

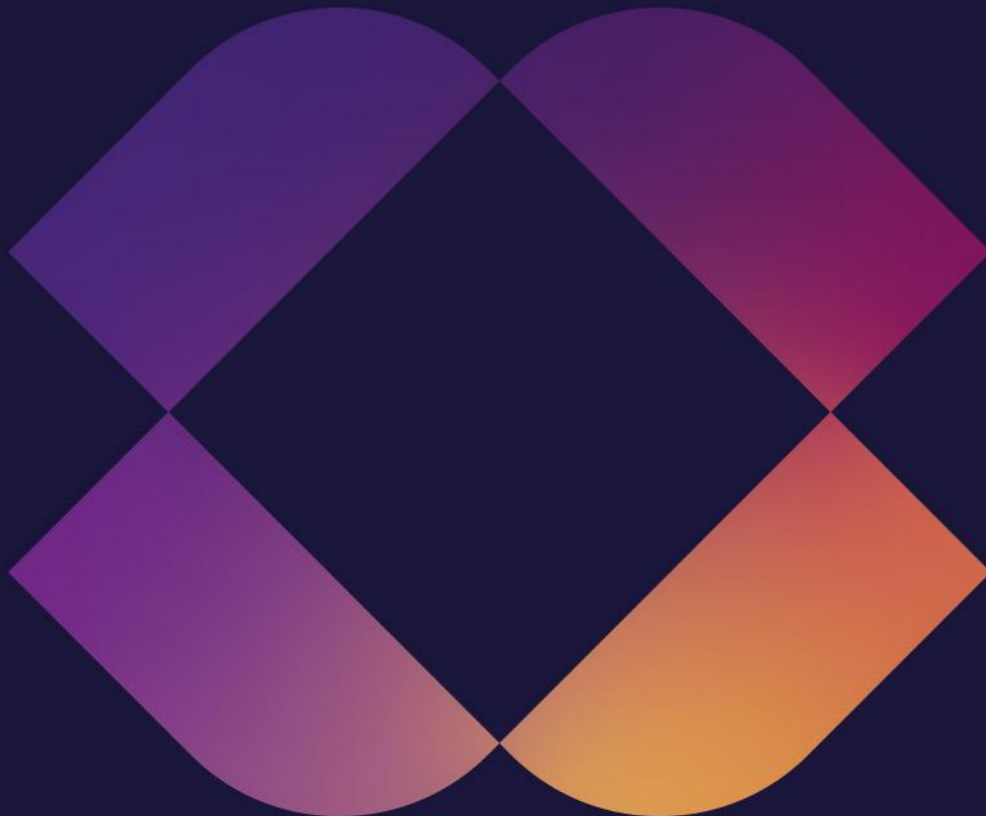


Candidate Information Kit

Determining Authority Members

Remuneration is subject to the *Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Office) Determination 2025*

Prepared
5/05/2026



Acknowledgement of Country

Professional Services Review acknowledges the Traditional Owners and Custodians of Country throughout Australia, and acknowledges their continuing connection to land, waters and community. PSR pays respect to the people, the cultures, and the elders past and present.

Our role

To protect patients and the community from the risks associated with inappropriate practice and to protect the Commonwealth from having to meet the cost of medical / health services provided as a result of inappropriate practice.

Determining Authority Members

Reference number	02/2026
Position title	Determining Authority Members
Classification / Salary	Remuneration is subject to the <i>Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Office) Determination 2025</i>
APS Job Family	Business and Organisational Management
Business unit	Executive
Location	All locations
Employment status	Statutory appointment (fulltime or part-time)
Contact person	Georgia O'Keefe a/General Counsel Tel: 0460036641
Closing date	11.59pm (AEST) on Sunday, 31 May 2026

Eligibility information

- Applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.
- Applicants must consent to the consultation with organisations or associations representing the interests of the profession to which the practitioner belongs as the Minister thinks appropriate under section 106ZPB(3) of the *Health Insurance Act 1974*.
- Successful applicants will be required to undergo a mandatory National Criminal History, social media and Australian Health Practitioner Regulation Agency (AHPRA) checks.
- Successful applicants are required to be currently registered practitioners in a relevant profession.

