



Aboriginal and Torres Strait  
Islander Health Practice  
Chinese Medicine  
Chiropractic  
Dental  
Medical  
Medical Radiation Practice  
Nursing and Midwifery  
Occupational Therapy  
Optometry  
Osteopathy  
Pharmacy  
Physiotherapy  
Podiatry  
Psychology

Australian Health Practitioner Regulation Agency

## Scheduled Medicines Expert Committee

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August 2016

### Information for National Board members interested in seeking appointment as Chair

#### What is the Scheduled Medicines Expert Committee?

The Scheduled Medicines Expert Committee (the expert committee) is a committee established by AHPRA in accordance with the powers provided to the National Agency in Part 4 of the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law).

The expert committee is established as required by the Australian Health Ministers' Advisory Council (AHMAC) Guidance for National Boards: *Applications to the Ministerial Council for approval of endorsements in relation to scheduled medicines under section 14 of the National Law*<sup>1</sup> (the AHMAC Guidance). The AHMAC Guidance will be published on the AHPRA website when formal notification is received that it has been endorsed by the Australian Health Workforce Ministerial Council.

The expert committee's role is to advise the relevant National Boards on the use of scheduled medicines generally, and on matters relevant to National Boards developing submissions for endorsements for scheduled medicines for consideration by the Australian Health Workforce Ministerial Council.

Please refer to the Terms of Reference for further information about the expert committee, including the functions of the committee and the key skills, knowledge and attributes of members and the Chair.

#### Selection criteria for the Chair

The Chair of the expert committee will be a National Board practitioner or community member with experience in developing regulatory policy related to endorsement for scheduled medicines and who can address some or all of the key skills, knowledge, and attributes listed in the committee's Terms of Reference.

#### What do I need to do?

You will need to decide if you are able to commit to the time and work required to be the Chair of the expert committee. Once you have decided that you are able to commit to the role of Chair and that you have the required skills, experience, knowledge and attributes please address the selection criteria listed below.

Please note you do not need to provide us with a resume or national criminal history check. However you will be required to complete a Private and Conflict of Interests Declaration (PCID) form.

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<sup>1</sup> Health Practitioner Regulation National Law as in force in each state and territory

## Addressing the selection criteria

In order for the Selection Advisory Panel (SAP) to recommend a member to the role of Chair of the expert committee you must respond in writing to criteria set out below. The SAP will only accept up to a maximum of two pages for all four criteria points. Please be succinct and where possible provide an example.

### Key Selection Criteria

1. Please describe and provide an example of your ability to bring a cross-professional perspective to the expert committee
2. Please describe and provide an example of your ability to work constructively in a committee structure and participate in consensus-based decision making processes
3. Please describe and provide an example of your leadership style and approach in Chairing a committee or board (either within the National Scheme or externally through your involvement with other organisations)
4. Considering the key skills, knowledge and attributes set out in the expert committee's terms of reference, describe and provide an example that best demonstrates your experience in developing regulatory policy related to endorsement for scheduled medicines as well as your skills, experience and knowledge in the field of Scheduled Medicines.

*\*Please remember no more than 2 full pages with minimum of size 10 font.* Please ensure you number the pages and your full name is titled on each page.

### Where do I send my written response and completed PCID form to?

Please submit your application to [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au) by **Tuesday 30 August 2016**.

### What is the expected time frame for selection and who will contact me should I be successful?

Applications for the role of Chair will be considered at the same time as applications sought externally for the core member roles. A selection advisory panel will convene late August 2016 with interviews, if necessary, held in mid September. It is anticipated that decisions will be made late September to early October 2016.

You will be contacted by Statutory Appointments, who will provide information about your appointment and provide contact details of AHPRA staff who will support the SMEC.

### If I have any questions who do I contact?

In the first instance, please contact the Statutory Appointments Unit via email at [statutoryappointments@ahpra.gov.au](mailto:statutoryappointments@ahpra.gov.au).