

Information guide

March 2019

Chinese Medicine Accreditation Committee

Guide for applicants

This information package includes:

- information about the Accreditation Committee, established by the Chinese Medicine Board of Australia under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory
- selection criteria
- selection process, and
- sitting fees and remuneration information.

Introduction

Applications are sought from suitably qualified and experienced persons to be appointed to the Chinese Medicine Accreditation Committee (the Committee).

The appointments are made by the Chinese Medicine Board of Australia (the Board) under the National Law.

Appointments are for three years with eligibility for reappointment and are expected to commence in mid-2019.

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 and committees.

National Boards

The following 15 National Boards regulate the corresponding health professions under the Health Practitioner Regulation 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 Accreditation Committee

Functions of the Committee

The Committee is established by the Board in accordance with clause 11 of schedule 4 of the National Law to undertake accreditation functions.

The Committee will exercise the following accreditation functions:

- develop and review accreditation standards
- assess programs of study
- monitor programs of study and education providers to ensure they continue to meet accreditation standards, and
- advise the Board on issues in education and clinical training which may impact on Chinese medicine practice and the conduct of study programs
- oversee the assessment of the knowledge, clinical skills and professional attributes of overseas qualified Chinese medicine practitioners seeking registration in Australia, and
- consider other matters as requested by the Board.

What is involved?

Generally, the Committee meets four times a year for a full day face-to-face meeting in Melbourne and via teleconference as needed.

Membership

The committee consists of at least five members including:

- at least one member with relevant expertise in education
- at least one Chinese medicine academic
- at least one Chinese medicine practitioner with experience in clinical teaching

The Board will appoint one of the members to be the Chair of the Committee and one as Deputy Chair.

Selection criteria

All applicants must demonstrate the following by providing a response to each criteria in the online application form:

- experience in at least one of the following categories:
 - registered Chinese medicine practitioner with experience in teaching in Chinese medicine at an Australian higher education institution
 - Chinese medicine academic at an Australian higher education institution
 - Educationalist, preferably with experience in accreditation
- an understanding of accreditation standards
- an understanding of the National Registration and Accreditation Scheme, and
- experience conducting reviews and documenting findings

Chair or Deputy Chair role

If you would like to be considered for the Chair or Deputy Chair position, you must also provide a response to the following criteria:

- **Demonstrates leadership:** is confident, decisive and acts without fear or favour, is at the forefront of professional accreditation, drives reform and facilitates change.
- **Engages with stakeholders:** is the spokesperson for the Committee, defines the nature and tone of engagement, builds and sustains stakeholder relationships.
- **Chairs effectively:** establishes and follows well organised agendas, facilitates input from all members, builds consensus, distils core issues, summarises discussion and confirms decisions ensuring they are accurately recorded

Attributes

In addition to the selection criteria above, the Board will give regard to the following attributes:

1. **Displays integrity:** is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful, values diversity, and shows courage and independence.
2. **Thinks critically:** is objective and impartial, uses logical and analytical processes, distils the core of complex issues and weighs up options.
3. **Applies expertise:** actively applies relevant knowledge, skills and experience to contribute to decision-making.
4. **Communicates constructively:** is articulate, persuasive and diplomatic, is self-aware and reflects on personal impact and effectiveness, listens and responds constructively to contributions from others.
5. **Focuses strategically:** takes a broad perspective, can see the big picture, and considers long term impacts.
6. **Collaborates in the interests of the scheme:** is a team player, flexible and cooperative, creates partnerships within and between boards and AHPRA.

Roles and responsibilities of members

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

Confidentiality

Members are required to comply with the confidentiality requirements of s.216 of the National Law. Any information that comes to a member's knowledge, in the course of, or because of the member's role is protected information and must not be disclosed or made allowed to be disclosed to another person, organisation or entity.

Conflict of interest

Members are to comply with the conflict of interest requirements set out in, Clause 8 of Schedule 4 of the National Law.

Statutory protections

Under section 236 of the National Law, members of the National Boards and Committees are provided with appropriate statutory immunities for exercising their functions in good faith.

Selection process

Applicants will be required to provide **certified copies** of proof of identity and, if shortlisted, undergo probity checks, which include:

- a national criminal history check
- an Australian Securities and Investments Commission disqualification register check
- a National Personal Insolvency Index check conducted through the Australian Financial Security Authority, and
- a check of the Board's records to ensure that a practitioner applicant is of good standing in the profession.

Applicants are also required to provide information on whether they are current members of other government or statutory bodies.

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

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.

Remuneration

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) 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 9.5% cent of total annual remuneration to a chosen superannuation fund, payable when you are paid more than \$450 in fees in a calendar month.

Role	Attendance (Fee includes preparation and up to 4 hours travel time)	Extra travel time	
	Daily sitting fee (more than 4 hours in a day)	Between 4-8 hours	Over 8 hours
Chair	\$804	\$402	\$804
Member	\$658	\$329	\$658

For meetings that are less than 4 hours, half the daily fee is 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. More information on allowances and the process of payments and claims will be provided if you are appointed.

Government or statutory employees

AHPRA recognises that government and statutory employees may be bound by their employer policy regarding payment for employment undertaken outside of the employer which may alter the way members are paid.

We recommend applicants consult with their employer prior to applying to ensure an acknowledgement of permission can be provided from their employer, allowing them to be appointed as a committee member, and/or receive remuneration, should they be successful.