About Professional Services Review

Professional Service Review (PSR) is enabled by the *Health Insurance Act 1974* (HI Act). PSR includes three types of governance entities with their own statutory functions:

Office of the Director and Associate Director: The Director of PSR is a medical practitioner who is the Agency Head. The Director is supported by Associate Directors who are also medical practitioners. The Director and Associate Directors review the conduct of persons referred by the Chief Executive Medicare and may resolve matters or refer matters to a PSR Committee.

PSR Committees: PSR Committees are established by the Director or Associate Director and are comprised of health practitioners. Committees conduct inquiries into the conduct of persons under review.

Determining Authority: The Determining Authority (DA) is a body constituted by health practitioner members and a community representative. The DA considers matters following the Director / Associate Director and Committee stage.

The outcome of a PSR investigation can include the repayment of Medicare or Dental Benefits and disqualification from Medicare or the Pharmaceutical Benefits Scheme (PBS).

PSR is guided by the:

- *Health Insurance Act 1973*
- *Public Service Act 1999*
- *Public Governance, Performance and Accountability Act 2013.*

Our purpose, vision and goals

Our **purpose** is to safeguard the Australian public and the Commonwealth from the risk and cost of inappropriate practice within the Medicare, Dental and Pharmaceutical Benefits programs.

Our **vision** is to:

- play a key role in protecting the integrity of Australia's universal health system
- be held in high esteem by the professions and the people running the scheme
- be a model public service agency.

To achieve our vision, we have 3 **goals**:

1. continue to efficiently and fairly investigate all referred cases, ensuring that the health of persons under review is a high and consistent priority
2. continue to mature as an agency, understanding the changing nature of our work and embracing different and evolving work practices
3. enhance workforce capacity and capability, recognising that for PSR our 'workforce' includes the consultants, Panel and DA members engaged and appointed under our enabling legislation.

About the Determining Authority

The PSR Scheme is provided for in Part VAA of the HI Act. The PSR Scheme was introduced to protect the integrity of the Medicare, Dental, and Pharmaceutical Benefits programs, and in doing so:

- protect patients and the community in general from the risks associated with inappropriate practice
- protect the Commonwealth from having to meet the cost of services provided as a result of inappropriate practice.

The PSR Scheme is part of a strong regulatory regime to ensure that clinically appropriate, cost-effective clinical services are delivered.

The concept of 'peer review' underpins the work of PSR. The Director of PSR is required to be a medical practitioner. PSR Committees and the DA comprise practitioners from the same profession as the person under review, which ensures the person is reviewed by peers who have relevant experience in the appropriate field of practice.

The DA is generally constituted by its 'core' members, being the Chairperson, a medical practitioner and a person who is not a practitioner. However, where a member is not available (or conflicted) or where the matter before the DA involves a practitioner from a profession other than medicine, 'non-core' DA members may exercise the powers, duties and functions of the DA.

Matters referred to PSR are first considered at the Director's review stage. The Director or an Associate Director must decide whether to undertake the review. The Director or Associate Director must decide to review if there is a possibility that the person has engaged in inappropriate practice. 'Inappropriate practice' is defined as conduct in connection with rendering or initiating services that would be unacceptable to the general body of the profession (or medical specialty) in which the person practised. The Director's review stage may result in:

- no further action being taken
- an agreement with a person involving voluntary acknowledgement of inappropriate practice in respect of specified services and agreement terms which may include:
 - reprimand
 - counselling
 - repayment of benefits to the Commonwealth
 - disqualification from providing specified services
- referral to a PSR Committee of peers to investigate whether the person engaged in inappropriate practice in providing specified services.

