



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

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April 2015

### Appointment to the Dental Board of Australia's approved list of potential members for appointment to the Oral Surgery Panel

This information package includes:

- information about the role of the Oral Surgery Panel under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law)
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Please also refer to the application documents:

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

## Information for potential candidates

Applications are invited from suitably qualified and experienced persons to be appointed to the Dental Board of Australia's list of approved persons for appointment to the Oral Surgery Panel.

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 two years with eligibility for reappointment.

## Background

The Dental Board of Australia (the Board) has established the Oral Surgery Panel (the Panel) under the National Law as part of its governance framework.

The Panel provides advice and recommendations to the Board on applications for specialist registration in oral surgery.

The Panel will be formed from the approved list of potential members when an application is made.

## 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:
  - 3.1 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 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

Potential applicants may be interested in accessing the AHPRA and National Boards annual reports, which provide detailed information on the National Scheme, including extensive data on health practitioner registration and regulation. The annual reports are accessible from the AHPRA website:

[www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx](http://www.ahpra.gov.au/Legislation-and-Publications/AHPRA-Publications.aspx)

## Role of National Boards

Part 5 and Schedule 4 of the National Law set out the provisions relating to National Boards. The 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,
- investigating notifications and complaints,
- where necessary, conduct panel hearings and refer serious matters to tribunal hearings,
- assessing overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and accredited courses of study.

## Oral Surgery Panel

The Panel provides advice and recommendations to the Board on applications for specialist registration in oral surgery.

A panel will be convened as required to consider these applications.

## Membership

The Board will approve a list of potential members to form a panel to consider a specific application.

In determining the membership of a particular Panel, the Board will appoint a composition of members whose combined attributes, in the Board's view are best suited for achieving the objectives of the Panel.

The Chair of each panel will be consistent and will be appointed by the Dental Board of Australia.

## Selection criteria

In selecting candidates for appointment to the approved list, the following criteria may be taken into account:

- registration as a dentist with the Dental Board of Australia including specialist registration in oral surgery or oral maxillofacial surgery
- leadership and senior clinical experience in the profession, and
- membership of the relevant specialist academies and/or peak bodies.

## Roles and responsibilities of members

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.

## Conflict of interest

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

## Frequency of meetings

Oral surgery panels will meet as required, usually 4 times per year. Panels may also conduct business outside meetings (e.g. by email).

Members 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.

## 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, Dental and other relevant staff of AHPRA.

## Remuneration

The remuneration for is determined by the Australian Health Workforce Ministerial Council having regard to the remuneration generally applied to regulatory bodies with a substantial influence on the health industry.

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

Role	Attendance	Extra travel time	
	(Fee includes preparation and up to 4 hours travel time)	Between 4 – 8 hours	Over 8 hours
	Daily sitting fee (more than 4 hours in a day)		
Committee Chair	\$740	\$370	\$740
Committee member	\$607	\$303	\$607

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.

As a general guide, the daily fee applies for committee member attendance in person or by telephone at a scheduled committee meeting. The daily fee includes meeting preparation time for the scheduled meeting and up to four hours of travel time. Members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking business.

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

## Selection process

The Board will appoint a selection advisory panel to review all expressions of interest and prepare a recommendation for the Board's approval.

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

Shortlisted candidates will undergo probity checks, which include:

- an Australia-wide criminal record check by CrimTrac
- a check of the Australian Securities and Investment Commission (ASIC) register of persons prohibited/disqualified by ASIC under the provisions of *the Corporations Act 2001* (Cth)
- a check of the Australian Financial Security Authority (AFSA) National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth).

Applicants may be required to complete and return a declaration of private interests form.

For practitioner members, a check of board records will be undertaken to ensure the practitioner is of good standing.

The national criminal history check form will be processed by a suitably trained AHPRA officer.

Referee reports are also an important part of this process and may be obtained for shortlisted applicants. Applicants are asked to nominate three referees who can support the attributes and duties of the position.

#### [Applying for appointment to the vacant positions](#)

Please complete:

- all sections of the **application form**,
- the **national criminal history check form**: consent to check and release criminal history information and proof of identity form (please remember to attach your certified proof of identity documents),
- the **private interests declaration form**, and
- provide your CV or resume, including the names of three referees and their contact details.

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