

Schedule 3 – Work Plan

For the 2020-2021 financial year the work to be undertaken by the Accreditation Authority is set out in:

1. Schedule 2, and
2. 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 2020-2021.

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

The work plan will also be reviewed and updated when the project plan for *Review and development of Registered Nurse Prescribing Accreditation Standards with Essential Evidence Guides* has been agreed between the accreditation authority and Ahpra, in consultation with the Board.

Domain 1: Governance

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

Activity: 1 July 2020 - 30 June 2021	Start date	Due date
<p>Accreditation Authority's Board and Governance Committees Accreditation Authority's Board meet six times per year (including strategic planning day) plus the associated governance committees including:</p> <ul style="list-style-type: none"> • Governance Committee will meet six time 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 six time 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 – Compliance management – Risk management systems – Internal and external audit functions. • Annual General Meeting will be held in October 2020 	1 July 2020	30 June 2021

Professional Development for Accreditation Authority's Board Directors Accreditation Authority's Board attendance at cultural safety training (four Director to undertake Cultural safety training)		
Accreditation Authority's Board Charter and Policies review and update as required.		
Accreditation Authority's Strategic Accreditation Advisory Committee meets quarterly to provide high level strategic advice to the Accreditation Authority's CEO in all areas relative to the accreditation function of the Accreditation Authority.	1 July 2020	30 June 2021
The four Accreditation Authority's Accreditation Committees meet monthly to promote and protect the health of the community by: <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 Committee meeting 	1 July 2020	30 June 2021
Production of Accreditation Authority's Annual Compliance Reporting requirements: <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 2019/2020 Annual Quality Framework Report 1 July 2019 – 30 June 2020 (October 2020) Mid-year Quality Framework Report 1 July 2020 – 31 December 2020 (March 2021) Annual Report 2020/2021 	July 2020 July 2020 January 2021 May 2021	September 2020 October 2020 March 2021 June 2021

Domain 2: Independence

The accreditation authority carries out its accreditation operations independently.

Activity: 1 July 2020 - 30 June 2021	Start date	Due date
Ensure effective Governance of the ANMAC Board and technical advisory committees: <ul style="list-style-type: none"> There is a process for advertising and interviewing for candidates that are required for Board and committee members. Appoint two new Board Directors at the AGM held in October 2020. appoint 16 committee members throughout 2020/21 (some of these committee members may be eligible for a second term on the committee). 	September 2020 1 July 2020	October 2020 30 June 2021

Management of Accreditation Assessors: <ul style="list-style-type: none"> • Maintain register of assessors • Review Expressions of Interest received from assessors Analyse skills of assessors and allocate to assessment teams (at least 3 per team)	1 July 2020	30 June 2021
Assessor Training Modules <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 2020 - 30 June 2021	Start date	Due date
Administrative Support: including Human Resources, finance, management, maintain operational running of the Organisation policy, guideline development and day to day administration.	1 July 2020	20 June 2021
Overheads: including rent / lease arrangements, electricity, water, infrastructure, IT, maintenance, cleaning, etc. (relevant to accreditation)	1 July 2020	20 June 2021
Professional Development for Accreditation Authority's staff to meet gaps identified in the skill assessment register. <ul style="list-style-type: none"> • All staff to complete cultural safety training. 	1 July 2020	20 June 2021

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 2020 - 30 June 2021	Start date	Due date
Review and development of Midwife Accreditation standards with essential Evidence Guides	July 2020	Dec 2020
Review and development of Re-entry to the Register Registered Nurse Accreditation Standards with Essential Evidence Guides	July 2020	Dec 2020
Review and development of Re-entry to the Register Midwife Accreditation Standards with Essential Evidence Guides	January 2021	June 2021

Review and development of Nurse Practitioner Accreditation Standards with Essential Evidence Guides	January 2021	June 2021
Review and development of Registered Nurse Prescribing Accreditation Standards with Essential Evidence Guides	To be confirmed when the project plan is agreed between the accreditation authority and Ahpra, in consultation with the Board.	

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 2020 - 30 June 2021	Start date	Due date
Accreditation workload: <ul style="list-style-type: none"> • Commence assessment of 39 new programs • Completion of 145 milestones (5 milestones per program) • Assessment of 10 (average) Major Modifications will be commenced • 190 Program Monitoring reports will be assessed approximately 100 targeted reports will be assessed • Transition of Midwifery Programs to meet new Accreditation Standards (34 programs) Accreditation Workflow smoothing of expiry dates – ongoing Engage Education Providers in evaluation and feedback survey following the completion of their accreditation assessment	1 July 2020	30 June 2021
Investigation of complaints or appeal requests	1 July 2020	30 June 2021

Domain 7: Assessment of internationally qualified practitioners

Assess and/or oversee the assessment of the knowledge, clinical skills and professional attributes of internationally qualified practitioners seeking registration in the profession under the National Law

Activity: 1 July 2020 - 30 June 2021	Start date	Due date
Attendance at NMBA Accreditation Meetings		

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 2020 - 30 June 2021	Start date	Due date
Engage with the Health Professionals Collaborative Forum (HPACF) to progress they work they are undertaking. Attendance at HPACF meetings held bimonthly (six meetings per year)	1 July 2020	30 June 2021
Improve transparency and engagement with stakeholder through bimonthly newsletter	1 July 2020	30 June 2021
Improve ANMAC Board communication with stakeholders with periodic communiques	1 July 2020	30 June 2021
Engage stakeholders in the development of accreditation standards	Ongoing	Ongoing
Updating the website with information form the review of nursing education	1 July 2020	30 June 2021
Implement and action activities in the 'Innovate RAP'	1 July 2020	30 June 2021
Partner with Australian Pharmacy Council to host an interprofessional colloquium	January 2021	May 2021
Work associated with the National Review of Nursing Education <i>NB Clinical placements</i>	July 2020	June 2021

Schedule 4 – Funding arrangements

These funding principles may be reviewed under clause 6.

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 2020/21 financial year

Total funding for the work to be undertaken by the accreditation authority as set out in the Schedule 3 Work Plan for the 2020/2021 financial year, excluding the *Review and development of Registered Nurse Prescribing Accreditation Standards with Essential Evidence Guides*, is: \$2,863,575 (ex GST) (**Base funding**).

The Base 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 2020	\$715,893
1 October 2020	\$715,894
1 January 2021	\$715,894
1 April 2021	\$715,894

Total funding for the *Review and development of Registered Nurse Prescribing Accreditation Standards with Essential Evidence Guides* is \$23,000 (excluding GST) (**Special Project funding**).

The Special Project funding will be payable in accordance with the project plan to be agreed between the accreditation authority and Ahpra, in consultation with the Board.