

### DOCUMENT MANAGEMENT

Version	Date	Submitted By	Position
1.0	10 April 2015	Lesley Lewis	Chair, Governance Subcommittee
Authorised By: Executive Council			Meeting Date: 14 October 2015

### REVISION HISTORY

Version	Date	Additions/Amendments	Author	Reviewed By

### 1. PURPOSE

ACIPC ensures that a standard approach is adopted for the appointment of ACIPC membership (general members and executive representatives) to all committees. The arrangements have been developed to attract the best available ACIPC member for committee positions.

### 2. BACKGROUND

ACIPC has been established as a company that functions using a combination of remunerated positions (contractors, and some designated committee positions) as well as a voluntary service capacity.

### 3. SCOPE

3.1 This policy is limited to appointments to internal and external committees made within the scope and activity of ACIPC related functions.

3.2 The exceptions are:

This policy does not apply to membership of committees (personal or business) that are held independently of ACIPC operations. In this case; ACIPC members do have a personal responsibility to consider and manage potential for conflicts of interest.

### 4. OBJECTIVES

This policy will provide a framework of advice for the:

4.1 Appointment of ACIPC members to represent ACIPC on committees.

4.2 Conduct of membership when representing ACIPC

The provision of specific procedures and expectations in relation to:

4.3 ACIPC Member, and ACIPC Executive responsibility

4.4 Reporting back to ACIPC

### 5. DEFINITIONS

Appointee:

The individual appointed either:

- a. to a position on an internal college organisational committee;
- OR
- b. appointed to represent The College on an external committee.

College or The College:	Australasian College for Infection Prevention and Control (ACIPC).
Committees:	Includes all groups where the function of a committee is undertaken. This is where a body of persons are delegated to consider, investigate, take action on, or report on some matter. The term may include, but is not limited to working parties, focus and action groups. Committee is used generically in this document to include all internal and external committees, forums and partnerships.
EC:	Executive Council.
Executive Management Team (EMT):	President, Past President and President Elect (supported by operations manager and secretariat)
External organizations:	Includes all groups and organisation arising or located outside of the College. This may include, but is not limited to: local, state, national, and statutory groups.
Selection Panel:	Panel appointed by the EMT to review the applicants using the selection criteria. The selection panel is responsible for recommending suitably qualified applicant/s to the EC for consideration.

## 6. LEGAL AND POLICY FRAMEWORK

Not applicable.

## 7. POLICY STATEMENT

ACIPC is committed to ensuring that fair and effective procedures and processes are implemented when appointing representatives to committees. A standard approach shall be used when appointing representatives:

- a. to internal ACIPC committees; and
- b. to represent the College on external industry committees.

The processes in this document have been developed to attract the best available representatives to committee positions.

Representatives on committees may be required to sign a confidentiality or code of conduct clause in their letter of appointment to committees. This will be at the discretion of individual committees.

### 7.1 Internal ACIPC Committees:

The EC will authorise appointments to internal committees. Appointments to internal committees will be made with reference to the Terms of Reference for the Committee.

### 7.2 External Organisations, Committees and Partnerships:

Background: ACIPC is regularly invited to appoint representatives to external groups. All requests for ACIPC representation on external committees shall be made in writing to the ACIPC President. The requests generally received via (but are not limited to) invitation from a statutory body, invitation from professional contacts, or ACIPC involvement with related organisations.

ACIPC may ask the requesting organisation for additional information including (but not limited to):



- Expectations of the external organisation regarding the role of the College; and the college representative.
- Committee Terms of Reference or scope.
- Any allowances (or costs) associated with attending meetings (e.g. travel and accommodation).
- Terms of appointment.
- Anticipated time period of the involvement (include commencement and time commitment required).
- Confidentiality or conflict of interest clauses.

Nomination for External Committees: The EC will nominate and authorise members to represent the College on external committees on a case by case basis. Noting that the external organization may retain final decision to accept; or decline the nominated person.

The EC will:

- 7.2.1 Monitor the performance of the representative during the period of representation on the external committee.
- 7.2.2 Include a report from the external committee as a Standing Agenda item at EC meetings. The appointee to external committees is required to provide a report using the reporting template (on the College website) to the EC within 10 business days of the committee meeting being held.
- 7.3 Remuneration: the terms of appointment will identify terms for remuneration (if applicable); and identify claimable expenses (if applicable).

