Steering Group for Statutory Registration of Naturopaths and Western Herbal Medicine Practitioners

Terms of Reference (ToR)

Purpose
To define the scope of the Steering Group for the Statutory Registration of Naturopaths & Western Herbal Medicine Practitioners (WHMPs) for the purposes of its participants and stakeholders. Providing a consultative forum and single-issue lobby group with a strong and united voice, the Steering Group will call for and address the issue of statutory registration for Naturopaths and WHMPs under the Australian Health Practitioner Regulation Agency (AHPRA) in view of current regulatory reforms taking place within the complementary healthcare environment.

Objectives
- Creation of a single-issue collaborative lobby group to facilitate the progression of statutory registration of Naturopaths and WHMPs under AHPRA;
- To review and fully leverage any precedents and previous work that has been done in view of gaining registration of complementary medicine (CM) professionals;
- Draft the necessary supporting documentation, white papers, correspondence;
- Inform stakeholders and invite support of Naturopaths, WHMPs, Osteopaths, Chiropractors, TCM practitioners and respective associations; CM companies; education providers and degree granting organisations.
- Raise awareness of current regulatory reforms amongst complementary medicine professionals and the potential impact they will have on unregistered practitioners such as Naturopaths and WHMPs;
- Raising the professional profile of Naturopaths and WHMPs within both the industry and the broader community;
- Provide a strong and intelligent argument (backed by respected authorities, government bodies and key stakeholders in the industry) for the benefits of registration for Naturopaths and WHMPs;
- Define and inform the likely outcomes of statutory registration for industry, healthcare professionals and the wider community;
- Attain necessary support from industry and Government members to bolster and champion lobbying efforts/activities;
- Make joint submissions;
- Disseminate pertinent information and literature to practitioners and other relevant professional bodies/stakeholders;
- Lobby for the Council of Australian Governments (COAG) to sign off for AHPRA to do a Regulatory Impact Statement (RIS) for registration of Naturopaths and WHMPs.
Duration
The duration of the Steering Group for the statutory registration of Naturopaths and WHMPs will largely depend on the success of the group’s lobbying efforts. However, a projected timeframe is estimated at approximately 12 months from February 2013 till February 2014, with potential to bring the group’s activities to a close at an earlier date if the objectives are achieved sooner.

Authority to Act
The CHC will hold a leadership, advisory and secretariat role, and will be responsible for coordinating and facilitating Steering Group objectives and keeping the scope of activities, deliverables and timelines on track and moving forward. The CHC Board reserves the right to oversee all work arising from the Steering Group for the Statutory Regulation of Naturopaths and WHMPs, including public statements and documents in relation to this project.

Participation
Participation is open to all interested stakeholders who share the goal of achieving statutory registration for Naturopaths and WHMPs.

Meetings and discussions will be held via telephone, teleconference or by face-to-face meetings, as required.

Decisions will be made on a participant majority basis. The CHC Board reserves the right to have final say in any decisions made by the Steering Group.

Resources
The CHC is dedicating one part-time Project Coordinator (0.6) to drive and provide secretariat support for the Steering Group.

The Steering Group is made up of participants from various organisations, and professional and industry backgrounds, who agree to work together formally to achieve the objectives listed above. Participants will pool resources for the purpose of lobbying for the registration of practitioners, which may include: time, facilities, services and supplies, as assessed and agreed upon by the Steering Group.

Members will be expected to pay for their own personal expenses, for example, any travel and accommodation that may be required.

Secretariat and record of meetings
The CHC will provide the Steering Group with secretariat support which will include:

- Preparation of meeting agendas, issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda;
- Distributing the agenda one week prior to the meeting;
- Taking notes of proceedings and preparing minutes of meetings;
- Distributing the minutes to all Steering Group members one week after the meeting;
- The minutes shall be accepted or amended by Steering Group members at the commencement of the next meeting.
Frequency and duration of meetings
Meetings shall be held as required for a maximum period of 60 minutes, unless otherwise agreed. Steering Group members will agree upon dates and times.