

Information Guide

September 2022

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 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 1300 419 495

Chinese Medicine Reference Group

Purpose of the Reference Group

The Reference Group is convened by the Board to:

- Provide a forum for discussion of matters related to the registration and regulation of Chinese Medicine practitioners and accreditation of Chinese medicine education programs under the National Regulation and Accreditation Scheme
- Foster communication and a common understanding between the different participants within the reference group in relation to the work of the Board, the work of the participants in the Reference Group and the broader functions of the National Scheme,
- To assist the Board in progressing its core business.

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 private health insurance industry
- representation from professional indemnity providers
- 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:

- Demonstrable high-level communication skills
- Demonstrable team skills.

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 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.

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.

While providing perspectives from communities and consumers, community members share their opinions as individuals and not as representative of groups.

The Reference Group will not discuss individual registration or notifications matters, is advisory only in nature and has no decision-making powers.

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

Sitting fees are determined by the Ministerial Council. 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 10.5% cent of total annual remuneration to a chosen superannuation fund.

Role	Quarter daily fee	Half daily fee	Full day fee	Extra travel time	
	Less than 2 hours	Up to 4 hours	More than 4 hours		
	Fees include up to 4 hours travel time			Between 4-8 hours	Over 8 hours
Chair	\$212	\$422	\$845	\$422	\$845
Member	\$173	\$345	\$691	\$345	\$691

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.