

# CALL FOR EXPRESSION OF INTEREST ACCREDITATION COMMITTEE MEMBERSHIP

This is an opportunity to contribute to the quality of our future health workforce.

The Australian Physiotherapy Council (the Council) is the only accreditation authority for physiotherapy in Australia. We accredit education providers both in Australia and internationally to deliver physiotherapy programs, and we assess all internationally trained physiotherapists who want to be registered and work in Australia.

Our organisational purpose of 'championing excellence and professionalism in physiotherapy practice' is underpinned by a passionate and committed team of people.

## The ideal candidate

We are looking for a person who identifies as Aboriginal or Torres Strait Islander and is:

- interested in health workforce development
- familiar with accreditation standards and processes to ensure the appropriate education of future health professionals
- experienced in the development of culturally safe practitioners with an emphasis on Indigenous health
- familiar with governance of the health professions
- able to work collaboratively with committee members and staff

## Commitment

The Council's Accreditation Committee typically meets 5 times per year – one face to face meeting usually held at our offices in Melbourne and the other meetings via teleconference. In addition to providing expertise to meeting discussions and accreditation decisions, committee members are also expected to contribute to the development and review of advisory papers.

The attached Accreditation Committee Charter provides detail on the role of the Committee, the duties and responsibilities of members and remuneration.

## How to apply

If this is a role that would interest you, please email a 'one-pager' describing how your experience and expertise would assist the Accreditation Committee to perform its functions including your CV, to [accreditation@physiocouncil.com.au](mailto:accreditation@physiocouncil.com.au) by February 28, 2020. If you have any questions please feel free to contact Leanne Percy, General Manager Accreditation on 03 7018 1402.





# ACCREDITATION COMMITTEE CHARTER

## GOVERNANCE

Pursuant to the Australian Physiotherapy Council (**Council**) Constitution the Board has appointed an Accreditation Committee as a Committee of the Council to fulfil responsibilities and undertake activities outlined in this Charter. This Charter is to be read consistent with the *Objects and Purposes* of the Council set out in clause 4 of its Constitution.

## PURPOSE

The Accreditation Committee is appointed by the Board to assist the Council to fulfil its responsibilities as an accreditation authority under the *Health Practitioner Regulation National Law Act 2009 (Qld)* (**National Law**) as adopted in each state and territory of Australia.

## DUTIES AND RESPONSIBILITIES

### Delegated responsibility

The Board delegates to the Accreditation Committee responsibility to:

- (i) Develop, monitor and report on, the implementation of processes that will enable the Council to perform the functions of an accreditation authority under Part 6 Division 3 of the National Law and in line with the Australian Health Practitioner Regulation Agency's (**AHPRA**) reporting requirements; and
- (ii) Undertake other activities as directed by the Board from time to time.

### Duties and responsibilities of the Chairperson

- Chair effective Committee meetings.
- Provide leadership to the Committee, maintaining ethical standards and assisting to resolve conflicts.
- Facilitate a professional environment and open communication between the Committee, Board and General Manager - Accreditation.
- Ensure the strategic direction of the Council's accreditation services is a focus at Committee discussions.
- Liaise with the General Manager - Accreditation to provide direction for operational activity of the accreditation service.
- Set agenda for Committee meetings.
- Provide a report to each meeting of the Board on Accreditation Committee activities.

## **Duties and responsibilities of Committee members (including the Chairperson)**

The Accreditation Committee will identify and develop best practice policy for the design, conduct and monitoring of accreditation services:

- (i) Provide advice and support to the Board and Management on accreditation for physiotherapy practitioner programs including:
  - The Committee will delegate individual members to act as accreditation spokespersons to the Board on behalf of the accreditation panel and make recommendations/inform the accreditation decisions in relation to individual physiotherapy programs and their education providers;
  - Report to each meeting of the Board on Accreditation Committee activity;
  - Develop and implement an annual Committee work plan for quality assurance and improvement activities in accreditation processes; and
  - Provide advice to the General Manager - Accreditation on the training, education and performance management of accreditation panel members.
- (ii) Advise the Board and Management on guidelines and policy relating to the accreditation of physiotherapy programs and their education providers, including:
  - Development/review of policy and strategy around accreditation to ensure that Council processes are consistent with National Law requirements;
  - Development of relevant benchmarking to national and international initiatives in accreditation and education policy;
  - Provide expertise, advice and recommendations in any review of the approved accreditation standards and the terms of reference and scope of such reviews;
  - Consider feedback from management, accreditation panels and education providers following each Council accreditation assessment as it may pertain to quality assurance and improvement; and
  - Periodically review Council accreditation policies and the guidelines for education providers.
- (iii) Contribute to and advise the Board and Management on national and international developments and discussions concerning physiotherapy education.

### **Other Matters**

Provide assistance to the Board in relation to other matters as directed or authorised by the Board.

Liaise with other committees of the Council as required and appropriate.

## **COMPOSITION AND MEMBERSHIP**

### **Membership**

The members of the Accreditation Committee do not need to be Directors and will be chosen with regard to skills, knowledge, experience, qualifications and professional affiliations which will best contribute to the work of the Committee.

