

HEALTH PROFESSIONS LICENSING AUTHORITY

TITLE: Management of requests to meet with the Board

EFFECTIVE DATE: August 2005

REVIEW DATE: August 2006

BOARD: Nursing and Midwifery Board of the Northern Territory

Introduction

From time to time members of the public, registrants, education providers, service providers and representatives of professional organisations, request to meet with the Nursing and Midwifery Board of the Northern Territory, (the Board).

Background

The Board consists of 7 members. The Board meets every month. Members of the Board are not remunerated for the work they undertake on behalf of the Board and all Board members are employed in demanding, high level positions in the Northern Territory.

The Board is established by the *Health Practitioners Act 2004*, (the Act). The functions and powers of the Board are clearly set out in the Act at sections 10 and 11.

Procedure

Assessment of request

All requests to meet with the Board are to be directed to either the Registrar or the Policy & Research Officer of the Board.

Requests must be in writing (email is acceptable) and must clearly state the reasons why the meeting is sought, what is to be discussed and who will be attending.

The Registrar/Policy & Research Officer will discuss the appropriateness of the request with the Chair. There are three possible outcomes:

- 1 The request is denied, as it is not appropriate for the Board to discuss the matters identified as they are outside the Board's jurisdiction;
- 2 The Registrar/Policy & Research Officer to meet with the person/group requesting the meeting and provide a report of that meeting to the Board at the next scheduled; or
- 3 The request is approved.

Actions following assessment of request

The person/organisation making the request will be advised in writing of the outcome.

If the Chair has approved the request the person/organisation will be requested to provide detailed written information about the matters they wish to discuss with the Board. This may take the form of background papers or reports that clearly set out the issues and any possible solutions and options.

The written information must be received at the Health Professions Licensing Authority at least 10 working days prior to the scheduled meeting date. This ensures that the information can be distributed with the Board agenda papers.