

## Information Guide

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August 2021

### Chinese Medicine Reference Group

#### Guide for applicants

This information package includes:

- information about the Chinese Medicine Reference Group,
- selection criteria,
- selection process,
- sitting fees and remuneration information.

#### Introduction

Applications are sought from experienced and recently registered Chinese Medicine practitioners and members of the community for appointment to the Chinese Medicine Reference Group (the Reference Group) of the Chinese Medicine Board of Australia (the Board).

The appointments are made by the Board under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). Appointments are for two years with eligibility for re-appointment.

#### Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (Ahpra) supports the National Boards in managing the registration and notifications for health practitioners and students across Australia.

The Ahpra national office is based in Melbourne with offices in every state and territory to support local boards, committees and registrants.

#### National Boards

There are 15 National Boards regulating 16 health professions under the National Law:

- Aboriginal and Torres Strait Islander Health Practice Board of Australia
- Chinese Medicine Board of Australia
- Chiropractic Board of Australia
- Dental Board of Australia
- Medical Board of Australia
- Medical Radiation Practice Board of Australia
- Nursing and Midwifery Board of Australia
- Occupational Therapy Board of Australia
- Optometry Board of Australia
- Osteopathy Board of Australia
- Paramedicine Board of Australia
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

Chinese Medicine Board of Australia  
Australian Health Practitioner Regulation Agency  
GPO Box 9958 Melbourne VIC 3001 [Chinesemedicineboard.gov.au](http://Chinesemedicineboard.gov.au) 1300 419 495

## Chinese Medicine Reference Group

### Purpose of the Reference Group

The purpose is to engage stakeholders in order to achieve a common understanding of the National Regulation and Accreditation Scheme and to assist the Board in progressing its core business.

The Reference Group will:

- Receive regular information about the progress of the Board's work when appropriate
- Be advised of and asked for advice on any significant changes in the broader policy or legislative environment
- Provide information on current or anticipated developments and issues
- Provide advice on policy development or revisions
- Report on the impact of existing policies, and
- Consider any issues arising from any other developments.

### Membership

The Reference Group will comprise a minimum of at least 10 members and can include:

- national professional association representatives
- consumer representatives
- educational institution representatives
- representation from the Therapeutic Goods Administration, and
- at least four registered individual Chinese medicine practitioners and **one** recently graduated\* Chinese medicine practitioner, selected on merit, based on published selection criteria.

\*To be eligible for appointment, applicants must have completed their qualification within the last two years.

### Selection criteria

The Board recognises the following skills as important for the success of the Reference Group. In making its decision on appointment, the Board will consider the range, mix of skills and diversity necessary to enable the Reference Group to fulfill its function.

When completing the online application form, applicants will be required to provide a brief response to each of the following criteria:

- Good standing in the profession\*
- Thinks critically – is able to identify key issues related to transitioning from a student to a qualified practitioner\*\*
- Demonstrable high-level communication skills, and
- Demonstrable team skills.

\* For all registered practitioner applicants

\*\* For recently registered practitioner applicants only

### Selection process

A selection advisory panel will review all applications and prepare a recommendation for the Board's approval.

Shortlisted candidates may be interviewed to ensure that they have the necessary qualifications, skills and experience for the position.

A check of board records will be undertaken to ensure practitioner applicants are of good standing.

## Referee reports

Referee reports are an important part of the selection process and at least two reports will be obtained for all shortlisted candidates. Applicants are asked to nominate two to three referees who can support their application relevant to the key selection criteria and duties of the position.

## Roles and responsibilities of members

Members are required to act within the powers and functions set out in the National Law.

Under the National Law, members are required to act impartially and in the public interest in the exercise of their functions and put the public interest before the interests of particular health practitioners or any entity that represents health practitioners.

## Conflict of interest

Members are to comply with the conflict of interest requirements set out in the National Law.

## Statutory protections

Members of National Boards and its committees, groups or panels are provided with appropriate statutory immunities for exercising their functions in good faith.

## Remuneration

Members will receive a sitting fee for attending meetings at the same rate as National Board members for special assignments.

Sitting fees are determined by the Ministerial Council having regard to the remuneration generally applied to regulatory bodies with a substantial influence on the health industry.

The current remuneration (daily sitting fee) for special assignments is detailed in the table below. The full day rate applies to all meetings or hearings and other assignments in excess of four hours in a day. The fees paid are assessable under the Income Tax Assessment Act 1997.

Under the *Superannuation Guarantee (Administration) Act 1992* members are eligible to receive contributions at 10% of total annual remuneration to a chosen superannuation fund.

Role	Half day fee	Full day fee	Extra travel time	
	Less than 4 hours	More than 4 hours	Between 4-8 hours	Over 8 hours
	Fees <b>include</b> preparation and up to 4 hours travel time			
Board/committee and panel members	\$282	\$564	\$282	\$564

For meetings that are less than 4 hours, half the daily fee is payable.

Travel time is calculated on a door-to-door basis for each individual member, acknowledging that home location and the availability of flights or other transport will directly affect the amount payable.

## Expenses

Committee members are entitled to claim travel, accommodation and subsistence expenses incurred as part of participating at face-to-face meetings when required.

## Government or statutory employees

Ahpra recognises that government and statutory employees may be bound by their employer policy regarding payment for work undertaken outside of their employment.

Applicants should check with their employer to see if they are entitled to claim sitting fees for being a member of this committee.