Members will be appointed to the Accreditation Committee by the Board following a call for nominations from the Council's Members and, where necessary, by a vote of the Board. Nomination does not mean a person will be appointed to the Committee.

Membership of the Accreditation Committee will comprise at least seven persons including:

- a representative of the Board;
- two members nominated by and from the Members of the Council representing the professional sector;
- two members nominated by and from the Members of the Council representing the education sector; and
- two members nominated by the Board.

There should be at least one member of the Committee with expert knowledge of the implementation of cultural competence within health curriculum, including Aboriginal and Torres Strait Islander peoples.

Where Members of the Council nominate members to the Accreditation Committee, it should be noted this is not a representative role, and Committee members must, at all times in this role, act in the best interest of the Council.

The Board may in its discretion appoint any person to fill a casual vacancy on the Accreditation Committee and that person holds office for the balance of the term, or during the absence, of the Committee member whose vacancy has been filled.

Committee members will abide by the policies and procedures of the Council.

### **Term of Office**

Upon appointment of a member of the Accreditation Committee the Board will set a term of office for that member of either two or three years, commencing from 1 January of the coming year, or as otherwise determined by the Board.

Each member of the Accreditation Committee is eligible for re-nomination, but may hold office for consecutive terms totalling no more than nine years.

There is no limit on the number of non-consecutive terms of appointment a member of the Accreditation Committee may serve.

The Board may remove a Committee member for inappropriate conduct including, without limitation:

- failure to act in good faith in the best interests of the Council and for a proper purpose;
- failure to declare a conflict of interest;
- improper use of their position as a Committee member;
- improper use of information obtained by virtue of their position as a Committee member;
- breach of confidentiality; or
- failure to attend the majority of meetings of the Committee in any one calendar year without being granted leave.

### **Appointment of Chairperson**

The Board will appoint a member of the Accreditation Committee (usually, but not necessarily, the Board representative) as Chairperson for an appropriate term of office (usually two years) as determined by the Board, commencing on 1 January of the coming year, or as otherwise determined by the Board.

### **Participation of Non-Members**

The General Manager - Accreditation will attend all meetings of the Accreditation Committee. The Chief Executive Officer and any Director are welcome to attend Committee meetings. Other Council staff or external advisors may attend Committee meetings at the request of the Committee.

### **Remuneration**

Committee Members will be entitled to remuneration in accordance with the Council policy: *Remuneration Policy: Council Committees*.

## MEETINGS

### Frequency and Procedures

The Accreditation Committee will meet as determined by the Committee Chairperson in consultation with the General Manager - Accreditation to ensure it discharges its duties and responsibilities, but in any case on an as needed basis normally each quarter. Meetings will be governed by the provisions of the Constitution relating to Board meetings in so far as they are applicable and are not inconsistent with any other directions of the Board.

A question arising at a meeting of the Committee must be determined by a majority of votes of the Committee members present and eligible to vote. Non-members are not entitled to vote.

If the votes are equal, the Committee Chairperson shall not have a second casting vote in addition to his or her deliberative vote and the resolution is taken to be rejected.

### Quorum

A simple majority of Accreditation Committee Members who are present at a meeting (personally or in conference) constitutes a quorum.

### Agendas, Papers, Minutes and other Records

The General Manager - Accreditation will be responsible for arranging Accreditation Committee meetings, preparing and circulating the agenda and committee papers one week before the Committee meeting and maintaining records. A record of attendance and all declarations made by Committee members regarding conflicts of interest will be maintained.

The General Manager - Accreditation will keep minutes of the Accreditation Committee's meetings and distribute these to the Committee for review within a reasonable timeframe. Minutes should be confirmed as a true and correct record at the subsequent Committee meeting.

## Reporting and Recommendations to Board

Accreditation Committee reporting to the Board will include:

- Minutes of each Committee meeting will be provided to the Board with the papers for the next following Board meeting;
- Before 31 March each year the Committee will provide the CEO and Board with its structured work plan for that financial year;
- The Committee Chairperson will in the third quarter of each calendar year provide an annual written report to the Board on the activities of the Committee and any major trends or issues identified by the Committee; and
- Written reports or recommendations to the Board on any matter the Committee considers appropriate including any matters requiring direction from, or determination by, the Board.
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## PERIODIC REVIEW

The Board should review this Charter and the Committee's performance at least every two years, to ensure that the operation of the Committee meets the Board's requirements.

This Charter was approved by the Board on 26 October 2017.

SIGNED:

Mr Jason Kreitner

Company Secretary

**Accreditation Committee Remuneration Schedule**

Role	Meeting Attendance – fee includes preparation and up to 4 hours travel time	Extra Travel Time	
		Between 4-8 hours	Over 8 hours
	Daily sitting fee more than 4 hours in a day		
<b>Committee Chair</b>	\$705.60	\$352.80	\$705.60
<b>Committee Member</b>	\$577.80	\$288.90	\$577.80
	FOR MEETINGS LESS THAN 4 HOURS HALF THE DAILY FEE IS PAYABLE.		