

Information guide

July 2020

Chinese Medicine Examination Committee

Guide for applicants

This guide includes information for individuals seeking appointment to the Chinese Medicine Board of Australia (CMBA or the Board) Examination Committee (the Committee):

- information about the Committee
- 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 Committee.

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 three years with eligibility for reappointment and are expected to commence in October 2020.

Australian Health Practitioner Regulation Agency

The Australian Health Practitioner Regulation Agency (Ahpra) is a national organisation responsible for implementing the National Registration and Accreditation Scheme (NRAS or the National Scheme) across Australia. Ahpra works in partnership with [15 National Boards](#) that are responsible for regulating 16 health professions in Australia.

The National Scheme is governed by the National Law. The National Scheme aims to:

- provide for the protection of the public by ensuring that only health practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered
- facilitate workforce mobility across Australia
- facilitate the provision of high-quality education and training of health practitioners
- facilitate the rigorous and responsive assessment of overseas-trained health practitioners
- facilitate access to services provided by health practitioners in accordance with the public interest, and
- enable the continuous development of a flexible, responsive and sustainable Australian health workforce and to enable innovation in the education of, and service delivery by, health practitioners.

For further information on the role and functions of Ahpra, please visit the [website](#).

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, and
- Psychology Board of Australia.

The functions of National Boards include:

- registering practitioners and students in the relevant health profession
- developing standards, codes and guidelines for the relevant health profession
- overseeing receipt, assessment and investigation of notifications and complaints
- where necessary, establishing panel hearings and referring matters to responsible tribunals
- overseeing the monitoring and compliance of any restrictions on practitioners or students' registration
- overseeing assessment of overseas trained practitioners who wish to practise in Australia, and
- approving accreditation standards and approving accredited programs of study as providing qualifications for registration.

Chinese Medicine Examination Committee

Functions of the Committee

The Committee will:

- monitor and advise the Board on lateral and longitudinal trends (and psychometrics) across examination sessions
- review, validate and advise the Board on the collective results from each written and clinical examination session
- monitor and advise the Board on psychometrics related to the multiple-choice question (MCQ) item bank and objective structured clinical examination (OSCE) stations, and
- provide other advice requested by the Board consistent with the Committee's purpose.

Meetings

Meetings will be scheduled via videoconference or teleconference for half a day following each written and clinical examination session. A maximum of four half day meetings will be held each financial year. Committee members will be remunerated for attending meetings.

Membership

The Committee will consist of up to five members including a current member of the Board.

Committee members who are Chinese medicine practitioners must:

- hold registration without conditions, ideally registered in both acupuncture and Chinese herbal medicine divisions, and
- hold a minimum of a Bachelor level degree from a recognised higher education institution.

The Board will appoint a Committee member as the Chair of the Committee. The Board may also choose to appoint a Committee member as a Deputy Chair.

Selection criteria

All applicants must clearly demonstrate that they have experience, qualifications and/or knowledge relevant to **at least one** of the following areas by responding to each criterion in the online application form:

- experience and currency in multiple choice question (MCQ) examination and objective structured clinical examination (OSCE) design, implementation and evaluation
- experience and currency in using psychometric analysis of examinations to optimise reliability and validity
- experience in higher education, accreditation and/or regulation within the Chinese medicine profession in Australia and/or related health professions regulated under the National Law
- formal and higher degree qualifications in health and/or education/pedagogy expertise
- knowledge of Chinese medicine practice within the Australian health care system

Chair or Deputy Chair role

If you would like to be considered for the position of Chair, you must also respond to **all** of 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.

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
- if applicable, 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.

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 section 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.

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	Half day fee	Full day fee
	Less than 4 hours	More than 4 hours
	Fees include preparation and up to 4 hours travel time (if travel is required)	
Committee Chair	\$412	\$824
Committee members	\$337	\$674

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.