



**HEALTH EDUCATION &
SERVICES** AUSTRALIA

Assessor Handbook

2020

Contents

Background	4
Governance	5
Overview	5
Establishing an Assessment Team	6
Selection.....	6
Responsibilities of the assessment team	7
All team members responsibilities:	7
Additional responsibilities:	7
Steps in the accreditation process	7
Review the submission.....	7
Participate in the tele/video conference	8
Final review	8
Guiding principles for assessment team members	9
Assessment against the HESA Accreditation Standards.....	9
Privacy	9
Confidentiality.....	9
Identifying and managing conflict of interest	10
Secure destruction of accreditation materials	10
Intellectual property	10
Payment of assessors	10
Work Health and Safety for assessors	11
Code of Conduct.....	11

Purpose of the assessor handbook

The Assessor Handbook is designed for assessment team members.

The Assessor Handbook is informed by and forms part of a broader policy framework developed for the accreditation of immunisation education programs.

This should be read in conjunction with the HESA Standards for the Accreditation of Immunisation programs and the Guidelines for the Accreditation of Immunisation Education Program.

Background

The National Immunisation Strategy 2019-2024 identifies immunisation as a cost-effective national public health priority in Australia. The Strategy also recognises the diverse range of health professionals that play an important role in providing accurate and comprehensive information about vaccines and immunisation programs.

The National Framework for Immunisation Education for Health Professionals (the Framework) has been established to assist in the development of nationally consistent immunisation education programs. The Framework sets an agreed curriculum benchmark for all immunisation education programs to meet in order to be considered a nationally recognised program, and to support transferability of qualifications across states and territories. Through a nationally agreed set of core standards, the Framework aims to ensure the provision of high-quality immunisation education programs for health professionals who are not medical practitioners but are seeking authorisation to possess and administer vaccines without a medical order.

The Framework specifies program learning objectives and outcomes that set minimum curriculum content requirements that must be used as a resource for the education of eligible health professionals at undergraduate or post-graduate levels.

Nationally agreed program accreditation standards have also been developed that require education providers to submit information about their immunisation program's governance, design and delivery, assessment, student processes, resourcing and quality and risk management. Accreditation is based on assessment of the immunisation program against these standards. If accreditation is granted, this leads to posting as a nationally approved program of study on the Health Education and Services Australia's website and, potentially, to mutual recognition of immunisation education programs across all states and territories.

NB: Pharmacist immunisation training requirements are currently specified in state and territory legislation. These reference the Australian Pharmacy Council's (APC) 'Standards for the accreditation of programs to support pharmacist administration of vaccines' as the basis by which appropriateness or equivalence of pharmacist delivered immunisation education can be determined. The APC vaccination training standards have been recently revised to align to the National Framework. As such APC accredited providers may continue to deliver pharmacist and pharmacy student immunisation training subject to state and territory legislation.

Governance

The Australian Nursing and Midwifery Accreditation Council was requested by the Commonwealth Department of Health through the Chief Nurse and Midwifery Officer as the Chair of the Australian Health Protection Principle Committee working group for the Implementation of the National Immunisation Education Framework for Health Professionals; to act as the single point of entry for immunisation education provider courses seeking to be accredited against the National Immunisation Education Framework for Health Professionals (the Framework). The ANMAC Board determined that a separate entity, Health Education and Services Australia (HESA), would be established to separate ANMAC's role in providing the accreditation functions under the Health Practitioner Regulation National Law (2009) from services provided to other entities.

HESA will undertake the accreditation of immunisation education programs as requested by education providers that are seeking to be accredited against the Framework.

Please note that each State and Territory may require additional competencies to be met prior to authorisation of health care professionals to independently vaccinate, subject to each state and territory's legislation.

HESA has been authorised to deliver the following functions:

- Develop and review of minimum education provider standards, the [Standards for the Accreditation of Immunisation Education Programs 2020](#)
- Accredit immunisation education programs that may lead to authorisation of health care professionals to independently vaccinate, subject to each state and territory's legislation. HESA Accreditation is valid for 3 years.
- Establish and maintain a central national register of accredited immunisation education programs, accessible via the [HESA website](#)
- Monitor accredited education programs, as the means by which program changes can be reported and assessed as continuing to meet HESA's Standards for the Accreditation of Immunisation Education Programs 2020.

Overview

This section describes the composition and processes relevant to assessment teams.

HESA maintains a register of approved individuals as assessors based on current knowledge, skills, expertise, and experience.

