



## **AGED CARE ADVANCED PRACTICE WORKING GROUP – EXPRESSIONS OF INTEREST**

Please review the committee's Terms of Reference (below) before completing this application. Applications will be screened and assessed by Osteopathy Australia staff to ensure that application criteria have been satisfied before being notified of their successful selection.

### **Submission Details**

Completed application forms must be submitted via email to Katie Beech – [kbeech@osteopathy.org.au](mailto:kbeech@osteopathy.org.au). Application forms must be accompanied by an up-to-date CV (no more than 2 pages).

**EOIs close at 5pm (AEDT) on 31<sup>st</sup> May 2024.**

For more information, please contact Katie Beech at [kbeech@osteopathy.org.au](mailto:kbeech@osteopathy.org.au). Outcomes will be released to applicants in June 2024. Successful applicants are expected to start their terms around July 2024.

## Terms of Reference

### Rationale

As a professional association, Osteopathy Australia is engaged in a diverse range of activities, all of which have the overarching goal of enhancing and promoting the profession.

As a dedicated arm of Osteopathy Australia, the Aged Care Advanced Practice Working Group is established to enhance and promote osteopathy within aged care. By creating a collaborative platform for osteopaths, the working group aims to elevate standards, facilitate continuous learning, and address challenges specific to osteopaths working within aged care, ensuring that osteopaths are well-placed to provide high-quality care.

### Terms of Reference

The Aged Care Advanced Practice working group will be directly accountable to Osteopathy Australia's Board of Directors and will fulfil the following functions:

- Provide advice and suggestions about ideas and issues around aged care for the organisation.
- Osteopathy in Aged Care is seen as an area of strength in the marketing of osteopathy, due to the growing ageing population in Australia.

Members may be asked to advise on matters in between meetings.

### Membership

Membership composition will be determined through expressions of interest and Osteopathy staff will determine appointment. The Working Group will consist of:

- Representatives from within the Osteopathy Australia membership with at least three (3) years' of experience in providing osteopathic services within Aged Care
- Osteopathy Australia staff

Members will be asked to actively work on ideas and projects within the Aged Care Portfolio to ensure its success. All participants will be required to sign a confidentiality agreement.

### Skills Required

Membership of the Working Group is voluntary. It provides an opportunity to play an active role in growing and promoting osteopathy as a regulated allied healthcare profession while extending a member's personal knowledge and skills within a professional network.

Group members must have a broad set of skills which can largely be drawn from the following list:

- A vision and passion for sharing knowledge with the profession to enhance the well-being of the ageing population
- Clinical skills and expertise in geriatric osteopathy
- Excellent communication skills for effective collaboration within the profession, a multidisciplinary team, with patients and their families

- Knowledge of evidence-based practice in aged care
- Keen networking ability with a strong professional network
- Ongoing professional development in aged care and osteopathy
- Having an open mind to new ideas, concepts and suggestions
- An ability to embrace challenges and be open to change

### Requirements

- At least two (2) members of the working group with extensive experience working in aged care
- At least two (2) members of the working group with evidence of additional formal training or professional development in aged care
- At least one (1) and a maximum of two (2) members with a good understanding of the medical and legal frameworks in aged care
- At least one (1) and a maximum of two (2) members of the research community in a tertiary education environment outside of an Australian osteopathic learning institution;
- At least one (1) member who is a practice owner or specialises in business management
- Osteopathy Australia's Policy Officer;
- Osteopathy Australia's Chief Executive Officer (optional).

### Period of Office

- Appointed members shall normally serve on the Working Group for a term of one (1) year.
- This will be reviewed annually for reappointment;
- Members may serve three (3) consecutive terms;
- If members step down from their position during their term, Osteopathy Australia will send out an EOI (Expression of Interest) to replace the position(s).

### Quorum

A quorum for meetings of the Working Group will be half the membership (at the time), plus one and a staff member must be in attendance.

### Chairperson

The first Working Group meeting in mid-2024 will be chaired by an employee of Osteopathy Australia. Following the first meeting, the position of Chair will be undertaken on an alternating basis by members who nominate themselves at the first meeting.