## **8. RECRUITMENT AND SELECTION PROCEDURE**

Responsibility for the recruitment and selection may be devolved by the EC to the EMT, a subcommittee, or a selection panel. At conclusion of the selection process the EMT, subcommittee, or selection panel will recommend the suitable applicant/s to the EC for appointment.

8.1 Advertising positions: Where possible (noting requests for external committees occasionally have very limited time lines) the college will advertise opportunities to members via Infexion Connexion, e-bulletin, the college website.

8.2 Pre – Appointment Activities

- 8.2.1 The committee Appointment Checklist (Appendix A) shall be used.
- 8.2.2 The ACIPC President (or committee chair for internal committees) shall appoint a Selection Panel to undertake the selection procedures.
- 8.2.3 Selection panel for external committees – the Selection panel shall comprise the President and at least 2 (two) Executive members and/or members from college standing committees.

8.3 Appointment activities – The selection panel shall undertake the following steps:

- 8.3.1 Read and familiarise themselves with the requirements for the position.
- 8.3.2 Document the key selection criteria on the Selection Panel table (Appendix B).



8.3.3 Positions shall be advertised using the Advertising Template (Appendix C) and placed on the College website, Infexion connexion and newsletter inserts as appropriate to the position.

8.4 Application procedures for all applicants: All applicants are required to submit a written application which includes:

8.4.1 Performance against the selection criteria

8.4.2 A current CV

8.4.3 Referees where requested in the position criteria

8.4.4 Applications must be received by the closing date. Any applications received after the closing date shall not be accepted.

8.4.5 All applications shall receive written notice of receipt by email or letter using the template (Appendix D1 and D2).

8.5 Selection process

After the closing date all applications will be reviewed using the selection criteria for the position (using the template in appendix B).

8.5.1 All application information shall be treated confidentially.

8.5.2 Interviews may be conducted in person or using virtual meeting processes. Appendix E provides tips for effective telephone interviewing if required.

8.5.3 Each panel member will independently evaluate the applicant against the selection criteria using a numerical score from 1 (does not meet the criteria) to 5 (fully meets the criteria). The results will be collated for each applicant and used to inform the decision making of the selection panel.

8.5.4 Reference check. The selection panel will appoint a member to conduct a verbal reference check using the template (Appendix F).

8.5.5 Following completion of the selection process, the selection panel will recommend suitably qualified applicant/s to the EC for appointment.

8.6 Failed recruitment

If the recruitment process fails to attract qualified applicants then the EC may, at its own discretion, invite a suitably qualified member for appointment to the position.

8.7. Appointment procedure

8.7.1 The EC will make the final decision regarding appointment.

8.7.2 Successful Applicants: The College President will contact the successful applicant via telephone to offer the position. In addition; a letter of appointment will be sent to the successful applicant. Appendix G provides an appointment letter template. Once the

appointment is accepted, the appointee is expected to review and commit to the committee TOR and expectations.

8.7.3 Unsuccessful applicants will be notified in writing. Appendix H offers an unsuccessful Applicant template.

8.7.4. Announcement will be made to the membership using website and electronic communication platforms.

### 8.8 Disputes and Termination

8.8.1 The decision EC shall be final.

8.8.2 ACIPC may terminate any appointment to represent the college at its own discretion.

## 9. RELEVANT DOCUMENTS AND REFERENCES

Code of Ethics and Conduct

Dispute Resolution-Rules & Operational Guideline

Confidentiality Policy

Remuneration and Reimbursement of Expenses Policy

References:

National Library of Australia <http://www.nla.gov.au/>

Policy Bank [http://www.ourcommunity.com.au/boards/boards\\_article.jsp?articleId=1453](http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1453)

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### APPENDIX A

#### APPOINTMENT COMMITTEE CHECKLIST

*The checklist outlines the steps required for selection and appointment to committees.*

<i>Committee Name</i>	
<i>Actioned by:</i>	<b>Name:</b>
	<b>Position:</b>
<i>Date Process commenced</i>	
<del><i>Date Process Completed</i></del>	

