



Qualifications and Skills Assessment Committee (QSAC) Terms of Reference

1. Purpose

To oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified osteopaths and other individuals referred to AOAC who are seeking registration as osteopaths in Australia.

2. Membership

The QSAC will comprise of a minimum of 5 and maximum of 7 members as determined by the AOAC Board of Directors.

A committee member will hold office for three (3) years after they are appointed and will be eligible for reappointment. A committee member cannot serve more than two (2) consecutive terms on the committee (unless specifically exempted from the operation of this rule by a resolution of the Board in each case).

2.1 The composition of the QSAC will be:

- (a) At least one (1) member will be a Director
- (b) At least one (1) member will be an osteopath eligible for unconditional registration with the Osteopathy Board of Australia (OsteoBA)
- (c) At least one (1) layperson who has the relevant skills and background.

A member can fill more than one of the above criteria. Therefore, there can be more than one (1) member from each of the above criteria.

2.2 The Board will appoint:

- (a) A Chairperson who must be a Board Director; and
- (b) A Deputy Chairperson.

The Board of Directors will consider succession planning when making appointments in order to ensure continuity of purpose and maintain institutional knowledge.

2.3 Selection of members will ensure the following skills and experiences are available to the Committee:

- (a) Experience in osteopathic competence assessment, mentoring or preceptorship
- (b) Experience in conducting osteopathic clinical examinations
- (c) Knowledge of current theories and processes for the assessment of clinical competency
- (d) High level academic experience in the area of education and clinical assessment
- (e) Understanding of Australian health care and immigration regulatory frameworks
- (f) Current involvement in osteopathic education in Australia
- (g) Understanding of the role of coaching and mentoring in encouraging excellence in service delivery.

3. Functions

The role of the QSAC as delegated by the Board is to:

- (a) Make determinations on the outcome of the assessment of applicants
- (b) Oversee the operation of the AOAC overseas assessment process as detailed in the AOAC Procedures Manual – *Assessment of Professional Qualification in Osteopathy for Registration and General Skilled Migration* and other assessment of competency to practice as an osteopath as referred to AOAC
- (c) Ensure ongoing review and development of the assessment process to ensure it remains robust, defensible and equitable
- (d) Ensure the 'equivalency' as per the Trans-Tasman Mutual Recognition Agreement (TTMRA) is maintained
- (e) Make recommendations to the AOAC Board of Directors on processes and policies regarding the assessment of overseas trained osteopaths for registration in Australia and for general skilled migration to Australia
- (f) Make recommendations to the AOAC Board of Directors on processes and policies regarding the assessment of Australian trained osteopaths referred for assessment
- (g) Review the schedule of fees for assessment processes annually and make recommendations to the AOAC Board of Directors for variations as appropriate.

The role of the Executive Officer as delegated by the Board is to:

- (a) Assess standard pathway applications from overseas trained osteopaths for registration in Australia. Once the Executive Officer has completed Stage 1 'Initial Assessment' of the standard pathway application, the Executive Officer will seek the QSAC's final approval of Stage 1 determination before coordination of Stage 2 'Written Examination' takes place.
- (b) Assess and make determination of Competent Authority Pathway (CAP) applications from overseas trained osteopaths for registration in Australia.
- (c) Refer any applications to the QSAC that do not clearly meet the application requirements, and provide an update on the status of all applications to the QSAC.

The Chairperson shall ensure the Committee reviews the Terms of Reference annually and makes recommendations to the Board of Directors.

4. Reporting

The QSAC will report to the Board of Directors quarterly and to the members at the AOAC Annual General Meeting, or as required.

5. Meetings

The QSAC will meet at least four times per year (by teleconference or in person) or as required. The QSAC also have the ability to make decisions via email – through a Circular Resolution process between formal meetings.

The quorum necessary for the transaction of the business of the committee is a majority of the committee members in office at the time.