

# Fellowship Taskforce



Australian Association of Practice Management Ltd  
excellence in healthcare management

## Terms of Reference

Date created: January 2014	
Prepared by: Chief Executive Officer	Authorised by Board: December 2014
Commencement: March 2014	End Date: March 2016
Main Contact: Membership Officer	Responsible to: Vice President/ Board

### 1. Overview

AAPM Fellowship Program: Fellowship is the “gold standard” of membership in the Association. It becomes the aim of all members to reach Fellow status, which:

- i. *Promotes excellence and professionalism in practice administration.*
- ii. *Recognises individuals who have met required levels of knowledge, skills and abilities.*
- iii. *Assists employers in identifying individuals who meet nationally recognised standards.*
- iv. *Provides formal recognition of those individuals who meet these standards.*
- v. *Recognises those who must maintain industry standards.*
- vi. *Establishes AAPM as a credentialing body under the umbrella of UNE Partnerships.*

### 2. Purpose and Scope

- a. The Fellowship Taskforce is formed for the specific purpose of receiving and reviewing applications for AAPM Fellowship, interviewing the applicants and making recommendations to the Board for ratification.
- b. Members of the Fellowship Taskforce need to be familiar with the existing Fellowship processes and criteria as determined by AAPM.

### 3. Alignment with AAPM Strategic Goals and Objectives

- a. AAPM's strategic goals and objectives that align with the Fellowship Taskforce are as follows:
  - i. *To increase Membership*
    - Provide a clear professional development pathway
  - ii. *To increase awareness of AAPM*
    - To have practice management recognised by industry and community as a profession;

### 4. Role and Function

The functions of the Fellowship Taskforce are to ensure:

- a. Applicants for Fellowship comply with the Guidelines and are eligible to be awarded Fellowship.
- b. A Selection Criteria is used to assess Fellowship applications and all applicants are interviewed by at least by one member of the taskforce.
- c. Make written recommendations regarding the success or otherwise of applicants.
- d. The recommendations of Fellowship Taskforce members are impartial, appropriately documented and are publicly defensible.
- e. Deliberations of the Fellowship Taskforce members remain confidential.

### 5. Composition / Selection Process / Criteria

- a. The Fellowship Taskforce members will consist AAPM Fellows who are selected by the AAPM Board based on the skills, expertise and knowledge required to achieve the Taskforce Objectives in line with AAPM overall Strategic Plan.
- b. The composition for the Fellowship Taskforce will consist of the following:
  - i. *At least two members who are currently Fellows of AAPM*
  - ii. *At least one Board member who is also a Fellow of AAPM.*
- c. The selection criteria will be per the Board approved process.
- d. The AAPM Board may from time to time co-opt others with qualifications, expertise and experience relevant to the Taskforce.
- e. Members who are not AAPM Directors or staff will serve in an individual capacity and will be appointed for their expertise. This is not a representational role and therefore there is no provision for an alternate to attend meetings.

## 6. Meeting Frequency

- a. As determined by the members of the Fellowship Taskforce and in line with the approved budget.
- b. It is expected that the Fellowship Taskforce will maximize use of virtual and online strategies including teleconferencing, web-based meetings etc on an as needs basis.
- c. The Fellowship Taskforce members will determine the best and most effective means of undertaking its role in order to achieve its overall objectives.
- d. Detailed requests for any costs associated with meetings of any kind that are outside the initial AAPM Board approved budget must be submitted in advance to the Chief Executive Officer outlining reason for additional funding support.

## 7. Reporting Responsibilities/Documentation/Accountabilities

- a. It is the responsibility of the appointed 'Taskforce Chairperson' to submit reports for the AAPM Board upon request. Board meetings usually occur every two months and the AAPM Head office will issue a "Request for Report" notification in which the Fellowship Taskforce are to send such report no later than two weeks prior to the Board meeting.
- b. It is the responsibility of the appointed Taskforce Chairperson to promptly respond to any letter/email / phone calls sent from AAPM Head Office seeking information that may relate to member enquiries regarding their application.
- c. The Fellowship Taskforce must ensure that any applications are handled and processed in a timely and efficient manner. Issues arising from any applications must be addressed promptly so to not disrupt / hinder the overall application process itself.
- d. Any request to undertake face to face assessment (that involves cost) prior to finalising the application process must notify the Executive Officer of AAPM at least 6 weeks in advance.
- e. The Fellowship Taskforce must complete a Report Template ('the Report) and submit to the AAPM Board at the conclusion of assessing all applications (Fellow only). It will also indicate based on the application Guidelines whether each application:
  - i. Was eligible or not and why;
  - ii. Was successful or not and why; and
  - iii. If any relevant comments or restrictions need to be noted.