The DA's functions under Part VAA of the Act are:

- to decide whether to ratify an agreement between the Director or Associate Director and a person under review
- make determinations following a PSR Committee's finding of inappropriate practice, which may include:
 - reprimand
 - counselling
 - repayment of benefits to the Commonwealth, and
 - disqualification from providing specified services.

PSR provides administration and support to the DA including making arrangements for it to receive independent legal services.

The Director, as the accountable authority for PSR, is responsible for ensuring that the PSR Scheme is administered in a way that promotes the efficient, effective, ethical, and economical use of public resources. Decisions about the operations of PSR are made having regard to its obligations as a Commonwealth agency as well as ensuring that the PSR review process complies with the legislative requirements including ensuring independence of decision-making at each stage of the process.

Members of the DA are:

- the Chair - who is a medical practitioner
- a member - who is not a practitioner (community representative)
- other members - one of each kind of practitioner in relation to which the PSR scheme applies.

PSR is currently advertising for the 'non-core' positions of the DA and is seeking applications from suitably qualified candidates to fill a small number of part-time positions on the DA under section 106ZPB of the HI Act. We are seeking applications from:

- medical practitioners
- nurse practitioners
- dentists
- optometrists
- podiatrists
- psychologists.

About the position

DA members need to have well-developed communication, organisational, and sound decision-making skills, and demonstrate the highest ethical standards. DA members must have experience in making independent decisions within the framework of legislative requirements and administrative law principles including observing procedural fairness.

DA members should have the ability to bring an open mind to considering the available evidence in decision-making with a view to ensuring that the legislative objects of the PSR Scheme are upheld. DA members must collaborate effectively with other DA members, appointed legal advisers, administrative support staff and the PSR agency.

DA members undertake their functions in a way that is consistent with PSR's responsibilities to maintain a safe and respectful work environment and within their obligations under relevant laws and policies including the APS code of conduct as it applies to statutory office holders.

Duties and responsibilities

Core members of the DA meet monthly to consider matters referred to the DA by way of agreements referred by the Director and reports from PSR Committees following findings of inappropriate practice. Meetings may be held virtually or in person at a location decided by the DA. Core members of the DA may also need to meet from time to time on other occasions as may be required.

Non-core members of the DA will be asked to attend the monthly DA meeting on an 'as needs' basis.

DA members are required to consider material provided by the Director, Associate Director or a PSR Committee as well as submissions made by persons under review prior to monthly meetings. This material is made available 10 days prior to those meetings.

In respect of determinations made by the DA following referrals from PSR Committees, appointed legal advisors assist the DA members with preparing draft and final determinations based on instructions provided by the DA at its meetings. The DA members are required to review, provide input into, and approve these draft and final determinations following the DA meeting.

Note: travel may be required to fulfil the duties of these roles.

Selection criteria

When considering applicants, the selection panel will seek evidence of performance against each of the criteria. The selection panel may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate performance. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria.

1. Experience in representing the medical profession/community interests.
2. Have knowledge and experience of the healthcare field and with healthcare regulation and compliance in particular.
3. High standard of professionalism, personal integrity, and impartiality.
4. Experience in high level evaluative decision-making to achieve just outcomes.
5. Experience in providing sound reasons for decisions in clear language within a legal framework.
6. Demonstrated ability to work effectively with a range of stakeholders.

Qualifications and experience

Mandatory	Must be currently registered in relevant profession. Registration must be maintained for the duration of appointment.
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Working at PSR

Workplace diversity

PSR is committed to creating an inclusive work environment and is proud to be an equal opportunity employer and as such, we welcome and encourage applications from all diversity communities including Aboriginal and Torres Strait Islander peoples, gender, gender identity, people with disability, LGBTIQ+ people and people from diverse linguistic and cultural backgrounds.

