

Schedule 3 – Work Plan

For the 2021-2022 financial year the work to be undertaken by the Accreditation Authority is set out in:

1. Schedule 2
2. the existing project plan for development of Accreditation Standards for the RN Prescribing endorsement, and
3. the work plan below, which is based on the domains included in the Quality Framework Report, and relates to the Accreditation Authority's business and the projects agreed by the Board to deliver the objectives of the Accreditation Authority's strategic plan for 2021/2022.

The work plan will be reviewed and updated for future years in the Term of the Agreement, in accordance with Clause 6.

Domain 1: Governance

The accreditation authority effectively governs itself and demonstrates competence and professionalism in the performance of its accreditation role.

Activity: 1 July 2021 - 30 June 2022	Start date	Due date
<p>Accreditation Authority's Board and Governance Committees</p> <p>The Accreditation Authority's Board meet six times per year (including strategic planning day) plus the associated board committees including:</p> <ul style="list-style-type: none"> • Governance Committee - will meet five times per year before the Board meeting. The role of the committees is to ensure our governance systems (policies and procedures): <ul style="list-style-type: none"> ○ Comply with current regulatory requirements ○ Reflect contemporary business, governance, policy, and ethical requirements. • Finance, Audit and Risk Committee will meet five times per year before the Board meeting. The role of the committee is to assist the Board to fulfil its oversight responsibilities in: <ul style="list-style-type: none"> ○ Financial reporting ○ Internal control systems <ul style="list-style-type: none"> ▪ Compliance management ▪ Risk management systems ▪ Internal and external audit functions. • Annual General Meeting will be held in November 2021. 	1 July 2021	30 June 2022

Domain 2: Independence

The accreditation authority carries out its accreditation operations independently.

Activity: 1 July 2021 - 30 June 2022	Start date	Due date
<p>The ANMAC Board has a strong Governance framework with a register of interests and conflict of interest policies for all Board and committee meetings. This ensures that members are not participating in decisions where there is either a clear or a perceived conflict of interest.</p> <ul style="list-style-type: none"> There is a process for advertising and interviewing for candidates that are required for Board and committee members. 	1 July 2021	30 June 2022
<p>Management of Accreditation Assessors:</p> <ul style="list-style-type: none"> Maintain register of assessors Review Expressions of Interest received from assessors <p>Analyse skills of assessors and allocate to assessment teams (at least 3 per team)</p>		
<p>Assessor Training Modules</p> <ul style="list-style-type: none"> Operational Ongoing evaluation of module content 		

Domain 3: Operational management

The accreditation authority effectively manages its resources to support its accreditation function under the National Law.

Activity: 1 July 2021 - 30 June 2022	Start date	Due date
<p>Professional Development for Accreditation Authority's staff to meet gaps identified in the skill assessment register:</p> <ul style="list-style-type: none"> All staff to complete cultural safety training 	1 July 2021	20 June 2022
<p>Administrative Support: including human resources, finance, management, policy and guideline development and day to day administration to maintain operational running of the Organisation.</p>	1 July 2021	20 June 2022
<p>Overheads: including rent/ lease arrangements, electricity, water, infrastructure, IT, maintenance, cleaning, etc. (relevant to accreditation)</p>	1 July 2021	20 June 2022

<p>Accreditation Authority's Board attendance at cultural safety training (four Directors to undertake face-to-face cultural safety training).</p> <p>Accreditation Authority's Board Charter and Policies reviewed and updated as required.</p>		
<p>Review and update the ANMAC Board Charter.</p>	1 July 2021	30 June 2022
<p>Accreditation Authority's Strategic Accreditation Advisory Committee meets three times per year to provide high level strategic advice to the Accreditation Authority's CEO in all areas relative to the accreditation function of the Accreditation Authority.</p>	1 July 2021	30 June 2022
<p>The four Accreditation Authority's Accreditation Committees meet monthly to promote and protect the health of the community by:</p> <ul style="list-style-type: none"> reviewing the outcomes of assessments undertaken by Accreditation Authority's assessment teams for nursing and midwifery programs of study making recommendations on accreditation of the programs of study to the Accreditation Authority. Joint Accreditation Committees face-to-face meeting. 	1 July 2021	30 June 2022
<p>Production of Accreditation Authority's Annual Compliance Reporting requirements:</p> <ul style="list-style-type: none"> Financial and compliance reporting that informs and meet fiduciary responsibilities of Directors Liaison with external auditor to produce the audited financial statements and Directors report. Development of NMBA workplan Annual Report 2020/2021 Annual key performance indicator report 1 July 2020 – 30 June 2021 (November 2021) Mid-year key performance indicator report 1 July 2021 – 31 December 2021 (March 2022) 	<p>July 2021</p> <p>July 2021</p> <p>January 2021</p>	<p>October 2021</p> <p>November 2021</p> <p>March 2021</p>

Domain 4: Accreditation standards

The accreditation authority develops robust accreditation standards which have been set in advance for the assessment or programs of study and education providers.

Activity: 1 July 2021 - 30 June 2022	Start date	Due date
Review and development of Nurse Practitioners Accreditation Standards with Essential Evidence Guides	January 2021	June 2021
Review and development of Registered Nurse Prescribing Accreditation Standards with Essential Evidence Guides	Ongoing	

Domain 5: Processes for accreditation of programs of study and education providers

The accreditation authority applies the approved accreditation standards and has rigorous, fair and consistent processes for accrediting programs of study and their education providers.

