

OTBA THRESHOLD COMPETENCY STANDARDS ADVISORY PANEL

TERMS OF REFERENCE

1. Purpose

The Threshold Competency Standards Advisory Panel has been established by the Occupational Therapy Board of Australia (the OTBA) to provide a pool of knowledge and experience which will assist in the development of competency standards for the occupational therapy profession in Australia.

The Advisory Panel will:

- provide background information, including information on existing practices and possible deficiencies
- consider and comment on any specific points raised by the OTBA and/or the external consultant tasked with developing the competency standards, and
- review draft competencies prepared by the external consultant and provide feedback regarding their adequacy, relevancy, consistency and readability.

2. Outputs

The Advisory Panel is required to provide the OTBA and/or external consultant with subject matter expertise regarding key competencies required for the practice of occupational therapy.

3. Outcomes

The provision of subject matter expertise to assist in drafting occupational therapy competency standards that are comprehensive and relevant to the practise of occupational therapy in Australia.

4. Membership

Advisory Panel members are to be appointed by the Board as follows:

- members with knowledge and expertise in the field of occupational therapy competency standards, and
- 3 OTBA members – two professional and one community member.

5. Duties

Advisory Panel members:

- should be reasonably available to attend meetings
- prepare for meetings by reading material distributed in advance to ensure they understand what will be discussed and are prepared to make decisions
- are encouraged to express their opinions and provide comments, suggestions and feedback, and
- should confirm the accuracy of minutes of meetings.

6. Remuneration

The OTBA does not pay sitting fees for Advisory Panel members. Any economy class travel and/or reasonable accommodation required will be booked and paid for by AHPRA.

7. Chair

The chair will be a nominated OTBA member.

Occupational Therapy Board of Australia

8. Quorum

As the working group has no delegated decision making power, any recommendations to the Board need only be supported by a simple majority.

9. Meetings and Procedures

The Advisory Panel is time limited until the end of the project. The forecast project completion date is August 2016, in the first instance. The OTBA is responsible for approving an extension of time beyond August 2016 if it is required.

The Advisory Panel shall meet on an as needs basis as determined by the project consultant at a time determined by the Advisory Panel. The initial meeting will be conducted face to face at a location that will be determined by the project manager. Additional meetings will be conducted by teleconference unless otherwise approved by the OTBA.

10. Public interest

Members of the Advisory Panel are to act impartially and in the public interest in the exercise of the member's functions. A member is to put the public interest before the interests of any entity that represents health practitioners.

11. Conflict of interest

Members of the Advisory Panel will be required to:

- disclose any interest in a matter being considered by the Panel that appears to raise a conflict with the proper performance of the Member's functions, so that conflict may be appropriately managed; and
- sign a confidentiality deed regarding information they obtain the course of performing their functions on the Panel.

12. Support

Secretariat and support for the Advisory Panel members will be provided by AHPRA staff in the relevant jurisdiction.

13. Confidentiality

Members of the Competency Standards Advisory Panel will maintain confidentiality in accordance with the confidentiality agreement. Documents provided to the Panel are confidential and will not be circulated outside of the Panel unless there is minuted approval for circulation.