Health professionals with current registration in Australia, can apply to HESA for consideration as an assessor by submitting an Expression of Interest to HESA together with a current resume. It is the responsibility of the assessor to notify HESA of any changes in their contact, employment, and registration details.

Establishing an Assessment Team

HESA will establish an assessment team to review program accreditation and possibly for program changes and investigation of complaints.

HESA will assign an assessment panel for each program to be accredited. The panel will consist of the following members:

- One Associate Director as chairperson
- One health professional with current qualification and skills in education
- Authorised Immuniser of relevant professional group
- Health professional with current knowledge and experience in immunisation

Selection

To be eligible for selection for an assessment team, an assessor is required to:

- hold current registration with Australian Health Practitioner Regulation Agency (Aphra) without conditions relating to conduct or competence to practice
- have relevant (education, clinical and/or management) knowledge, skills, expertise and experience for the program being assessed
- be available to participate in all stages of the assessment of the program, which may vary in length
- have no potential or perceived conflict of interest

If you are deemed to be unsuitable you may request HESA's reason for the decision.

Responsibilities of the assessment team

All team members responsibilities:

- review the accreditation submission independently
- participate in the teleconference/s
- contribute to accreditation reports and documentation
- meet agreed timelines.

Additional responsibilities:

The Associate Director / Chair:

- leads the assessment team throughout the accreditation process
- advises on matters relating to the application of the accreditation standards
- liaises with all parties involved in the accreditation process
- writes accreditation reports and documents
- establishes and manages the accreditation process timelines
- chairs the teleconference/s.

Steps in the accreditation process

Prior to reviewing the submission each member of the assessment team should be familiar with the:

- [National Immunisation Education Framework for Health Professionals](#)
- [Standards for the Accreditation of Immunisation Education Program](#)
- [Guidelines for the accreditation of immunisation education programs using the Standards for the Accreditation of Immunisation Education programs 2020](#)

Each member of the assessment team is required to:

Review the submission

- independently analyse and evaluate the evidence provided against the criteria for each standard
- determine and record to what extent the evidence provided meets the criteria, using the following:
 - criterion met – no further evidence required
 - criterion not met – identify what further evidence or clarification is required
- forward the completed review document to the Associate Director prior to the teleconference.

Participate in the tele/video conference

- contribute to the collated review document by discussing additional evidence or clarification required for each criterion

Final review

- review the final report and indicate the accuracy of the content
- review any additional evidence submitted by the education provider
- review the outcome of accreditation assessment report and indicate the accuracy of the content.

Guiding principles for assessment team members

Assessment against the HESA Accreditation Standards

It is important all members of an assessment team focus their review on the analysis and evaluation of the evidence submitted by the education provider against the HESA Immunisation accreditation standards. It is crucial to the integrity of the process that only information relevant to the accreditation standards is requested and considered by members of the assessment team.

Privacy

HESA is committed to responsible privacy practices and complying with its obligations under the *Privacy Act 1988 (Cth)* (including the National Privacy Principles) and all other relevant legislation governing privacy and handling of personal information.

Personal information is, generally, information or an opinion relating to an individual which can be used to identify that individual. This includes a person's name, address, telephone number, email, date of birth, image, employment details, and other information of a personal nature.

HESA may collect personal information in submissions from the education provider, and during the site visit(s). Such personal information will only be used for the purpose for which it was obtained by HESA.

Accreditation assessors must ensure any personal information is only used for the purpose for which it was obtained by HESA and is kept secure and confidential.

Confidentiality

During any accreditation process, members of the relevant assessment team will have access to a significant amount of information about the respective education provider and program. Information will be accessed in submissions from the education provider to HESA. This information may include information of a sensitive nature such as staff details, financial information, planned changes and innovation by the education provider and commercial-in-confidence material.

HESA requires all individuals involved in its accreditation processes to maintain the confidentiality of any information accessed during any assessment. All information obtained during any assessment is confidential and must not be released in any way, even after an individual's active involvement with HESA ceases, to third parties without prior approval from the HESA Board, or as required by law.

Assessors must sign a confidentiality statement as a condition of appointment. This is a legally binding agreement by the individual to keep confidential information that is accessed during any accreditation assessment. The HESA accreditation assessor confidentiality statement will be available to you on appointment to an assessment team.

It is particularly important that assessors maintain confidentiality of discussions with staff, students, and others by ensuring the details of such discussions are de-identified, unless the person who provides the information agrees to be identified.

Identifying and managing conflict of interest

A standing notice of interest form will be provided to you on appointment as an assessor where you will be required to identify all areas of employment and work associated with your profession. HESA requires all individuals involved in its accreditation processes to declare any personal or professional interest that may, or may be perceived to, interfere or conflict with the individual's ability to fulfil their responsibilities to ANMAC's accreditation assessments.

