



Aboriginal and Torres Strait Islander Health Practice	Occupational Therapy
Chinese Medicine	Optometry
Chiropractic	Osteopathy
Dental	Pharmacy
Medical	Physiotherapy
Medical Radiation Practice	Podiatry
Nursing and Midwifery	Psychology

Australian Health Practitioner Regulation Agency

Application guide

October 2016

National Psychology Examination Committee of the Psychology Board of Australia

This information package includes:

- information about the role of National Psychology Examination Committee (the committee) 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, and
- national criminal history check consent form.

Information for potential candidates

Applications are invited from suitably qualified and experienced persons to be appointed as a member of the National Psychology Examination Committee of the Psychology Board of Australia:

The appointments are made by the Psychology 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 Psychology Board of Australia (the Board) has established the National Psychology Examination Committee (the Committee) under the National Law as part of its governance framework.

The development of a national examination is a major priority for the Board. The Australian Health Practitioner Regulation Agency (AHPRA) and the National Examination Committee are the entities responsible for the delivery of that priority. The principal role of the Committee is to maintain oversight of the implementation of a national examination. Additionally the Committee will actively develop the core requirements of an examination that will assess the knowledge and capability expected of a general registrant.

The Board has implemented a national psychology examination to support applications for general registration, as outlined in the Board's *General registration standard*.

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:
 - 2.1.1 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

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.

National Psychology Examination Committee

The objective of the Psychology Board of Australia is to provide for the protection of the public by ensuring that only psychologists who are suitably trained and qualified to practice in a competent and ethical manner are registered.

The Board has implemented a national psychology exam to support applications for general registration, as outlined in the Board's *General registration standard*. The role of the Committee is to provide advice to the Psychology Board of Australia on the development of the national examination for the measurement of a minimum level of applied professional knowledge of psychology to obtain general registration and to ensure a consistent professional standard of psychologists nationally via the various pathways to general registration.

The major functions of the Committee are to

- develop the National Psychology Examination multiple-choice questions

- contribute to the development of the National Psychology Examination curriculum
- work on testing and refreshing examination items on an ongoing basis
- monitor progress of the examination roll out and operationalisation of the exam across Australia
- review and provide input into drafts of consultations and policy documents
- consider matters referred by the Board or its portfolio holders, working parties, and committees, and to provide advice on relevant matters
- assist AHPRA staff and the Chair on the specific projects and requests
- work with AHPRA on operational issues associated with the exam
- provide regular reports to the Board, including operational updates and recommendations for decisions, and
- work with AHPRA on operational issues associated with the exam, including stakeholder management

Committee members will include senior members of the psychology profession who have experience and knowledge in the core competencies required for general registration in the profession, including experience in training, teaching, and assessment of professional competencies. Expertise is required in the following areas:

- ethics and professional issues
- assessment and psychological testing
- interventions
- communications including cross-cultural and diverse groups, and
- multiple-choice test construction (test validation, parallel forms, statistics)

Membership

Members of the Committee will be appointed by the Board. The Committee shall comprise of nine members, with at least two members being current practitioner members of the Board (one of whom will be Chair of the Committee), and at least three members being external to the Board.

Committee members will include senior members of the psychology profession, from different areas of practice (practitioners and academics; private and public sector psychologists), who have experience in and knowledge of the core competencies required for general registration in the profession.

Selection criteria

In selecting candidates for appointment to the Committee, the following criteria will be taken into account:

Committee members must be able to:

- demonstrate registration with the Psychology Board of Australia or have recognised expertise in the discipline of Psychology
- be experienced and of good standing in the profession
- demonstrate knowledge of the capabilities required for general registration in the profession, and
- demonstrate experience in training, teaching, and/or assessment of professional capabilities.

In addition, all applicants will be required to:

1. Demonstrate a high level of performance in significant fields of endeavour including, if applicable, in the relevant health profession. Demonstrated leadership, teamwork and/or management skills (previous board, tribunal, panel hearings, committees and/or senior management experience would be an advantage).
2. Demonstrate impartiality, open-mindedness, sound judgment, and fairness and knowledge of the rules of procedural fairness and natural justice.
3. Demonstrate an appreciation of the need for quality and consistency in decision making.
4. Demonstrate a capacity for sound knowledge and understanding of legislation relevant to the Board including the *Health Practitioner Regulation National Law Act* (National Law) as in force in each state and territory.
5. Demonstrate a clear understanding of the objectives, roles, duties and obligations of a member of a committee of a board established under the National Law.

6. Demonstrate an appreciation (from either a practitioner's or non-practitioner's perspective) of appropriate standards of professional care and the role of health practitioner registration boards in protecting the public.
7. Demonstrate an understanding of the role of psychology in the community, broader psychology issues and how these relate to the profession regulated by the Board.
8. Have a good working knowledge and understanding of accountability relationships.
9. Satisfy any legislative requirements.

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

Committee member attributes

While the National Law does not define the required attributes of a board member, the National Registration and Accreditation Scheme Governance Steering Committee have endorsed the following attributes for all board and committee members:

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.
7. **Displays leadership and stewardship:** demonstrates initiative and accountability; upholds and advocates for the principles of the scheme.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies. Please ensure your application fully addresses your skills, experience and attributes as above.

Roles and responsibilities of committee members

Committee members are required to act within the powers and functions set out in the National Law and described in the Committee terms of reference.

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

Frequency of meetings

The Committee will meet as required, usually four to six times per year. The Committee may also conduct business outside meetings (e.g. by email). The National Law provides that National Board meetings can be face to face, by video conference, or by teleconference.

The Committee 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. The Committee will report back to the Board.

It is expected that development and implementation of a national examination will require a reasonable time commitment from those appointed to the Committee.

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, Psychology and other relevant staff of AHPRA.

Remuneration

The remuneration for members of a national or state, territory or regional board or committee 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 (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
Committee Chair	\$638	\$319	\$638
Committee member	\$523	\$262	\$523

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 committee meeting and up to four hours of travel time. Committee members are entitled to reimbursement of any reasonable out-of-pocket expenses incurred during the course of undertaking board 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 applicants may be interviewed 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.

Shortlisted applicants will undergo probity checks, which include:

- A criminal National Police record check by CrimTrac,
- An Australian Securities and Investments Commission disqualification register check, and
- A National Personal Insolvency Index check conducted through the Insolvency and Trustee Service Australia.

AHPRA may also ask shortlisted applicants 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 application relevant to the board member attributes and duties of the position.

At the time of appointment, committee members must complete a declaration for private interests and confidentiality agreement.

[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), 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.