

**RELEASED UNDER THE
FREEDOM OF INFORMATION ACT 1982 (Cth)**

CHIROPRACTIC BOARD OF AUSTRALIA

Meeting Number 4
15 December 2009

Hilton Melbourne Airport, Melbourne, Victoria

Draft decisions and actions arising

Members present

Dr Phillip Donato (Chair)
Mrs Esther Alter
Dr Stephen Crean
Dr Bevan Goodreid
Mr Peter Groves
Dr Geoffrey Irvine
Dr Amanda-Jane Kimpton
Dr Mark McEwan
Ms Margaret Wolf

In attendance

Dr Paul Fisher, Registrar, Chiropractors Registration Board of Victoria (notetaker)

1. Welcome and general overview matters

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[REDACTED]

[REDACTED]

Item 1.4 Progress against workplan

Members:

1. noted the report on progress against the key deliverables for national boards in Attachment A, and
2. the report on progress against the workplan at Attachment B.

ACTION: Nil

Item 1.5 Record of decisions of chairs of national boards

Members noted the matters reported in the record of decisions of chairs of national boards.

ACTION: Nil

Item 2 Transition matters

No matters

3. Registration matters

Item 3.1 Feedback from consultation papers

Members:

1. noted the consultation feedback in relation to the five registration standards approved for consultation at the last meeting of this Board. They comprise English Language Skills and Criminal History which are common standards across all Boards and Professional Indemnity Insurance, Continuing Professional Development and Recency of Practice.
2. agreed that the Board should formally respond to thank all parties who provided feedback to the Board.
3. agreed that the feedback provided by the Chiropractors and Osteopaths Board of Tasmania should be added to those posted on the Boards website.

ACTION: Notetaker, Chair

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Item 3.2 **Revised common English language standard**

Members:

1. noted that the proposed common English language standard now contains provision for Board-specific content, and
2. agreed to the revised version of the common English language standard at Attachment C,

ACTION: Agency

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Key  Action required  As required  Completed  Overdue

	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010
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[Redacted]	Completed										
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Determine committees required for ongoing functions post 1 July 2010		Completed			Action required						

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	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010
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IN CONFIDENCE

**Board of Australia
English language skills standard**

Summary

All applicants must be able to demonstrate English language skills at IELTS academic level 7 or the equivalent, and the Board may require this in a number of ways.

An internationally qualified applicant or an applicant who did not complete their secondary education in English must demonstrate that they have the necessary English language skills for registration purposes by achieving the required minimum score in each component of the IELTS academic module, OET or specified alternatives (see 'Definitions', below).

Test results will generally need to be obtained within two years prior to applying for registration. The Board may grant an exemption in specified circumstances.

Scope of application

This standard applies to all applicants for initial registration. It does not apply to students.

Requirements

1. An applicant who is:
 - (a) an internationally qualified applicant or
 - (b) an applicant who did not undertake and complete their secondary education in English and in one of the countries specified in exemption one belowmust submit evidence of secondary education, or arrange for evidence to be provided (in the case of test results), to the relevant Board of competency in English language skills as demonstrated by having completed the following tests of English language proficiency:
 - (c) the IELTS examination (academic module) with a minimum score of 7 in each of the four components (listening, reading, writing and speaking).
 - (d).. completion and an overall pass in the OET with grades A or B only in each of the four components; or
 - (e) other tests as approved by the Board (to be specified in the standard) (*this text to be deleted if no other tests specified*).
2. Results must have been obtained within two years prior to applying for registration.
3. An IELTS (or approved equivalent) Test Report Form more than two years old will be accepted as current if accompanied by proof that a candidate has actively maintained employment as a registered health practitioner using English as the primary language of practice in a country where English is the native or first language. Test results must comply with the current requirements of this policy.
4. Results from any of the abovementioned English language examinations must be obtained in one sitting.
5. The applicant is responsible for the cost of English tests.
6. The applicant must make arrangements for test results to be provided directly to the Board by the testing authority; for example, by secure internet login.

