



Terms of reference

Chiropractic Overseas Assessment Committee (COAC)

CCEA Inc:

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CCEA Ltd:

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Council on Chiropractic Education Australasia

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1. Preamble

Section 52 of the *Constitution* of CCEA states that:

- 52.1 The Board shall establish a Committee on Overseas Qualifications which shall (subject to oversight by the Board) be responsible for the establishment, development and undertaking of competency evaluations and assessments in relation to the suitability of overseas trained chiropractors for migration and eligibility to practise in Australia.
- 52.2 The chairperson and other members of the Committee on Overseas Qualifications shall be appointed, and may be removed and replaced, by the Board.

Assigned accreditation authority for registration

The Council on Chiropractic Education Australasia (CCEA) is the assigned accreditation authority for the chiropractic profession by the Australian Health Practitioner Regulation Agency (AHPRA) on behalf of the Chiropractic Board of Australia (CBA). The following activities are among those performed by CCEA in accordance with the agreement with AHPRA and the *Health Practitioner National Law Act 2009*:

- Assessments of the knowledge, clinical skills and professional attributes of overseas qualified practitioners seeking registration in Australia,
- Assessing the competency of registered practitioners when requested by the Board,
- The performance of desktop audits upon request for overseas trained practitioners applying for Limited Registration.
- Assessment of overseas accreditation authorities
- The provision of advice on issues related to the assessment of overseas trained practitioners and participation in initiatives to improve the quality and consistency of overseas practitioner assessments.

From March 2014, the New Zealand Chiropractic Board adopted the CCEA competency based assessments for overseas trained chiropractors.

Gazetted assessing authority for migration

In accordance with the *Migration Regulations 1994*, the CCEA has also been specified by the Minister for Immigration and Citizenship as the gazetted assessing authority for the Department of Immigration and Border Protection (DIBP) General Skilled Migration program for the occupation Chiropractor (ANZSCO 252111).

2. Name

The name of the constituted committee of CCEA shall be the 'Chiropractic Overseas Assessment Committee'.

3. Membership

Typical membership of COAC would comprise:

- Up to three current Directors; and
- One representative from each Institution who conducts the CCEA Competency Assessment; and
- Up to three other persons who have appropriate knowledge, experience and/or involvement in assessment procedures.

The CCEA Chairperson will be invited to attend all COAC meetings in an ex-officio capacity.

4. Role of the COAC

- To recommend to the CCEA the most appropriate method of evaluation of overseas trained Chiropractors to ensure they are appropriately qualified to practise in Australia.
- To evaluate applications from overseas trained Chiropractors for migration and suitability to practise in Australia.
- To maintain a process of review and self-improvement and provide the CCEA with any recommendations.
- To manage the relevant appeals process.
- To manage and conduct the business affairs of the COAC.
- To review the relevant schedule of fees for the evaluation process and make appropriate recommendations to the Board of Directors for variations.
- To monitor compliance with legal and agreement requirements.

5. Relationship to the Board of Directors

COAC is a Committee of the CCEA Board of Directors and is therefore accountable to the Board:

COAC will provide reports on its activities to all meetings of the Board of Directors and at other times as requested by the Executive Committee or Directors.

6. Business management

The Executive Officer of CCEA will be responsible for committee administration including activities such as:

- a. organising meetings of COAC and maintaining adequate records of all of these meetings;
- b. all correspondence that is necessary between meetings of the COAC;
- c. implementation of the evaluation process; and
- d. preparing the necessary reports for Council, CBA and DIBP.

It is CCEA policy that COAC's operating costs will be met from the fees paid by applicants applying for evaluation.

7. Term of appointment

The term of appointment of members on COAC will be at the discretion of the Board of Directors.

Any member may resign from COAC on giving one month's notice of intention to resign.

8. Meetings

COAC will meet at least twice per year.

Meetings will be held in such formats and at such times and places as COAC decides appropriate.

Three members shall constitute a quorum for meeting purposes.

9. Voting

A question arising at a meeting shall be decided by a majority of votes of the members present unless all agree that absent members should also be consulted.

A member has the right to abstain from voting, and when that occurs, it should be recorded in the minutes.

In the event of equal votes, the Chairperson shall have a casting vote or decide to refer to the Board of Directors.