### Meeting Schedule

The Aged Care Advanced Practice Working Group will meet as needed, scheduled in advance with Working Group input. Additional meetings may be scheduled as required.

### Meeting Procedures

1. The 'meeting', and associated procedures, shall include meetings conducted face-to-face, by telephone (teleconference) or by videoconferencing mediums.

2. External stakeholders of Osteopathy Australia may request the opportunity to address the Working Group, with notice, at any time and this request will be considered.
3. The President of Osteopathy Australia may attend a meeting with advance notice given or upon invitation.
4. All meetings will be recorded through minutes.
5. A Casting vote may, when applicable, be exercised by the Chair.
6. Members who send their apologies are not able to replace themselves at a meeting with a proxy.
7. The finalised agenda and papers will be distributed five (5) working days before each meeting and minutes distributed within ten (10) days after the meeting. Minutes from the previous meeting will be tabled at the next meeting of the Working Group.
8. Meetings are to be conducted in a spirit of respect and consideration towards others with an ultimate end goal that aligns with Osteopathy's Strategic Plan.

#### Conflict of Interest

All Working Group members, regardless of staff or director status, will be required to declare any conflict (real or perceived) before any participation in each meeting. The Working Group will then record any conflict and the action they have undertaken, at the commencement of each meeting.

#### Working Group Management and Administration

Meeting schedules, agenda suggestions, review of papers and the action review will all be directed in discussion with Working Group members. The appropriate, designated staff member will act as the secretariat and assist with the development and distribution of the agenda, papers, minutes and calendar invites.

#### Review and Reference

The Terms of Reference and functioning of The Aged Care Advanced Practice Working Group will be reviewed at least every two years to ensure effectiveness and relevance. The working group will conduct an annual self-evaluation, highlighting areas needing attention for the following year.

'Identified benchmarks' will be identified, discussed and voted upon at the first meeting. At the end of each year, the Working Group will undertake a self-evaluation of performance which will be measured against outcomes agreed at the first meeting.

**AGED CARE Working Group Application Form**

<b>Name of Applicant</b>	
<b>Mobile</b>	
<b>email</b>	

<b>Introductory Bio (approx. 100 words) and Statement of Intent (approx. 200 words)</b> Please include a short biography of yourself and a short statement regarding why you are nominating for the role, why you think it is important, etc.

<b>Introductory Bio (approx. 100 words) and Statement of Intent (approx. 200 words)</b> (Continued)

**Skills**

It is recognised that no single applicant will be able to satisfy all the criteria listed in the table below; however, across the Working Group, these are the skills required for effective governance. We are in search of a mix of skills, so what may be a strength in one individual, may be a weakness in others.

As such, applicants are required to rate their skills accurately and honestly to demonstrate what they can bring to the committee and their experience level in these areas.

Please focus on any skills that apply to you from the list below and demonstrate how and why via the written 'comments' column in the table below. It may help to describe your experience or training in each of the areas.

Please rate each of your skill levels on a scale of 1-5 with:

1 = Little or no experience

5 = Extensive experience or expert

<b>Skills</b>	<b>Please rate each skill on a scale of 1 to 5</b>	<b>Comments</b>
<b>Effective Communicator</b>		
<b>Networking</b>		
<b>Conceptual thinker</b>		
<b>Business owner/operator</b>		

## Privacy Statement

The personal information on this form is being collected to recruit and select members for the Osteopathy Australia Aged Care Advanced Practice Working Group.

## Declaration

I, \_\_\_\_\_, \_\_\_\_\_ declare that

- i. I have not been disqualified from acting as a director or acting in the management of a company, and
- ii. I have never had a negative finding against me from any regulatory complaint body such as health tribunals, the Osteopathy Board of Australia, AHPRA (Australian Health Practitioner Regulation Agency), Medicare or their equivalents.
- iii. Any international equivalents of the above.

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 nomination, and I understand that these inquiries will involve the disclosure of my information for these limited purposes.

By signing this declaration. I grant permission for the conduct of probity checks, which will consist of:

- 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
- a check of the AHPRA or equivalent register.

These checks will only be made if the application for the Committee is approved.

**Declaration continued**

These checks will only be made if the application for the Committee is approved.

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

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

End of document