

Professional Members INFORMATION SHEET

What

The Podiatry Council is seeking to identify suitably qualified and experienced podiatrists and/or podiatric surgeons to be approved as professional members eligible for appointment to the various regulatory hearings.

The Council maintains a list of podiatrists and podiatric surgeons who are suitable for appointment as professional members to hearings. Professional members are not members of the Council and are not employees of Health Professional Councils Authority (HPCA) or the Ministry of Health.

Why

The Council regulates registered podiatrists, podiatric surgeons and podiatry students in New South Wales (NSW) in accordance with the Law (NSW).

The primary responsibility of the Council is to protect the public by managing complaints about the health, performance and conduct of registered health professionals practising in NSW. The Council operates in a co-regulatory environment, working with the Health Care Complaints Commission (HCCC), Podiatry Board of Australia and Ahpra.

The constitution (or make up) of each hearing type is outlined in the Law (NSW). A professional member will work in collaboration with other members appointed to the hearing

panel. Other categories of members include legal, medical and community members (hearing members).

The purpose or function of each hearing type is outlined in the Law (NSW). When considering an individual matter, members work within the legal framework; act fairly; make and write well-reasoned decisions and use skilled communication and reporting techniques.

Who

The Council is seeking expressions of interest from a diverse range of qualified podiatrists and/or podiatric surgeons.

How

The EOI process is as follows:

1. You provide an EOI to be added to the pool of professional members, including your curriculum vitae and evidence of your Continuing Professional Development for the last three years
2. This information is reviewed. Probity checks will be conducted
3. If you meet the requirements you will be invited to attend an introductory training workshop and asked to complete professional development modules provided online through My Health Learning. You will also receive the second information pack that includes all relevant forms to complete
4. After completing all forms and training, your name will be included on the list of eligible professional members
5. Appointments will be as and when hearings are scheduled. Before any appointment Council staff will contact you regarding availability, suitability, and conflict of interest.

What next

Submit your EOI application or if you have any questions, contact the Council via email at HPCA-PodiatryCouncil@health.nsw.gov.au.

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☰ Further details

This fact sheet details the following topics:

1. Functions and responsibilities of a professional member
2. Payment schedule
3. Expectations
4. Term of approval

Further details

1. Professional member's responsibilities

Requirements

- Implement the relevant provision of governing legislation and regulations in respect to national standards and professional conduct of registered health professionals in accordance with delegated authority
- Lead on the writing, collation, editing, and timely submission of hearing reports to the Council, ensuring that they meet the operational requirements of the Council
- Maintain professional and collaborative relationships within the constitution of the hearing panel
- Ensure adherence to public sector and professional standards and principles of conduct in order to ensure public confidence and trust in the profession and the Council's regulatory work is maintained
- Ensure adherence to the public sector standards related to confidentiality and privacy
- Identification and appropriate management of conflict of interest that may arise in the course of undertaking the role of professional member
- Contribute to quality improvement and education activities conducted by the Council

Challenges

- Manage competing priorities to ensure that statutory requirements are met in relation to attendance at hearings and the writing of reports
- Thorough front-end preparation for attendance at hearings including undertaking HPCA training modules and reading all supplied briefing documentation
- Producing defensible, high quality written reports
- Ensuring a procedurally fair and transparent process is applied for all practitioners attending a hearing
- Manage practitioner expectations during hearings

2. Expectations of the Role

It is expected that you will operate with a high level of autonomy, and objectivity throughout all aspects of your role, and have the ability to work effectively and efficiently as part of a team. Each professional member is accountable for the quality, accuracy and integrity of any report provided to the Council.

Professional members should have the capacity to assist in timely report-writing.

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Hearings are convened when required and professional members are appointed by the Council for each hearing on an ad-hoc basis. Therefore, the Council is unable to specify the number of hearings that a professional member may be appointed to in any month or year. Some matters require a half or full day meeting, whilst Tribunals may run over a number of days.

Selection to a hearing will depend on, for example, the relevance of the professional member's experience, potential for conflict of interest, the experience and skill mix of other hearing members and a panel member's response to a request for availability.

From time to time, hearing members are invited to networking and professional development events. These events are optional may be used towards continuing professional development.

3. Payment Schedule

Members of Panels are entitled to receive payment for attending meetings, participating in hearings. The payment schedule for professional members is set out below:

Panel meeting	Payments
Half day	\$500
Full day	\$1000
Report writing	\$400

Members who are NSW Government employees

The NSW Government *Board and Committee Guidelines, 2013* states in section 8.3 Payment to Public Sector Employees:

'..... public sector employees appointed to NSW government boards or committees do not receive remuneration'.

The Premier has approved an exemption for NSW public sector employees serving on the health professional Councils or related committees to receive remuneration when:

- The work will take place outside working hours or approved leave without pay is taken, and
- There is no conflict of interest arising from the combination of their role as a public sector employee and their role on the Council or committee

Members who are NSW Government employees and seeking payment must make an application to the Council in writing of the circumstances and conditions of their current employment. The HPCA will confirm in writing eligibility for payment, if the application meets the Premier's exemption requirements.

NSW Government full time employees who are not entitled to receive sitting fees may nominate their employer to receive the payment.

4. Approval period

Once approved, names are added to the list of persons eligible to be appointed as a professional member for a period of three (3) years. Approval remains effective on the basis that the professional member (1) holds general registration without conditions / restrictions and (2) meets



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all registration standards. The Council will also reassess the skills and knowledge of those on the list every three years to ensure members maintain their professional standing.