*Please ✓ tasks as completed.*

1. There is a vacancy on an internal committee or a request is for a college representative on an external committee has been made	Who	✓	Date Completed
Read Operating guidelines (ext committee) Review TOR and role expectations (internal committee)	President OR Committee chair* (* internal committees)		
Confirm request in writing from external organization (ext Committee)			
Appoint selection panel (if required) Selection Panel EOI to all EC, form panel and appoint a chair.			
Confirm by email that all Selection have read relevant material and understand the requirements of the position to be selected			
3. Appointment Activities			
Define and document the key selction criteria.	President, committee chair or Selection Panel		
Establish timelines for selection procedures.			
Develop information package (if required).			
Advertise committee position with application forms to be directed to the Secretariat.			
Acknowledge applications.	Secretariat		
Store applications in secure location and forward copies to the president, committee chair or selection panel for review.			
Selection panel reviews applications, shortlists applicants and conducts interviews if required.	Secretariat		
Selection panel identifies preferred applicant/s and reccomends them to the EC for appointment.			
EC to review reccomended applicants and make appointment	EC		
President to notify successful applicant.	President		
Secretariat to notify unsuccessful applicants.	Secreatriat		



**APPENDIX C**

**ADVERTISING TEMPLATE**

Applications are invited for Name the position or the committee

Dear Colleagues,

ACIPC is seeking applications from members to participate on the name the committee .

Add content here on the role and purpose of the committee .

Include an estimate of the time commitment including any travel expectations

Selection criteria: Applications will be assessed against the following selection criteria:

- add the key criteria
- Interest or expertise in the area
- add any additional detail or specific to the committee ? other items What is required if applicable e.g. familiarity/not; other criteria e.g. Australian citizen, Travel and accommodation expenses are fully covered.
- ACIPC Credential.

Terms and conditions:

- Add detail of remuneration (if applicable)
- Add detail of any allowances (if included)
- Add any additional terms or conditions

Who can apply? Financial members of the ACIPC.

How to apply: Interested applicants are invited to submit a written application to ACIPC. The application must:

- Address all of the identified selection criteria.
- Include a current CV with referees

Lodgement of all applications:

Applications must be submitted electronically or in hard copy by 5.00pm (EST), by 5pm on add the application cut off date .

<b>Postal Applications</b>	<b>Electronic Applications</b>
The Secretariat Australasian College for Infection Prevention and Control GPO Box 3254, BRISBANE QLD 4001	The Secretariat Email: <a href="mailto:admin@acipc.org.au">admin@acipc.org.au</a>

Further Information:

Further information regarding this opportunity can be sought by contacting add the name and contact details for the contact person .

Additional information is also available at [www.acipc.org.au](http://www.acipc.org.au) "Members Only" section.

Regards,

<<Current President name>>

President, ACIPC



**APPENDIX D1 (email)**

*(Content for email acknowledging the application has been received)*

Dear <applicant's first name>

Thank you for your recent application for the position of <position title>.

I wanted to inform you that your application process is complete and has been forwarded to the selection panel for review.

Thank you for taking the time to express your interest and submit this application for the <name the position> position.

Yours sincerely

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**APPENDIX D2 (letter)**

*(Content for letter acknowledging the applicant- to be printed on letter head)*

<first name> <surname>  
<title>

<title> <first name> <surname>  
<address line 1>  
<address line 2>  
SUBURB/TOWN> <STATE> <postcode>

Dear <applicant's first name>

Thank you for your recent application for the position of <position title>.

At present all applications are under consideration and you will be contacted in the near future regarding your application.

Thank you for taking the time to express your interest and submit this application for the <position>.

Yours sincerely

<first name> <surname>  
<title>

**APPENDIX E**

**TIPS FOR TELEPHONE INTERVIEWING**

Ensure any outside noise or potential interference is blocked out.

Sit close and face the microphone directly to ensure you are heard clearly (approximately 1.5 metres as a guide).

Avoid moving the microphone while in use as this causes distraction.

Avoid holding papers/ objects which may obstruct the sound of your voice into the microphone.

Regularly check with the interviewee to ensure they can still hear clearly - sometimes there may be a problem with the line where the interviewee may not be able to hear questions properly or the line may have dropped out.