Exemptions

1. The Board may grant an exemption from the requirements where the applicant provides evidence that:
 - (a) they undertook and completed secondary education that was taught and assessed in English in one of the countries listed below where English is the native or first language, and
 - (b) the applicant's tertiary qualifications in the relevant professional discipline were taught and assessed in English in one of the countries listed below, where English is the native or first language:
 1. Australia
 2. Canada
 3. New Zealand
 4. Republic of Ireland
 5. South Africa
 6. United Kingdom
 7. United States of America
- 8.
2. The Board may grant an exemption where an applicant applies for limited registration in special circumstances, such as:
 9. to perform a demonstration in clinical techniques
 10. to undertake research that involves limited or no patient contact
 11. to undertake a period of postgraduate study or supervised training while working in an appropriately supported environment that will ensure patient safety is not compromised.

These special circumstances exemptions will generally be subject to conditions requiring supervision by a registered health practitioner and may also require the use of an interpreter.
3. The Board reserves the right at any time to revoke an exemption and/or require an applicant to undertake a specified English language test.

Board specific requirements

(Specify any Board specific requirements – delete this section if not required)

Definitions

IELTS means the International English Language Testing System developed by the University of Cambridge Local Examinations Syndicate, The British Council and IDP Education Australia (see <http://www.ielts.org/>).

OET means Occupational English Test (OET) administered by the Centre for Adult Education (see <http://www.occupationalenglishtest.org/>).

An **internationally qualified applicant** means a person who qualified as a health practitioner outside Australia.

One sitting means the period of time set by the testing authority for completion of the test. For example, IELTS states that the Listening, Reading and Writing components of the test are always completed on the same day. Depending on the test centre, the Speaking test may be taken up to 7 days either before or after the test date.

Review

This standard will commence on 1 July 2010. The Board will review this standard at least every three years.



<date>

The Hon John Hill MP
Chair, Australian Health Workforce Ministerial Council
Minister for Health
GPO Box 2555
ADELAIDE SA 5001

Dear Minister

Proposals for Ministerial Council approval

I am pleased to submit the attached proposals from the Chiropractic Board of Australia on mandatory registration standards.

The proposals for registration standards are submitted in line with schedule 7, clause 30 of the *Health Practitioner Regulation National Law Act 2009* (Qld) (the national law).

The proposals submitted relate to:

- [REDACTED]
- English language requirements registration standard
- [REDACTED]
- [REDACTED]
- [REDACTED]

Common minimum registration standards across all boards are proposed for [REDACTED] matters and English language requirements registration standards.

The proposals have been subject to wide-ranging consultation as required in relation to registration standards by section 40 of the National Law, and comments have been received from the sector, governments and other stakeholders. The Board has found it very useful during the consultation process to receive advice agreed across jurisdictions from the heads of all health departments across Australia on their views on the matters under consideration.

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I advise that the development of the proposals has been consistent with the Australian Health Practitioner Regulation Agency's *Procedures for Development of Registration Standards* which the Agency has issued under section 20(1)(a) of the *Health Practitioner Regulation (Administrative Arrangements) National Law Act 2008* (Qld).

The Board looks forward to receiving the approval of the Ministerial Council for these proposals.

Yours sincerely

Dr Phillip Donato
Chiropractor
Chair
Chiropractic Board of Australia

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1.2 English language skills registration standard

Board of Australia

English language skills standard

Summary

All applicants must be able to demonstrate English language skills at IELTS academic level 7 or the equivalent, and the Board may require this in a number of ways.

An internationally qualified applicant or an applicant who did not complete their secondary education in English must demonstrate that they have the necessary English language skills for registration purposes by achieving the required minimum score in each component of the IELTS academic module, OET or specified alternatives (see 'Definitions', below).

Test results will generally need to be obtained within two years prior to applying for registration. The Board may grant an exemption in specified circumstances.

Scope of application

This standard applies to all applicants for initial registration. It does not apply to students.

Requirements

1. An applicant who is:
 - an internationally qualified applicant; or
 - an applicant who did not undertake and complete their secondary education in English and in one of the countries specified in Exemption 1 belowmust submit evidence of secondary education to the relevant Board, or arrange for evidence to be provided (in the case of test results) of competency in English language skills as demonstrated by having completed the following tests of English language proficiency:
 - (a) the IELTS examination (academic module) with a minimum score of 7 in each of the four components (listening, reading, writing and speaking); or
 - (b) completion and an overall pass in the OET with grades A or B only in each of the four components.
2. Results must have been obtained within two years prior to applying for registration.
3. An IELTS (or approved equivalent) Test Report Form more than two years old will be accepted as current if accompanied by proof that a candidate has actively maintained employment as a registered health practitioner using English as the primary language of practice in a country where English is the native or first language. Test results must comply with the current requirements of this policy.
4. Results from any of the abovementioned English language examinations must be obtained in one sitting.
5. The applicant is responsible for the cost of English tests.
6. The applicant must make arrangements for test results to be provided directly to the Board by the testing authority; for example, by secure internet login.