- f. The Report must also state if any Conflict of Interest were identified and detail any action taken to ensure the Fellowship Taskforce process remained impartial.
- g. Finally the Report will include sign off from the Fellowship Taskforce that due process has been followed.

## **8. Communication / Records**

- a. All communication, applications, correspondence and any other materials that are associated with the operation of this Fellowship Taskforce remains the property of AAPM.
- b. The appointed Taskforce Chairperson must ensure all relevant materials including emails, attachments, applications etc sent directly to the Fellowship Taskforce are also forwarded to the AAPM Head Office for archiving purposes.
- c. In event where the Fellowship Taskforce is dissolved or a member resigns, all documentations and materials are to be handed over to the AAPM Head Office within 10 working days.

## **9. Confidentiality**

- a. Fellowship Taskforce members will be required to respect the confidentiality of the Fellowship Taskforce process.
- b. Members must take all reasonable measures to protect from unauthorised use or disclosure, information provided to them by the AAPM Chief Executive Officer and indicated by AAPM to be '*confidential*', '*commercial in confidence*' or information that members ought to have known to be "*confidential*".
- c. This confidentiality clause shall survive the expiration or termination of the members of the Fellowship Taskforce.

## **10. Conflicts of Interest**

- a. Where there is a conflict of interest identified during the process it must be declared. If it is considered to be a remote connection that will not impact on the recommendation / report / outcome it must be noted in the AAPM Board Report template.
- b. If a conflict is identified then the member must not be part of the deliberations or assessments of the relevant application and/or issue. The AAPM Board Report Template must note this conflict of interest and the action taken to ensure the process remains impartial.

## **11. Remuneration and associated cost (including Budget)**

- a. There are no sitting fees associated with this Fellowship Taskforce
- b. AAPM will arrange and pay for travel, accommodation and expenses incurred in attending any face-to-face meetings / assessments in accordance with AAPM Board approved budget.
- c. An initial task for the Fellowship Taskforce is to determine how the taskforce will be best conducted effectively and efficiently in order to achieve its overall objective.

## **12. Chairperson / Secretariat / Support**

- a. The AAPM Board will appoint a Taskforce Chairperson from those selected on the Fellowship Taskforce.

## **13. Quorum**

- a. At least 50% majority of members of the Fellowship Taskforce must be present for a quorum unless by reason of conflict of interest a member has stood aside for consideration of a specific matter / issue.

## **14. Terms of Appointment**

- a. Appointment to the Fellowship Taskforce is for the period of **March 2014 to March 2016**. Members will be eligible for re-nomination at the discretion of the Board.
- b. Members may resign at any time by written notice to the Chief Executive Officer of AAPM. The Board will appoint a replacement in the event of any vacancy. Replacement appointments will serve out the remaining time of the above term of appointment.
- c. Where, in the opinion of the AAPM Board, a Fellowship Taskforce member is unable to continue to contribute effectively to the function of the Fellowship Taskforce, the Board may terminate that member's appointment.

## 15. AAPM Head Office Role

AAPM's role in relation to the Fellowship Taskforce is to:

- a. The Taskforce Chairperson shall initially be responsible for convening meetings, coordinating and facilitating communication amongst members of the Fellowship Taskforce and reporting to the Board in the most cost effective manner.
- b. AAPM Head Office will assist in providing appropriate meeting resources to allow the Fellowship Taskforce to conduct face to face assessment (where required).
- c. AAPM Head office will assist in notifying members regarding Fellowship opportunities, sending applications, collating submission and forwarding to the Fellowship Taskforce for processing.
- d. AAPM Head Office will also assist in the reporting to the AAPM Board and the implementation of the recommendations of the Fellowship Taskforce once they are approved by the Board.
- e. The Chief Executive Officer of AAPM and / or Director/s may attend Fellowship Taskforce meetings to provide input and support to the Fellowship Taskforce itself

## 16. Conflict Resolutions

- a. It is the appointed Taskforce Chairperson to be responsible to identify and immediately resolve in the first instance within any current or emerging issues that could impact on the effective function of the Fellowship Taskforce.
- b. If such issues cannot be resolved then the appointed Taskforce Driver is to formally raise this issue to the Chief Executive Officer of AAPM outlining:
  - i. *The issue;*
  - ii. *What has been undertaken to resolve the matter;*
  - iii. *What advice is the Taskforce seeking from AAPM;*
  - iv. *Recommend option of solution for consideration.*
- c. Only after all processes have been exhausted will unresolved matters be escalated to the President of AAPM upon which the Board decision will be final.