

## Application form

December 2018

### Appointment to the Paramedicine Accreditation Committee

#### Checklist for applicants:

1. Please read the information guide for this vacancy before you complete this form.
2. **Please note you cannot also be a member of a National, State, Territory or Regional Board or a National Board Committee (except another accreditation committee).**
3. Please complete this application form.

Information marked with an \* is optional. If you provide this information, it may be used to measure diversity in appointments.

To use the 'check boxes' in the application form, please double-click on the box, and select "default value – checked".

4. Please read the privacy information and sign the declaration at the end of the application form.  
*Unsigned application forms cannot be progressed.*
5. Please attach your **two (2) page** resume focusing on aspects relevant to the role and selection criteria.
6. Please download and complete the following forms via the [committee recruitment page](#) on the AHPRA website:
  - national criminal history check form (must provide certified copies of proof of identity documents)
  - private interests declaration form
7. All forms must be completed in full and submitted following the steps below:

Step 1	Step 2
Email all documents to: <a href="mailto:statutoryappointments@ahpra.gov.au">statutoryappointments@ahpra.gov.au</a>	Mail the National Criminal History Check Consent Form and certified proof of identity documents to:  <b>Statutory Appointments – National Office            Australian Health Practitioner Regulation Agency            GPO Box 9958            Melbourne VIC 3001</b>

If you have any questions, please contact [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au)

Your submission will be acknowledged by return email.

<b>Which category applies to you?</b>	<input type="checkbox"/> Registered Paramedic working in higher education sector <input type="checkbox"/> Registered Paramedic working in the profession <input type="checkbox"/> Accreditation expert/educationalist who is not a registered paramedic
<b>Please advise your areas of expertise:</b>	<hr/> <hr/> <hr/>

### Section 1: Personal details

<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:
<b>Surname</b>	
<b>First name</b>	
<b>Preferred name</b>	
<b>Date of birth</b>	
<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other/unspecified
<b>Residential address and postcode</b>	
<b>Is your postal address the same as the address above?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please enter your mailing address:
<b>Telephone</b>	<b>Mobile</b>
	<b>Business</b>
	<b>Afterhours</b>
<b>Email address</b>	
<b>Do you live in a regional/rural area?*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Do you identify as an Aboriginal person and/or a Torres Strait Islander person?*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Were either of your parents born overseas?*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>Are you an Australian citizen?*</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If no, what is your current status in Australia?</p>
<p><b>What is your country of birth?*</b></p>	
<p><b>Do you speak a language other than English?*</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Comments:</p>
<p><b>Do you identify as a person with a disability?*</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Comments:</p>
<p><b>Declaration of status of a government employee:</b></p> <p><i>If you are a government or statutory employee, we kindly ask you to advise AHPRA accordingly.</i></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, name of organisation and contact name:</p> <hr/>
<p><b>How did you hear about this vacancy?</b></p>	<p><input type="checkbox"/> AHPRA website   <input type="checkbox"/> Word of mouth</p> <p><input type="checkbox"/> Other:</p>

**Section 2: Registration details**

<p><b>Registration details</b></p>	<p>Do you hold registration with the Paramedicine Board of Australia?</p> <p>Yes <input type="checkbox"/>   No <input type="checkbox"/></p> <p>If yes, what is your registration number?</p> <hr/> <p>Have you applied for registration with the Paramedicine Board of Australia?</p> <p>Yes <input type="checkbox"/>   No <input type="checkbox"/></p> <hr/> <p>Do you hold registration with any other National Board of Australia?</p> <p>Yes <input type="checkbox"/>   No <input type="checkbox"/></p> <p>If yes, what is your registration number?</p> <hr/>
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### Section 3: Selection criteria responses

**Please provide a response against the following selection criteria.**

Accreditation Committee members should demonstrate the following:

- experience or capability in one or more of the following categories
  - an individual who is not a paramedic and who has relevant expertise in higher education and in accreditation within the National Scheme, **or**
  - a registered paramedic currently working in senior positions within the higher education sector who have experiences in paramedicine program delivery and accreditation processes, **or**
  - a registered paramedic currently working in senior positions in the profession who have comprehensive practical paramedicine experience.
- an understanding of accreditation standards
- an understanding of the National Registration and Accreditation Scheme
- familiarity with the Paramedicine profession
- experience conducting reviews and documenting findings

