

## Information guide

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March 2016

### 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
- selection criteria
- selection process
- sitting fees and remuneration information, if application is successful, and
- relevant sections of the National Law.

Please also refer to the application documents:

- application form with declarations
- national criminal history check consent form, and
- declaration of private interests form.

# Information for potential applicants

## Introduction

Applications are invited from suitably qualified and experienced persons to be appointed to the Chinese Medicine Accreditation Committee (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 up to three years with eligibility for reappointment. Appointments are expected to commence July 2016.

Currently appointed members on the Committee are eligible to express their interest in reappointment.

## AHPRA

AHPRA supports the National Boards in managing the registration and notifications for health practitioners and students across Australia. AHPRA has a national office based in Melbourne and offices in every state and territory to support local boards and committees.

## National Boards

The following 14 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
- Pharmacy Board of Australia
- Physiotherapy Board of Australia
- Podiatry Board of Australia
- Psychology Board of Australia

Under the National Law each national board must decide whether their accreditation function is to be exercised by an external accreditation entity or a committee established by the national board.

## Accreditation Committee

### Functions of the Committee

The Committee is established by the Board as the accreditation authority for Chinese medicine under section 43 of the National Law.

The Committee undertakes the following functions under Part 6 of the National Law:

- develop and review accreditation standards
- assess programs of study
- monitor programs of study and education providers to ensure they continue to meet accreditation standards
- 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?

Committee meetings will be scheduled as required and be either face-to-face or held by teleconference during working hours. Generally, the Committee meets quarterly for a face-to-face all day meeting.

## Membership

The Committee will consist of at least five members including:

- at least one member with relevant expertise in Australian higher education
- at least one member holding an academic position in Chinese medicine at an Australian higher education institution, and
- at least one Chinese medicine practitioner with experience in clinical teaching in Chinese medicine at an Australian higher education institution.

The Board will appoint one of the members to be the Chair of the Committee and one as Deputy Chair. Applicants may express interest in also being considered for these roles.

## Selection criteria

Accreditation Committee members should address the following areas:

- experience, qualifications and/or capability relevant to one or more of the membership categories listed above
- understanding of accreditation standards
- understanding of the National Registration and Accreditation Scheme
- familiarity with the Chinese medicine profession, and
- experience conducting reviews and documenting findings.

## 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.

In deciding the Chair and Deputy Chair of the Committee, the Board will also give regard to the following Chair attributes:

7. **Demonstrates leadership:** is confident; decisive and acts without fear or favour; is at the forefront of professional regulation; drives reform and facilitates change
8. **Engages externally:** is the spokesperson for all assessment panels and advocate for the Scheme; defines the nature and tone of engagement; builds and sustains stakeholder relationships
9. **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.

## Roles and responsibilities of members

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

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, education providers or any entity that represents health practitioners.

### **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 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 National Board 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 or otherwise assessed 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 one report 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 Australian Health Workforce 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	\$750	\$375	\$750
Member	\$615	\$307	\$615

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

### Expenses

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