

	Title: ADOHTA EDUCATION OFFICER TERMS OF REFERENCE	
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Australian Dental and Oral Health Therapists' Association Inc. (ADOHTA Inc)

ADOHTA Councillor: Education and Research Terms of Reference

ASSOCIATION DETAILS

The ADOHTA is a progressive national representative body for dental and oral health therapists, which provides leadership, collaboration and advocacy, to enhance the profession and oral health outcomes for the community.

The ADOHTA as a representative body promotes the internal development of the dental and oral health therapy profession by maintaining its goal "to achieve growth and development in dental and oral health therapy across Australia and the pursuit of excellence." The internal development of the profession may be defined as:

"The improvement, progress and expansion of the profession by members of the profession."

ADOHTA National Priorities have been developed to identify key areas and adherence to these key areas ensures commitment and uniformity to internal development of the profession. Developing these key areas enables ongoing, (indirect) development of the professions of dental and oral health therapy.

1. Professionalism and Legislation Governing Service Provision

Develop and implement a framework for professional governance for dental and oral health therapists in Australia

2. Advocacy, Representation, Leadership and Collaboration

Strengthen the voice and profile of dental and oral health therapy through effective advocacy and lobbying and strong alliances and representation.

3. Growth and Development

To secure the long-term future of dental and oral health therapists as key providers in the dental industry.

4. Education, Training and Research

To enhance dental and oral health therapists' knowledge and skills through continuing education, information and research.

5. Business and Resource Management

To ensure efficient and effective resource management and business administration and ensure structures are in place to enable ADOHTA to meet its commitments and achieve agreed goals and outcomes.

PURPOSE OF THE ADOHTA COUNCILOR: EDUCATION AND RESEARCH

Education Training and Research is a key priority area which contributes to the development of the discipline through undergraduate and post graduate education, clinical preparation for practice and specialisation, continuing professional development and the research necessary to underpin this.

This includes:

- Articulation of competencies for the discipline
- Development of processes and standards for assessing education programs that prepare people for practice and registration in Australia
- Development of standards and processes to enable people qualified in international settings for practice in these disciplines to demonstrate their competence to practice in Australia
- Development and articulation of post graduate and specialisation programs
- Development of discipline specific educational research
- Continuing professional development and education to maintain contemporary scope of practice competency
- Research to develop the knowledge, practice and development of the discipline

The role of the **ADOHTA Councilor: Education and Research** is to represent ADOHTA to enable the purposes articulated above, in the interests of ADOHTA and its members. This role has an important function of representing the expertise of the profession externally and leading the development of the necessary internal mechanisms. Key responsibilities include:

- Representing ADOHTA with the Australian Dental Council to inform its roles and functions
- Representing ADOHTA with, and participating in the College of Oral Health Academics
- Representing ADOHTA with the Australian Council of Dental Schools
- Providing advice to ADOHTA with regard to their participation in education, accreditation, policy development and research
- Manage applications for research submitted to ADOHTA
- Act as liaison between ADOHTA and tertiary institutions, College of Oral Health Academics and Australian Council of Dental Deans
- Provide expert opinion and input into any professional development activities which ADOHTA is conducting or promoting.
- Provide input and authoritative counsel on all issues relating to dental and oral health therapists as well as participate in and possibly chair a committee or working part
- Other roles and activities necessary to fulfill the purpose of the role

Further information about ADC functions can be found on their website <http://www.adc.org.au>.

ACCOUNTABILITY

The applicant must to the best of their ability:

- Demonstrate an appropriate level of expertise, interest and experience in research and the education, accreditation and assessment of competencies for dental and oral health therapists.
- Report to and participate in the regular ADOHTA Council meetings, via teleconference, videoconference or in person
- Represent the views and expertise of ADOHTA where required
- Provide a written report annually for the ADOHTA AGM.
- Inform the ADOHTA Council of educational issues which may require a proactive approach
- Abide by the ADOHTA Constitution, the ADOHTA Council Terms of Reference and operational guidelines.

The appointment is honorary and voluntary.

All reasonable costs for travel and accommodation will be met by ADOHTA.

TERM OF OFFICE

The term of office for an Education and Research Officer is 2 years from appointment.

The ADOHTA council reserves the right to remove/replace a nominee before the completion of their term of office after providing the officer notice. Likewise, the officer may resign their position before the completion of their term after providing sufficient notice to allow a replacement to be selected. The officer is eligible to renominate for the position at the end of their term.

SELECTION PROCESS

Careful selection of an **ADOHTA Councilor: Education and Research** is essential to ensure the most appropriate representation.

Expressions of interest and selection criteria will be distributed to branches and members.

Representatives may be selected from National Council but also may be seconded from the broader membership.

Applicants must be a current ADOHTA member and have expertise and an interest in the education and research for practice of oral health professionals. An awareness of the education, legislation and standards affecting oral health practitioners is essential.

Applications are to be made in writing via email to the ADOHTA Secretary.

In the event of a sole application the representative may be appointed by direct selection. In the event of multiple applications, a selection committee shall be formed.

The selection committee should be made up of at least three members of the National Council.