Allow sufficient time for telephone interviews. Remember you are relying on non-verbal cues so care needs to be taken to ensure the applicant is clear about what is being asked of them and who is directing the conversation. Also, you may not be able to connect instantly - perhaps arrange to telephone the applicant a few minutes before to make sure you have contact. The same applies for additional panel members who need to be connected via a conference call

**Tips for Effective Telephone Interviewing**

The Presiding Member should introduce each panel member to the interviewee at the start of the interview.

The Presiding Member should outline clearly the structure of the interview (eg. begin with an overview of position, a series of questions will be asked, and indicate there will be opportunity to ask questions at the end of the interview).

Remember to articulate words clearly and project your voice to the microphone.

Keep interview questions concise and brief to allow the interviewee to respond appropriately and to minimise confusion.

Each panel member should re-introduce themselves each time they take over the speaking role from another interviewer (e.g. "This is *[identify your name]* again...").

Try to verbalise non-verbal responses so that the interviewee has an idea of your reaction (eg. "There are nods of agreement among selection committee members ..." or "...a few of us are looking a little puzzled... perhaps you could elaborate on your last point...").

**APPENDIX F**

**VERBAL REFERENCE CHECK TEMPLATE** (page 1 of 2 when required to check referees)

***CONFIDENTIAL***

<b>Position</b>	<Position>
<b>Name of Committee</b>	<Committee>
<b>Applicant</b>	<Applicant>
<b>Referee name</b>	<Referee Name>
<b>Referee title</b>	<Referee Title>
<b>Referee position/organization</b>	<Referee Company>
<b>Referee phone number</b>	<Referee Phone Number>
<b>Interviewer No 1</b>	<Interviewer No1>
<b>Interviewer No 2 (optional)</b>	<Interviewer No2>
<b>Date</b>	<Date>

***Commence reference check- Script Suggestion***

- "Hello, my name is <Interviewer No1> from ACIPC.
- I am calling to verify the employment record of <Applicant> who has applied for the position of <Position>.
- <Applicant> has nominated you as a referee and I would like to ask you a few questions.
- It should take about 10 minutes of your time, would you mind talking with me?
- Are you in a situation where you can talk confidentially?
- I would like to keep notes of your comments.
- I should also make you aware that <Applicant> may be able to request access to these notes under the Privacy Legislation (if going to use this format need to include in privacy policy etc).
- Thank you, I will now begin the questions". Use standard verbal reference check question format.

**VERBAL REFERENCE CHECK TEMPLATE (page 2 of 2)**

*STANDARD VERBAL REFERENCE CHECK FORMAT*

<b>QUESTIONS</b>	
1	For how long have you known the applicant and in what capacity?
2	Have you observed or could you comment on the applicants leadership skills,  Ability to work in a team  How do they resolve differences  Do they actively participate in discussions and activities
4	Would you recommend him/her for this identify the position ?
5	Is there any other information that you consider we should know about?

**Referee name:**

**Referees position:**

**Date of reference check:**

**Performed by:**

**Outcome:**

**APPENDIX G**

*(Content for letter acknowledging the SUCCESSFUL applicant- to be printed on letter head)*

<title> <first name> <surname>  
<address line 1>  
<address line 2>  
SUBURB/TOWN> <STATE> <postcode>

Dear *insert applicants name*

I am pleased to let you know that your application for the role of *insert the position title* has been successful.

Congratulations on your selection as *insert the position title*. As the College Representative to the Committee, you will play a vital role in representing ACIPC.

While representing ACIPC in this position, the terms and conditions of the appointment to the *insert the position title* are:

- *List as per previous advertisement*
- *Include travel /accommodation /reimbursement details*
- *Include reporting requirements*

? section for the person to sign indicating acceptance.

Once Again, it is my pleasure to congratulate you on this appointment . If you have any queries please contact me on <email address>.

Yours sincerely

<first name> <surname>  
<title/ position>

**APPENDIX H**

*(Content for letter acknowledging the SUCCESSFUL applicant- to be printed on letter head)*

<title> <first name> <surname>  
<address line 1>  
<address line 2>  
SUBURB/TOWN> <STATE> <postcode>

Dear *insert applicant name*

Thank you for applying / attending an interview for the position of *insert the position title* with ACIPC.

Unfortunately, on this occasion your application has not been successful.

Unless otherwise advised in writing, your application information will be destroyed.

Once again, thank you for your interest in *insert the position title*

Yours sincerely

<first name> <surname>  
<title/ position>