

## Information guide

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March 2016

### Appointment to the Dental Board of Australia's list of approved members for assessment panels

This information package includes:

- information about the role of assessment panels
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Please also refer to the application documents:

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

# Information for potential applicants

## Introduction

The Dental Board of Australia (the Board) seeks expressions of interest from suitably qualified and experienced dentists, holding specialist registration with the Board, to be appointed to the list of approved members for assessment panels. Assessment panels are convened to assist the Board in assessing qualifications for specialist registration from overseas trained dental specialists.

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

## AHPRA

AHPRA supports the National Boards in managing the registration and notifications for health practitioners and students across Australia. AHPRA has a national office based in Melbourne and offices in every state and territory to support local boards and committees.

## National Boards

The following 14 National Boards regulate the corresponding health professions under the Health Practitioner Regulation 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

## Assessment panels

The Board seeks to establish a list of approved members for assessment panels to assist the Board in assessing qualifications for specialist registration from overseas trained dental specialists. More information about specialist registration can be found on the [Board website](#).

The Board is currently working towards a revised assessment process. Under the National Registration and Accreditation Scheme (the National Scheme), the Australian Dental Council (ADC) has assessed overseas specialist qualifications for substantial equivalence to an Australian specialist program, on behalf of the Board. From **1 July 2016** we will use a new process to carry out these assessments. Assessment panels will be convened to consider these qualifications as needed and will provide advice and recommendations to the Board so that it can decide on applications for registration from overseas trained dental specialists.

## Membership

The Board will select persons from the list of approved members to form an assessment panel, according to the specialty in the application. In determining the membership of a particular assessment panel, the Board will select a composition of members whose combined experience and attributes, in the Board's view, are best suited for achieving the objectives of the assessment panel.

The Board will appoint a Chair to be consistent across all assessment panels.

## Commitment

Assessment panels will convene via teleconference as needed, depending on the volume and type of applications received by AHPRA, and may consider multiple applications in one session.

As applications for some specialities may be received infrequently, it is possible members may not be called upon during their term of appointment.

## Selection criteria

In selecting candidates for appointment to the list of approved members for assessment panels, the following selection criteria will be taken into account:

1. Willingness to assess qualifications on behalf of the Board against criteria decided by the Board
2. Specialist registration with the Dental Board of Australia
3. Demonstration of engagement with the profession including membership of the relevant specialist academy and/or peak body for the specialty
4. Leadership and senior clinical experience in the profession, and
5. Experience in the delivery of academic programs for the specialty including accreditation of such.

The Chair will also possess an extensive understanding of the rationale, process and criteria for specialist registration and the Board's processes.

## Member attributes

In addition to the selection criteria above, members should 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; and creates partnerships within and between boards and AHPRA.

## Chair attributes

Should you be interested in serving in the capacity of Chair, in addition to the attributes above, you must demonstrate the following attributes:

1. **Demonstrates leadership:** is confident; decisive and acts without fear or favour; is at the forefront of professional regulation; drives reform and facilitates change
2. **Engages externally:** is the spokesperson for all assessment panels and advocate for the Scheme; defines the nature and tone of engagement; builds and sustains stakeholder relationships
3. **Chairs effectively:** establishes and follows well organised agendas; facilitates input from all members; builds consensus; distils core issues; summarises discussion and confirms decisions ensuring they are accurately recorded.

## Selection process

The Board will appoint a selection advisory panel to consider expressions of interest and formulate a recommendation on candidates for appointment.

Shortlisted applicants may be interviewed or otherwise assessed 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 will be required to provide proof of identity, and if shortlisted undergo probity checks, which include:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority, and
- a check of National Board records to ensure that the practitioner is of good standing.

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

### Referee reports

Referee reports are an important part of the selection process and at least one report will be obtained for all shortlisted candidates. Applicants are asked to nominate two to three referees who can support their application relevant to the selection criteria and duties of the position.

### Roles and responsibilities of members

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.

### Training

Successful candidates will be expected to complete an online training module prior to participating in an assessment panel. The training module is designed to ensure assessment panel members are supported to make fair and effective recommendations about applications received for specialist registration from overseas trained dental specialists.

### Remuneration

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

Role	Attendance	Extra travel time	
	(Fee includes preparation and up to 4 hours travel time) Daily sitting fee (more than 4 hours in a day)	Between 4 – 8 hours	Over 8 hours
Chair	\$750	\$375	\$750
Member	\$615	\$307	\$615

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 attendance in person or by teleconference at a scheduled meeting. The daily fee includes meeting preparation time for the scheduled meeting and up to four hours of travel time.

The fees paid are assessable under the *Income Tax Assessment Act 1997*. Under the *Superannuation Guarantee (Administration) Act 1992* you are eligible to receive contributions at 9.5% cent of your total annual remuneration to a superannuation fund of your choice, payable when you are paid more than \$450 in fees in a calendar month.

### Expenses

Members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking business. More information on allowances and the process of payments and claims will be provided to successful candidates.

### **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 members are paid.

We recommend applicants consult with their employer prior to applying to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed and/or receive remuneration, should they be successful.