from suitably qualified and experienced dentists to be appointed as a member of the following committee of the Dental Board of Australia:

- Australian Capital Territory Registration and Notification Committee
- South Australian Registration and Notification Committee

The appointments are made by the Dental Board of Australia under the Health Practitioner Regulation National Law as in force in each state and territory (the National Law). Appointments are for up to three years with eligibility for reappointment.

Given the membership requirements of each committee, practitioners with a principal place of practice in the relevant jurisdiction are preferred.

Registration and Notification Committee Background

The Registration and Notification Committee (RNC) is established by the Dental Board of Australia (the Board) pursuant to Schedule 4, clause 11 of the Health Practitioner Regulation National Law Act as in force in each state and territory (the National Law) to exercise any functions or powers delegated to the RNC under section 37 of this National Law.

The RNC has been established to decide applications for registration and to assist the Board in relation to the assessment and processing of complex applications such as those via grand parenting registrations or supervisory arrangements and other tasks, as required. The RNC is also responsible for assessing all notifications regarding dental practitioners. The RNC decides whether or not to investigate individual matters and whether to refer them to other agencies. Where the RNC decides to investigate a matter further, it defines the issues of concern and develops a strategy for the investigation, including whether a performance and/or health assessment is indicated.

The Dental Board of Australia has state and territory Registration and Notification and Immediate Action Committees.

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:

- 2.1.1 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:
- 3.1 The scheme is to operate in a transparent, accountable, efficient, effective and fair way.
 - 3.2 Fees required to be paid under the scheme are to be reasonable having regard to the efficient and effective operation of the scheme.
 - 3.3 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.

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 <http://www.ahpra.gov.au/About-AHPRA/What-we-do/Legislation.aspx> 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.

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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.

Registration and Notification Committee

It is the objective of the Dental Board of Australia to provide for the protection of the public by ensuring that only dental practitioners that are suitably trained and qualified to practice in a competent and ethical manner are registered.

The Registration and Notification Committee will:

1. make decisions under the delegated authority from the Board;
2. develop policies and procedures for the RNC's functions and make recommendations to the Board regarding all matters relating to registration;
3. develop and document a process for its members in dealing with complex applications (eg grand parenting or supervisory arrangements);
4. develop and document decision-making guidelines for assessing complex applications;
5. appoint suitably experienced and qualified persons to assist with:
6. assessing complex applications referred by AHPRA registration staff
7. formulating advice to the RNC and/or Board on such applications
8. review, assess and determine applications for registration regarding dentistry received by the Board in accordance with the delegations
9. to review and assess all notifications regarding registered dental practitioners and dental students in accordance with the delegations of the National Board

Membership

Members of the RNC must be appointed by the Board

The Board will appoint practitioner Board members, (one of whom will be the Chair of the Committee)

The Chair of the Committee will be appointed by the Board

The Board may appoint other suitably qualified and experienced dental practitioners who are not Board members.

Selection criteria

In selecting candidates for appointment to the Committee, the following criteria will be taken into account:

Health practitioner members must be able to:

- demonstrate registration with the Dental Board of Australia
- be experienced and of good standing in the profession
- demonstrate knowledge of the capabilities required for general registration in the profession, and
- demonstrate experience in training, teaching, and/or assessment of professional capabilities

Committee member attributes

Members of all boards and committees 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

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7. Displays leadership and stewardship: demonstrates initiative and accountability; upholds and advocates for the principles of the scheme.

Roles and responsibilities of members

Members are required to act within the powers and functions set out in the National Law and described in the Committee 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.

Conflict of Interest

Members of the RNC are to comply with the conflict of interest requirements set out in, Clause 8 of Schedule 4 of the National Law.

Terms and conditions of appointment

Members of the Committee will be appointed for a term determined by the Board for up to three years and be eligible for reappointment.

Frequency of meetings

The RNC (or working groups as established by the RNC) will meet as required and assess individual registration applications.

The Committee should have the capacity to consider matters urgently, though these matters may not necessarily need to be dealt with in a face-to-face meeting. The RNC will report back to the Board.

Statutory protections

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

Staffing to support the Committee

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

Remuneration

Committee members will be paid in accordance with the AHPRA Schedule of fees for national board, committee and panel members.

The current rate is \$590 for meetings over 4 hours and half that fee for meetings of less than four hours. The Board will cover any travel and accommodation costs associated with the work of members, in accordance with the AHPRA travel policy. Business rules for the payment of sitting fees and expenses are set by AHPRA.

The fees paid are assessable under the Income Tax Assessment Act 1997.

Expressing your interest in appointment to the Registration and Notification Committee

Please complete:

1. The Application Form – application for appointment to the Dental Board of Australia – Registration and Notification Committee.
2. Please attach your CV or resume, including the names of two or three referees.
3. Please complete and attach the national criminal history check form (consent to check and release criminal history information and proof of identity), and organize for your proof of identity documents to be certified

Submission requirements are detailed on the Application Form and must be received by Monday 7 July 2014.

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.

Shortlisted applicants will be required to provide proof of identity (POI) documents; complete a *Declaration of private Interests*; and undergo probity checks, which include:

1. A criminal National Police record check by CrimTrac
2. An Australian Securities and Investments Commission disqualification register check
3. A National personal Insolvency Index check conducted through the Insolvency and Trustee Service Australia.

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

The POI documents will be processed by a suitably trained AHPRA officer.

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 key selection criteria and duties of the position.

It is anticipated that you will be advised of the outcome of this process in October 2014.

Thank you for your interest in applying for appointment.