

Information Guide

March 2019

Chinese Medicine Reference Group

Guide for applicants

This information package includes:

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

Introduction

Applications are sought from recently graduated registered Chinese Medicine practitioners to be appointed to the Chinese Medicine Reference Group (the Reference Group) of the Chinese Medicine Board of Australia (the Board) to fill one vacancy.

This position is not expected to be representative of all new graduates as it would require wide-reaching communication and consultation with the group. Rather, the Board is seeking the perspective of a recently graduated Chinese medicine practitioner to add value to the group discussions.

The appointment is made by the Board under the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). The appointment is 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 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 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 have at least 10 members and be appointed by the Board consisting of:

- national professional association representatives
- consumer representatives
- educational institution representatives
- representation from the Therapeutic Goods Administration, and
- individual Chinese medicine practitioners including one recently graduated Chinese medicine practitioner, who are registered selected on merit, based on published selection criteria

To be eligible for appointment, applicants must have completed their qualification within the last two years. The appointment is for two years and is expected to commence in June 2019.

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 application form, applicants are required to state why they would like to be a member of the Reference Group and provide a brief response to each of the following criteria:

- Good standing in the profession (supported by names of referees who can be contacted),
- 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.

Roles and responsibilities of members

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 its committees, **groups** and panels are provided with appropriate statutory immunities for exercising their functions in good faith.

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 the practitioner is 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.

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 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	Half day assignment fee (Less than 4 hours)	Full day assignment fee (More than 4 hours)	Extra travel time	
	Fees include preparation and up to 4 hours travel time		Between 4-8 hours	Over 8 hours
Board/ Committee and Panel members	\$275	\$550	\$275	\$550

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

Members are entitled to claim travel, accommodation and meal 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.