Exemptions

1. The Board may grant an exemption from the requirements where the applicant provides evidence that:
 - (a) they undertook and completed secondary education that was taught and assessed in English in one of the countries listed below where English is the native or first language; and
 - (b) the applicant's tertiary qualifications in the relevant professional discipline were taught and assessed in English in one of the countries listed below, where English is the native or first language:
 - Australia
 - Canada
 - New Zealand
 - Republic of Ireland
 - South Africa
 - United Kingdom
 - United States of America.
2. The Board may grant an exemption where an applicant applies for limited registration in special circumstances, such as:
 - (a) to perform a demonstration in clinical techniques
 - (b) to undertake research that involves limited or no patient contact
 - (c) to undertake a period of postgraduate study or supervised training while working in an appropriately supported environment that will ensure patient safety is not compromised.

These special circumstances exemptions will generally be subject to conditions requiring supervision by a registered health practitioner and may also require the use of an interpreter.
3. The Board reserves the right at any time to revoke an exemption and/or require an applicant to undertake a specified English language test.

Definitions

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National law refers to the *Health Practitioner Regulation National Law Act 2009*.

Review

This standard will commence on 1 July 2010. The Board will review this standard at least every three years.

1.3 Professional indemnity insurance registration standard

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government organisations, under policies of the owning government, are self-insured for the same range of matters

[REDACTED] against

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1.4 Continuing professional development registration standard

Chiropractic Board of Australia

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Definitions

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1.5 Recency of practice registration standard

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CHIROPRACTIC BOARD OF AUSTRALIA

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must be directed towards clinical matters that are aimed to improve the quality of care provided to patients.

Formal learning activities may refer to:

- tertiary and other accredited courses
- accreditation activities (inspection teams and evaluation of institutional/team reports)
- distance education modules
- conferences, forums and seminars
- undertaking research and presentation of work
- online learning
- in-service education programs
- making presentations of new material
- engaging in coordinated CPD activities through a professional group or organisation who will issue a certificate of compliance/completion.

Informal and incidental learning activities may refer to:

- self-study — reference materials, journals, etc
- clinical case discussion with other health professionals/colleagues
- quality assurance activities, such as practice accreditation
- internet research
- clinical supervision of students

If a practitioner seeks to rely on hours for formal learning they need to assure themselves that the activity has been assessed and approved by a board approved body for this purpose.

Attending lectures, conferences and courses remains an important aspect of life-long learning, but it is important to realise that the majority of learning occurs from experience in day-to-day practice.^{10,11,12} For experienced professionals, learning in the clinical setting through activities such as reading up on cases and discussion with colleagues will often be an important source of CPD. Whilst this learning may count towards a practitioners' CPD and should be recorded, a combination of informal learning and attendance at formal learning activities is required in any CPD program.

It is important that all practitioners also participate in formal learning activities that are relevant to their practice. However, formal CPD activities such as lectures, courses and conferences have little effect on enhancing practice unless they include active participation to relate the content to the participant's professional practice^{13,14}. Therefore, practitioners should ensure they consciously reflect on the relevance of formal learning activities to their practice to optimise the effect on their practise.

¹⁰ Above 5

¹¹ Above 6

¹² Above 7

¹³ Above 8

¹⁴ Above 9

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activities that are classed as formal learning activities.

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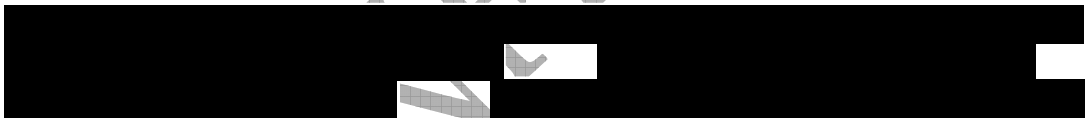
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In addition I have undertaken the following learning activities as identified below:

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Signature:

Date:

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