



NASRHP
NATIONAL ALLIANCE
OF SELF REGULATING
HEALTH PROFESSIONS

Adopted: February 2017
To be reviewed: February 2019

NASRHP Membership Assessment Team Terms of Reference

Leader

One member from the team will be appointed by the Board as the Leader.

Members

Three (3) members from the Pool of Assessors and must include at least one (1) external representative.

Term

Teams are considered current until all necessary reporting requirements placed on the NASRHP Professional Body have been completed to team's and Board's satisfaction.

Secretariat

The NASRHP delegate (administrative staff) will be responsible for the preliminary desk top assessment of all membership applications, and will establish the teams for each application.

Purpose

To ensure NASRHP delivers membership assessment services that are:

- efficient
- effective
- equitable
- accountable, and
- transparent.

Functions

1. Assess NASRHP membership applications and supporting documentation as supplied by the Professional Body seeking membership in accordance with the NASRHP Membership Standards and assessment documentation.
2. Attend regular teleconferences or meetings as required.
3. Liaise with the NASRHP delegate to submit final membership assessment form with recommendations to Board for consideration and final decision.

Reporting

On completion of a membership assessment, the Leader of the team will report the outcome to the Board for ratification.

The Leader may contact the Chair to discuss matters of concern as required.

Board meeting outcomes in response to papers from the teams or matters which may impact the teams will be communicated promptly via a letter from the Chair.

The NASRHP delegate will communicate with applicants in consultation with or at the request of the Board through a variety of media.

Responsibility

The Membership Assessment Team or individual members of the team shall not act as spokespersons for NASRHP without the authority of the Chair of the Board, and shall not make commitments on behalf of NASRHP.

Each member shall maintain appropriate levels of confidentiality at all times and cannot discuss the details of an assessment with other members of the Pool of Assessors.

Each member shall make a declaration of potential or actual conflict of interest on appointment and during the selection of Membership Assessment Teams where required. Members shall identify any conflicts of interest related to specific agenda items to be noted in the minutes. Where a substantial conflict of interest is identified around an item of business, the member of the pool may be required to absent themselves from the meeting.

Each member of the team must actively participate. This includes:

- Providing timely responses to any correspondence or communication within 2 business days
- Completing work within described timelines
- Assessment work is to be shared amongst all members.

If a member fails to meet the active participation requirements they will be asked by the Leader of the team to step down from the team. If the Leader is the member in question, the Board will ask them to step down.

Attendance is required through the assessment process by all members at the rate of not less than 75% or an absence of more than 2 consecutive meetings without reasonable apology and approval for a leave of absence by the Leader of the team.

Members who fail to meet the attendance requirement will be required to step down from the Membership Assessment Team and Pool of Assessors.

The Leader of the team may give leeway to members if:

- The member sends apologies prior to meeting and
- The member contributes via a verbal or written communication to the team between meetings.

An attendance record will be maintained by the NASRHP delegate.

Organisational Structure of NASRHP's Assessment Services