Activity: 1 July 2021 - 30 June 2022	Start date	Due date
Accreditation workload: <ul style="list-style-type: none">• Commence assessment of 43 new Programs• Completion of 212 milestones (5 milestones per program)• Assessment of 10 (average) major program changes will be commenced• 190 Program Monitoring reports will be assessed approximately 100 targeted reports will be assessed Accreditation Workflow smoothing of expiry dates - ongoing Engage Education Providers in evaluation and feedback survey following the completion of their accreditation assessment.	1 July 2021	30 June 2022
Investigation of complaints or appeal requests	1 July 2021	30 June 2022

Domain 8: Stakeholder collaboration

The accreditation authority works to build stakeholder support and collaborates with other national and international accreditation authorities including other health profession accreditation authorities.

Activity: 1 July 2021 - 30 June 2022	Start date	Due date
Improve transparency and engagement with stakeholders through the bimonthly newsletter.	1 July 2021	30 June 2022
Improve ANMAC Board communication with stakeholders with periodic communiques.	1 July 2021	30 June 2022
Engage stakeholders in the development of accreditation standards.	Ongoing	Ongoing
Implement and action activities in the 'Innovate RAP.'	1 July 2021	30 June 2022
Engage with the Health Professionals Collaborative Forum (HPACF) to progress the work they are undertaking. Attendance at HPACF meetings held bimonthly (six meetings per year).	1 July 2021	30 June 2022
Partner with Australian Pharmacy Council to host an interprofessional colloquium.	January 2022	May 2022
Work associated with the Educating the Nurse of the Future. <i>NB: Clinical placements</i>	1 July 2021	30 June 2022
Accreditation projects that emanate from the Board strategic Plan 2021-2024.	1 July 2021	30 June 2022
Stakeholder engagement and meetings Conference presentations/attendance: <ul style="list-style-type: none"> • 10 national • 2 international • SPCNMOA meeting • Council on Licensure, Enforcement & Regulation Education Conference – September 2021 Stakeholder meetings: <ul style="list-style-type: none"> • Australian and New Zealand Council of Chief Nursing and Midwifery Officers (ANZCCNMO) • Australian Skills Quality Authority • Coalition of National Nursing and Midwifery Organisations (CONNMO) • Council of Deans Nursing and Midwifery (CDNM) 	1 July 2021	30 June 2022

<ul style="list-style-type: none"> • Health Professions Accreditation Collaborative: <ul style="list-style-type: none"> ○ Forum ○ Accreditation Liaison Group ○ Accreditation Managers • Tertiary Education Quality and Standards Agency • NZ Nursing Council/NZ Midwifery Council • AHPRA/NMBA • NMSRG • NNMEAN <p>Other stakeholder meetings as required.</p>		
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Schedule 4 – Funding arrangements

Item 1 – Funding Principles

These Funding Principles are to be applied by accreditation authorities, National Boards and Ahpra when they are considering and agreeing on the funding to be provided to the accreditation authority by the National Board/Ahpra for performance of the accreditation functions.

The principles aim to promote consistency, transparency and accountability for use of registrant fees to fund the accreditation function.

Ahpra, in consultation with the National Board, will provide funding through registrant fees to enable the accreditation authority to manage its business and risks by covering some of the indirect costs of activities related to program accreditation including monitoring.

The following principles will apply, in addition to the guiding principles and objectives of the National Law, and the Quality Framework for the Accreditation Functions, when an accreditation authority is requesting funding from a National Board/Ahpra (funding request) and when a National Board/Ahpra decide to provide funding to an accreditation authority (funding decision):

1. Requests for funding should be reasonable and proportionate to the activities being funded.
2. The funding provided by the National Board/Ahpra should cover a proportion of the governance costs related to the accreditation functions.
3. The funding provided by the National Board/Ahpra for the development and review of accreditation standards should be requested and considered separately to the funding of other accreditation functions.
4. Requests for increases in funding from the previous year should not usually exceed the indexation range applicable to National Board fee increases (up to 3% per annum).
5. Where an accreditation authority considers an increase in funding above the indexation range is required, it should put the funding request and a business case supporting the increase above the indexation range to AHPRA and the National Board for their consideration.
6. Such a request and business case should be forwarded to Ahpra and the National Board by mid-February or earlier each year to enable them to have sufficient time to properly consider the funding request.
7. Ahpra and the National Board may agree to the requested increase in funding or propose to agree to a lesser amount. Such a proposal and reasons for that proposal should be forwarded to the accreditation authority to enable it to have sufficient time to properly consider the proposed funding amount and reasons.
8. Ahpra and the National Board should agree to provide sufficient funding to enable the accreditation authority to effectively deliver the accreditation functions through a combination of funding provided by the National Board/Ahpra and funding from other sources that is provided as a direct result of the Accreditation Authority being assigned and exercising statutory functions under the National Law.

Item 2 – Funds

Funding for 2021/22 financial year

Total funding for 2021/2022 financial year is: \$2,920,847 (ex GST).

The funding is payable in four instalments on the following dates and in accordance with clause 5.2 of the Head Agreement.

Date	GST exclusive
1 July 2021	\$730,211
1 October 2021	\$730,212
1 January 2022	\$730,212
1 April 2022	\$730,212