



Psychology Board of Australia
National Psychology Examination Committee
TERMS OF REFERENCE

As At 3 May 2013

1. Purpose

The Psychology Board of Australia (the Board) has established the National Psychology Examination Committee (the Committee) under the Health Practitioner Regulation National Law as in force in each state and territory (the National Law), as part of its governance framework.

The Board has proposed a national psychology exam to support applications for general registration, as outlined in the Board's *General registration standard*. The role of the Committee is to provide advice to the Psychology Board of Australia on the development of the national exam for the measurement of a minimum level of applied professional knowledge of psychology to obtain general registration and to ensure a consistent professional standard of psychologists nationally via the various pathways to general registration.

2. Functions

The functions of the Committee are to:

- develop the National Psychology Examination multiple-choice questions
- contribute to the development of the National Psychology Examination curriculum
- work on testing and refreshing examination items on an ongoing basis
- monitor progress of the examination roll out and operationalisation of the exam across Australia
- review and provide input into drafts of consultations and policy documents
- consider matters referred by the Board or its portfolio holders, working parties, and committees, and to provide advice on relevant matters
- assist AHPRA staff and the Chair on the specific projects and requests

- work with AHPRA on operational issues associated with the exam

3. Membership

The Committee shall comprise of nine members, at least two members being current sitting members of the National Board of the Psychology Board of Australia, and at least three members external to the Board. External members will be appointed by the Board through an Expression of Interest process, and will be required to sign confidentiality and conflict of interest agreements.

Committee members will include senior members of the psychology profession who have experience and knowledge in the core competencies required for general registration in the profession, including experience in training, teaching, and assessment of professional competencies.

The Committee shall be appointed for a term of two years, and eligible for re-appointment.

At the time of appointment, members must complete a Disclosure of Interest and Deed of Confidentiality agreement.

4. Chair

The Committee Chair shall be appointed by the Board, and is usually a current sitting member of the Board.

The role of the Chair of the Committee is:

- To chair meetings
- To develop agendas for Committee meetings
- To ensure meeting minutes or action items are kept
- To act as the spokesperson for the Committee to the Board
- To be the primary point of contact with AHPRA staff on Committee work

5. Meetings

The Committee will meet as required, usually four to six times per year. The Committee may also transact business outside meetings (e.g. by email).

Meetings may be held:

- Face to face
- By telephone
- By videoconference

6. Procedures

Materials to be provided to Committee members at least 48 hours prior to the meeting include:

- Any data/information gathered by AHRPA staff to assist the Committee to address its functions under the Terms of Reference
- Any data/information from the Board or its working parties, committees, or portfolios for consideration by the Committee for provision of advice back to the Board
- An agenda for the meeting

Requirements for Committee reporting to the Board:

- The Committee will provide a paper to the Board after each Committee meeting. This paper will include:
 - minutes of the Committee meeting
 - A report on matters relevant to the functions and Terms of Reference of the Committee
 - any advice to the Board (explaining relevant background, identified issues, rationale for preferred options and recommendations) for the Board to consider in determining its financial obligations
- The Committee will strive to provide advice to the Board based on a consensus view. Where the Committee cannot come to a consensus, it will provide advice to the Board which reflects the divergence of opinion among Committee members

Members will be paid board sitting fees for their work on the Committee as per the most up to date version of the *Board member manual*. Any work in addition to that described in point 2 - 'Functions' above, must be approved by the Chair of the Psychology Board of Australia.

7. Quorum

A quorum shall be at least half the members, plus one. If the Chair is absent, the remaining members will decide on an alternative Chair for the meeting. The alternative Chair must be a currently sitting member of the Board.

8. Public interest

A member of the Committee is to act impartially and in the public interest in the exercise of the member's functions. A member of the Board is to put the public interest before the interests of particular health practitioners or any entity that represents health practitioners (Schedule 4, Clause 7 of the National Law).

9. Conflict of interest

Members of the Committee are to comply with the disclosure of conflict of interest requirements set out in Schedule 4, clause 8 of the National Law.

10. Security

Members have an obligation to report any suspected or actual breach of security with regard to examination questions and other examination material to the Chair of the Committee as soon as possible. If the Chair is unavailable the breach must be reported to another nominated Committee member who is a currently sitting member of the National Board.

11. Support

Technical support will be provided by the Business Improvement and Innovation Department of AHPRA.

Secretariat support will be provided by the Committee itself, with secondary support from the National Board Support team for the Psychology Board of Australia.

12. Review

These Terms of Reference will be reviewed every 2 years by the Board.