A potential or perceived conflict of interest exists when a person's interests could improperly influence the performance of his/her duties, even though in reality this may not be the case.

The existence of a potential or perceived conflict of interest does not reflect negatively on the person who has the conflict but ANMAC must manage any conflicts of interest.

ANMAC can only manage conflicts of interest effectively if individuals declare all such interests and duties prior to the start of any assessment.

Secure destruction of accreditation materials

It is particularly important assessors arrange for the secure destruction of any materials once an assessment has been completed. The HESA office can make these arrangements for any assessor who does not have access to secure destruction facilities. The HESA office will store a complete set of materials and reports securely so there is no reason for any member of an assessment team to retain a copy in any format.

Intellectual property

Intellectual property is a juridical concept used to describe rights arising from intellectual effort and innovation that are recognised and governed by law. Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as literary and artistic works, inventions, and designs. Common types of intellectual property rights include copyright, trademarks, patents, industrial design rights and in some jurisdictions trade secrets. HESA Assessors are required to comply with the legislated requirements of intellectual property.

Payment of assessors

The role of an assessor is voluntary; however, HESA will provide remuneration for participation in an assessment team. The payment to assessors is intended to offset some of the personal costs of participating in teleconferences related to the accreditation process. The HESA Sitting Fees Claim Form is provided to the assessor at appointment.

HESA is aware that some assessors will receive payment from their employer for any time spent undertaking their responsibilities as a HESA assessor. HESA considers it unethical for an

individual to be paid personally by both HESA and their employer. An individual in this situation can direct HESA to make the payment to their employer by arranging for the employer to submit an appropriate tax invoice for the amount.

Work Health and Safety for assessors

HESA has a statutory duty to ensure as reasonably practicable, the health and safety of assessors while they are undertaking their responsibilities as a HESA assessor. This includes the provision and maintenance of a work environment without risks to health and safety. Assessors also have a statutory duty to take reasonable care for their own health and safety and to comply with instructions, policies and procedures of HESA relating to health and safety in the workplace.

HESA assessors undertake their responsibilities in work environments that are outside the direct control of HESA. Therefore, HESA requires all assessors, while they are undertaking their responsibilities as a HESA assessor, to:

- report immediately to the allocated Associate Director, any risk to health and safety in the workplace
- take reasonable care for their own health and safety
- take reasonable care that they do not adversely affect the health and safety of other people
- follow any instructions, policies and procedures of ANMAC relating to health and safety in the workplace

Code of Conduct

- Board, Committee members, Assessors and HESA staff are expected to behave ethically and with honesty and integrity at all times
- act with care and diligence, and in accordance with HESA's purpose, objectives, values and principles
- treat fellow members, staff and stakeholders of HESA with respect and courtesy, and without harassment
- comply with all applicable Australian laws, in particular the *Health Practitioner Regulation National Law Act 2009* (the National Law)
- maintain appropriate confidentiality about all matters raised in the course of HESA meetings/business and not seek to take unfair advantage of knowledge so gained
- disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with HESA business
- use HESA resources in a proper manner
- recognise and respect the intellectual property of HESA, its members, education providers, contractors and other stakeholders of HESA
- behave in a way that upholds and promotes the good reputation of HESA.

Term or abbreviation	Explanation
Framework	The <i>National Immunisation Education Framework for Health Professionals</i> .
HESA	Health Education and Services Australia
Annual declaration	A Declaration made by the education provider each year for the life of the accredited program. HESA uses this Annual Declaration to monitor whether education programs and the education providers offering them are continuing to meet approved Accreditation Standards
Education provider	A university or higher education provider, or a registered training organisation, responsible for the immunisation program, the graduates of which are eligible to apply for endorsement as an immuniser having also to meet jurisdictional requirements.
Modification of a program	A change to an accredited program
National Law	The National Law is contained in the Schedule to the <i>Health Practitioners Regulation National Law Act 2009</i> (Qld)
Procedural fairness	Is underpinned by the following principles: <ul style="list-style-type: none"> - the decision-maker must be impartial and unbiased regarding the matter to be decided, and must have no pecuniary or propriety interest in the outcome - those who may be adversely affected by a decision must be given prior notice of the case and a fair opportunity to answer the case and present their own case - the decision must be based on sound argument and evidence - those affected must be given the reasons for the decision.
Program	A full program of study and experiences that are required to be undertaken before a qualification as an authorised or endorsed immuniser.