Ongoing suitability

All DA members, as statutory appointees, are required to comply with the APS Code of Conduct, including to at all times, behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the PSR and the APS. This ensures public trust in the impartiality and reputation of the APS. DA members must also disclose any real or perceived conflicts of interest. To learn more please refer to the [APS Values and Code of Conduct in Practice](#).

About the process

PSR uses a range of assessment options and processes to assist in selecting suitably qualified and experienced applicants. We uphold the [Merit Principle](#), and our processes are designed to select the right people for our roles.

Recruitment process and indicative timeline

- Applications close - Sunday, 31 May 2026
- Interviews – week commencing Monday, 15 June 2026
- Referee and eligibility checks completed post interviews
- Outcomes advised – once endorsed by the Australian Government.

What are the steps?

Apply	<p>Complete and submit your 'pitch' (see below) and a resume of no more than four pages.</p> <p>In exceptional circumstances an application may be accepted after the advertised closing date. Applicants who require an extension must discuss with the contact person at least 24 hours prior to the vacancy closing date.</p>
Shortlist	Applicants for this process will be assessed on their written application.
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, by phone or via MS Teams.
Referees	<p>Referees may be contacted for further assessment of suitability. References are usually only sought for applicants under consideration for the position or the merit pool.</p> <p>The selection panel can request a written report or seek verbal referee comments at any stage of the selection process.</p> <p>Please advise the selection panel of any sensitivity around contacting referees.</p>
Process complete	Successful candidates will be considered by the Australian Government and appointed by the Minister for Health and Ageing for a term of up to five years.

How to apply

Your application should be addressed to the contact person and submitted via email to [HR Enquiries](#). If you are having any difficulties submitting your application, please contact the HR Officer on 0476 876 168.

As part of your application, you will need to provide:

- your 1000 word 'pitch' responding to the selection criteria, highlighting your profession, suitability and most relevant achievements. Please also indicate your preferred position(s).
- your current resume of no more than four pages
- the name and contact details of two referees.

Communication from PSR

Please ensure the contact information you supply is up to date. If you are selected for an interview, you will be contacted via your preferred contact method indicated on your resume.

You can update your contact details or withdraw your application at any time by emailing [HR Enquiries](#).

Merit pool

This recruitment process is being used to fill current and future vacancies. A merit pool of suitable applicants may be created which may be used to fill vacancies for similar roles in PSR should they become available over the next 18 months.

RecruitAbility

PSR is committed to supporting employment and career development of people with disability. Our participation in APS RecruitAbility means we will progress an applicant with disability to a further stage in the recruitment process, where they opt into the RecruitAbility Scheme and meet the minimum requirements of the agency.

If you identify as a person with a disability, you can 'opt in' for RecruitAbility.

Further information on [RecruitAbility](#) is available on the Australian Public Service Commission's website.



Reasonable adjustments

PSR is open to facilitating reasonable adjustments to ensure that you can participate equitably in the recruitment process. Reasonable adjustments are not limited to persons with disability. For example, reasonable adjustments may include additional time to complete recruitment tasks, accessible computer hardware and software, or individual needs relating to illness or injury. Please discuss your needs with the contact person at any stage of the recruitment process. Requests will be managed sensitively and confidentially.

To find out more about reasonable adjustment you can contact the HR Officer on 0476 876 168 or [HR Enquiries](#). Further information regarding [reasonable adjustments](#) is available on the Australian Public Service Commission's website.

Privacy

Information supplied for this selection process will be used for selection purposes only and can be used for a period of 18 months from advertising. Files will be stored electronically and accessed by the Human Resources team, hiring managers and selection panel members.

Further information can be found in the [PSR Privacy Policy](#).

Further information

Please contact PSR HR on 0476 876 168 or email [HR Enquiries](#) for further information on how to apply for this position.

You can learn more about PSR via our [website](#).

For additional information on preparing your application and addressing selection criteria please refer to [Cracking the Code](#) on the APSC website.



Professional Services Review

www.psr.gov.au