



Information guide

March 2016

Registration and Notifications Committee of the Optometry Board of Australia

Guide for applicants

This information package includes:

- information about the vacant roles under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory,
- selection criteria,
- selection process,
- sitting fees and remuneration information, if application is successful.

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

Introduction

The Optometry Board of Australia (the Board) seeks nominations and expressions of interest from qualified optometrists interested in being included on the Registration and Notifications Committee, to assist the Board in its primary role of protecting the public.

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 each 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

Registration and Notifications Committee

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

Functions

The Committee will:

- make decisions in relation to registration and notification matters under the delegated authority from the Board as described in the Board's instrument of delegation
- provide professional and/or practitioner input to Australian Health Practitioner Regulation Agency (AHPRA) staff considering optometry registration and notification matters prior to them coming to the Committee and during Committee meeting discussions
- advise the Board and AHPRA on the ongoing relevance of the instrument of delegation
- make recommendations to the Board on matters that may be outside the Committee's delegated authority, and
- consider and provide advice to the Board on matters as requested by the Board from time to time.

Commitment

The Committee shall meet at least monthly by teleconference, excluding January, unless otherwise approved by the Chair of the Committee in accordance with Schedule 4, clause 16 of the National Law.

Membership and term of appointment

The Committee is to total six (6) members, consisting of two (2) practitioner members from the Board, one (1) community member from the Board and three (3) qualified and experienced practitioners, who are not Board members.

All appointments are made by the Board under the National Law, and applications will be assessed by a selection advisory panel.

Appointments are for a period of up to three years with eligibility for reappointment. Appointments are expected to commence in mid 2016.

Selection criteria

In selecting candidates for appointment to the Committee, the Board will give regard to the following selection criteria:

1. general registration with the Optometry Board of Australia without restrictions
2. a depth of experience in the profession, greater than five years
3. an understanding of appropriate professional conduct and ethics
4. ability to absorb and analyse large volumes of information
5. knowledge of, or the capacity to develop knowledge of, the National Law and Optometry Board codes, guidelines and policies, and
6. an understanding of the health sector, broader health issues and how these relate to the health profession regulated by the Board.

Attributes:

All committee 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 scheme*: is a team player, flexible and cooperative, creates partnerships within and between boards and AHPRA.

A *health practitioner* must be a practicing experienced registered health practitioner with current and recent practice experience of good standing in the health profession for which the National Board is established.

Conflict of interest

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

Selection process

Shortlisted applicants may be interviewed and 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, and
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority.

Where the applicant is a practitioner, a check of National Board records will be undertaken to ensure that the practitioner is of good standing. Copies of relevant documents are included in this package for your information.

Referee reports

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

Remuneration

The rate for committee members 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 2016 remuneration (daily sitting fee) is detailed in the table below. The full day rate applies to all meetings or hearings and other assignments in excess of four hours in a day. The fees paid are assessable under the Income Tax Assessment Act 1997.

In addition to the attendance fee, members may be paid an additional fee for preparation or research as this represents an essential part of the task. It is payable at the same rate as the sitting fee outlined above.

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.

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra 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.

Expenses

Committee members are entitled to claim travel, accommodation and subsistence expenses incurred as part of participating in a meeting. 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 members are paid. Information regarding the administration of payment is available on request.

We recommend you consult with your employer prior to applying to ensure you can arrange an acknowledgement of permission from your employer to be appointed as a panel or committee member, and/or receive remuneration, should you be successful.