



# Professional Practice Committee Terms of Reference

## Document Control

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## Signature

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## 1. Purpose

To report and make recommendations to the Australian Osteopathic Accreditation Council (AOAC) Board regarding:

- a. The accreditation and monitoring of education providers and their programs of study that lead to the registration of osteopaths with the Osteopath Board of Australia (OsteoBA)
- b. 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

- 2.1. The PPC will comprise of a minimum of six (6) and maximum of eight (8) Members as determined by the AOAC Board of Directors (the Board).
- 2.2. A Committee Member will hold office for three (3) years from the date of the appointment and consecutive terms are permissible.
- 2.3. 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).
- 2.4. The composition of the PPC 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) health services member who has demonstrated expertise in assessing methods.
  - d. At least one (1) member who has current involvement in osteopathic education.
  - e. At least one (1) academic who is currently engaged in a health-related teaching program.
  - f. At least one (1) member having experience in health profession regulatory framework.
  - g. At least one (1) First Nations health professional.A Member can fill more than one of the above criteria.
- 2.5. The Board will appoint:
  - a. A Chairperson, who must be a Board Director.
  - b. A Deputy Chairperson.

- 2.6. The Board will consider succession planning when making appointments in order to ensure continuity of purpose and maintain institutional knowledge. The Board will review the appointments of the Chair and Deputy Chair annually.
- 2.7. Selection of Members will ensure the following skills and experiences are available to the Committee:
  - a. Experience in osteopathic competence and accreditation 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 system and / or 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**

- 3.1. The role of the PPC as delegated by the Board regarding the accreditation of education providers and their programs of study and assessment of overseas qualified osteopath candidates.
- 3.2. The PPC advises and recommends to the Board on matters relating to:
  - a. The suitability of education providers and their osteopathy program of study undergoing accreditation with graduates meeting the registration requirements by the OsteoBA.
  - b. The proposed accreditation status to be awarded to an education provider offering osteopathic program/s of study.
  - c. The maintenance of the AOAC Osteopathic accreditation standards and procedures to assess the education provider and their osteopathic programs of study.
  - d. Appointment of accreditation and assessment teams as required.
  - e. Reports on the accreditation (targeted and conditional) and annual monitoring of each education provider and their programs of study.
  - f. Maintenance of accreditation policies and process.
  - g. Undertake any activities as referred by the Board.

- h. Determinations on the assessment outcomes of overseas candidates seeking registration as osteopaths with the OsteoBA.
  - i. Report on the ongoing review and development of accreditation and assessment policy and procedures to ensure they remain robust, defensible, and equitable.
  - j. That the 'equivalency' as per the Trans-Tasman Mutual Recognition Agreement, is maintained.
  - k. The reporting and management of all appeals process.
- 3.3. The role of the Service Provider 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 PPC's final approval of Stage 1 determination before the coordination of the 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 PPC that do not clearly meet the application requirements and provide an update on the status of all applications to the PPC.
- 3.4. The Chairperson shall ensure the Committee reviews the Terms of Reference **biennially** and makes recommendations to the Board.

## **4. Reporting**

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

## **5. Meetings**

- 5.1. The PPC will normally meet four (4) times per year either in person, or by any other technological means.
- 5.2. The PPC may make decisions outside of formal meeting by means of Circular Resolutions.
- 5.3. The quorum necessary for the transaction of the business of the Committee is a majority of the Committee Members in office at the time.