*Please type here or attach a separate page.*

**Section 4: Membership of other bodies**

**Membership on Boards established under, or relevant to, the National Registration and Accreditation Scheme**

<p><b>Are you <u>currently</u> a member of a committee of a National State, Territory or Regional Board or a National Board Committee (except another accreditation committee)?</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, which committee?</p>
<p><b>Have you ever <u>previously</u> been appointed to one of the 15 National Boards?</b></p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, which Board?</p>
<p><b>Are you currently a member of any other body relevant to the National Scheme?</b> e.g. a NSW health professions council; a health conduct or performance panel or committee; or an accreditation authority</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, what body/ies?</p>

**Current memberships on other bodies, including councils, community groups, boards and committees**

Body	Position	Period of service (eg. 2006-current)

**Past memberships on other bodies, including councils, community groups, boards and committees (within the last 10 years)**

Body	Position	Period of service (eg. 2006-2008)

#### Section 4: Referees

Provide the names and contact details of **two to three referees**, noting their relationship with you.

Please ensure that you have contacted your referees before submitting your application, advising that they may be called upon.

Please note that current members of national, state, territory and regional boards and their committees, AHPRA staff and other applicants may be considered unsuitable as referees due to conflict of interest.

##### Referee 1

Name	
Position	
Contact phone	
Email	
Relationship with candidate	

##### Referee 2

Name	
Position	
Contact phone	
Email	
Relationship with candidate	

##### Referee 3

Name	
Position	
Contact phone	
Email	
Relationship with candidate	

## Privacy statement

The Australian Health Practitioner Regulation Agency (AHPRA) and the relevant National Health Practitioner Board(s) are collecting your personal information to assess your suitability for appointment. Your information will be stored in a secured database (the AHPRA database) and will only be accessed by authorised officers of AHPRA or the National Boards.

AHPRA and the National Boards treat all personal information provided by an individual in relation to an application for, or existing, appointment in accordance with the laws that apply to AHPRA, including the applicable provisions of the Privacy Act 1988 (Cth).

The personal information you provide in this form and any accompanying document is required for the purposes of processing and assessing your application. It may be shared with other persons or organisations, such as organisations that issued your qualifications, in order to establish its accuracy and/or to assess your application and suitability for appointment. This may involve disclosing your personal information to overseas entities if, for example, your qualifications were obtained through overseas institutions.

If you do not provide the required information it may not be possible to proceed with your application.

Should you wish to gain access to your personal information held by AHPRA please contact our Privacy Officer by writing to the Privacy Officer at the AHPRA office in your state or territory. AHPRA's Privacy Policy sets out how you may access your information, seek correction of it, how you may complain if your privacy is breached and how that complaint will be dealt with. AHPRA's Privacy Policy is available at [www.ahpra.gov.au](http://www.ahpra.gov.au).

When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the application process.

## Consent and declaration

I consent to the use of personal information in this form (including any sensitive information such as gender or ethnic origin) by AHPRA and the relevant National Board(s) as part of administering appointments.

I declare that:

- I have never been, nor am I currently insolvent; and
- I have not been disqualified from acting as a director or acting in the management of a company.

I grant permission for inquiries to be made to establish the accuracy of any of the information provided by me in this form and accompanying attachments and to determine my suitability for appointment. I understand that these inquiries will involve the disclosure of my information for these limited purposes. I understand that AHPRA and selection panels may make these inquiries of any persons or organisations they consider appropriate.

By signing this declaration, I acknowledge that if shortlisted for selection, I grant permission for the conduct of probity checks, which will consist of:

- an Australia-wide criminal record check by CrimTrac
- a check of the Australian Securities and Investment Commission (ASIC) register of persons prohibited/disqualified by ASIC under the provisions of *the Corporations Act 2001* (Cth), and
- a check of the Australian Financial Security Authority (AFSA) National Personal Insolvency Index which contains information about proceedings and administrations under the *Bankruptcy Act 1966* (Cth).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_