

Information Guide for applicants

June 2023

Information Guide for Policy and Education Committee and Registration and Notification Committee vacancies

Guide for applicants

This information guide includes:

- the role description for the Optometry Board of Australia's (The Board) Policy and Education Committee (PEC) and Registration and Notification Committee (RNC) vacancies
- selection criteria and selection process, and
- remuneration information.

Introduction

Applications are sought to fill the PEC roles for:

- a suitably qualified and experienced person who is a community member and not a Board member. The Board has a preference for a person from a diverse background¹, and
- a suitably qualified and experienced person who is not a Board member. The Board has a preference for an optometrist or health practitioner who works in eye healthcare, from a diverse background¹

Applications are sought to fill two RNC roles for:

- a suitably qualified and experienced community member who is not a Board member. The Board has a preference for a person, from a diverse background¹.

Appointments are made by the Board under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory.

Appointments are for three years with eligibility for reappointment.

Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (Aphra) supports the National Boards in managing registration and notifications for health practitioners and students across Australia.

The Ahpra national office is based in Melbourne with offices in every state and territory to support national and local boards, committees and registrants.

¹ People with a diverse background includes Aboriginal and Torres Strait Islander Peoples, those living in rural or regional areas in Australia, culturally diverse people, lesbian, gay, bisexual, transgender, intersex, queer/questioning (LGBTIQA+) people, people with disability and carers.

Background

National Boards

There are 15 National Boards regulating 16 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
- Paramedicine Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

Optometry Board of Australia

The Board registers over 6,700 optometrists across Australia.

The functions of the Board include:

- registering optometrists and students
- developing standards, codes and guidelines for the optometry profession
- handling notifications, complaints, investigations and disciplinary hearings
- overseeing the assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and accredited courses of study.

Policy and Education Committee

The PEC is an advisory committee, it does not have any delegated decision-making authority.

At the request of the Board, the PEC will advise the Board on matters with respect to the:

- review of the current registration standards, codes and guidelines with directions from the Board and via other committees established by the Board
- development of new policies, registration standards and codes and guidelines as directed by the Board
- recommendation of areas to the Board in which registration standards, codes and guidelines are required, and
- any other matters that the Board may refer from time to time.

Membership

The chairperson is a Board member, appointed by the Board.

Diversity

The Board has a preference that there be a balance of practitioner and community members and include people from diverse backgrounds¹.

The PEC is to comprise:

- at least two health practitioner Board members
- at least two community Board members, and
- at least two suitably qualified and experienced people who are not Board members.

The Board may appoint additional members as required including external members.

PEC time commitment

The time commitment will vary. The PEC meets virtually between two to four times a year and once annually in person, in the Melbourne office. These meetings are between two to three hours. Half day payments will include reading and preparation time.

Registration and Notifications Committee

The RNC is a delegated, decision-making committee.

Functions

The Committee will:

- make decisions in relation to registration and notifications matters under the delegated authority from the Board as described in the Board's instrument of delegation
- provide advice to Australian Health Practitioner Regulation Agency (Ahpra) staff considering optometry registration and notifications matters prior to them coming to the Committee and during Committee meeting discussions
- advise the Board on any policy issues and emerging trends relating to registration and notifications
- advise the Board and Ahpra on the ongoing relevance of the instrument of delegations, and
- consider and provide advice to the Board on matters that may be outside the Committee's delegated authority, as requested by the Board from time to time.

Membership

The chairperson is a Board member, appointed by the Board.

Diversity

The Board has a preference that there be a balance of practitioner and community members and people from a diverse background¹. At least half of the committee will be practitioner members. There will be a minimum of three community members.

Members are to be appointed as follows:

- at least two practitioner members from the Board
- at least one community member from the Board, and
- at least three and no more than five suitably qualified and experienced people who are not Board members

The Board may appoint additional members as required including external members. There will be a maximum of eight members.

RNC time commitment

The time commitment will vary. The RNC meet monthly, excluding January, unless otherwise approved by the Chair of the RNC. Meetings are held via virtually for two hours and once annually in person, for four hours in the Melbourne office. Half day payments will include reading and preparation time.

Terms of appointment for PEC and RNC

For non-Board members, the term of appointment to membership of the committee is for a period of three years, with eligibility for reappointment, for a maximum of three terms of office.

Eligibility for non-Board community members

To be eligible for appointment as a non-Board community member, applicants must not be currently registered as an optometrist, or have ever previously been registered as an optometrist.

For non-Board community member roles, preference will be given to applicants who are suitability qualified and experienced and from a diverse background¹.

Eligibility for non-Board practitioner members

For non-Board practitioner member roles, preference will be given to applicants who are suitability qualified and experienced and from a diverse background¹. Aboriginal and Torres Strait Islander optometrists and Aboriginal and Torres Strait Islander Health Practitioners who work in eye healthcare, are warmly invited to apply.

Board preference

The Board has a preference that there be a balance of practitioner and community members on its PEC and RNC.

The Board is committed to increasing diversity and social inclusion. Applications are strongly encouraged from people with a diverse background in particular, Aboriginal and Torres Strait Islander Peoples, culturally diverse people, people with disability, carers, people living in rural or regional areas of Australia and lesbian, gay, bisexual, transgender, intersex, queer/questioning (LGBTIQA+) people.

The National Scheme has an important role in ensuring the development of a culturally safe and respectful health workforce that is responsive to Aboriginal and Torres Strait Islander Peoples health and contributes to the elimination of racism in the provision of health services.

To achieve this, we have committed to increasing Aboriginal and/or Torres Strait Islander leadership and voices on the Ahpra Board and warmly invite Aboriginal and Torres Strait Islander Peoples to apply.

If you are an Aboriginal and/or Torres Strait Islander person and would like to talk about this opportunity further, please email mobvoices@ahpra.gov.au.

Selection criteria

Applicants will be required to provide a response to each attribute (listed below) in the online application form:

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, impartial, uses logical and analytical processes, distils to 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, diplomatic, 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, cooperative and creates partnerships within and between Boards and Ahpra.

Selection process

Applicants must provide **certified copies** of proof of identity to support their application and, if shortlisted, will undergo probity checks. These 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 the Board's records to ensure that a practitioner applicant is of good standing in the profession (for registered practitioners only).

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

Referee reports

Referee reports are an important part of the selection process and at least two reports 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 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 that of 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 the National Law.

Statutory protections

Members of National Boards and its committees, groups or panels are provided with appropriate statutory immunities for exercising their functions in good faith.

Remuneration

Sitting fees are determined by the Ministerial Council. The current 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.

Under the *Superannuation Guarantee (Administration) Act 1992* members are eligible to receive contributions at 10.5% cent of total annual remuneration to a chosen superannuation fund.

Role	Quarter daily fee	Half daily fee	Full day fee	Extra travel time	
	Less than 2 hours	Up to 4 hours	More than 4 hours		
	Fees include up to 4 hours travel time			Between 4-8 hours	Over 8 hours
Member	\$174	\$347	\$694	\$347	\$694

Expenses

Committee members are entitled to claim reasonable travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required. More information on allowances and the process of payments and claims will be provided upon appointment.

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 submitting an application to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as a committee member, and/or receive remuneration, should they be successful.