

# Expression of Interest

## Applications open for a various positions

### What is the Accreditation Committee?

The South Australian Medical Education and Training (SA MET) Health Advisory Council Accreditation Committee (Accreditation Committee) is looking to recruit to the below vacant positions:

- > Director of Clinical Training (one position)
- > Medical Administrator (one position)
- > Aboriginal or Torres Strait Islander (one position)

*It is required that at least one member should identify as Aboriginal or Torres Strait Islander, otherwise, an additional membership position of Aboriginal or Torres Strait Islander Representative (one position) will be created.*

The Accreditation Committee, through the SA MET Health Advisory Council, on behalf of the Minister for Health and Wellbeing, makes recommendations on the accreditation status of intern and PGY2 positions within South Australia. The Accreditation Committee also undertakes development of processes, guidelines and standards for postgraduate medical training accreditation that are consistent with the national accreditation guidelines and frameworks.

The Accreditation Committee operates in a manner consistent with the SA MET Health Advisory Council Rules and undertakes functions defined by those Rules and as determined by the Health Advisory Council. The Accreditation Committee through its Chair, report to the Health Advisory Council. Please refer to the Accreditation Committee **Terms of Reference** for more information.

### Eligibility criteria

To be eligible to apply, you must:

- > Be 18 years or older.
- > Have the experience, skills and willingness to provide opinions on prevocational accreditation.
- > Have experience and skills in at least one or more of the following; Analytical Thinking, Communication, Decision-making, Evaluation, Indigenous Culture and Community, Leadership, Medical Education and Training, Quality Improvement, Risk Management, Rural Health and Safety & Quality.
- > Medical Administrator (one position) with appropriate qualification and or experience in a senior health leadership role. The Royal Australasian College of Medical Administrators (RACMA) membership desired.

### Will I receive training?

You will receive an induction pack with relevant information to help get you started.

### Will I be paid?

Non-SA Health Committee Members are reimbursed for their time to attend meetings through the [Premier and Cabinet Circular, PC016 Remuneration for Government Appointed Part-Time Boards and Committees](#).

### **When are the meetings?**

Meetings are held bi-monthly via Microsoft Teams, equating to approximately 6 meetings per year. Meetings are usually held on a Wednesday for 2 hours, from 6pm to 8pm via videoconference. At least once per year, meetings will be held in person at the SA Department for Health and Wellbeing, located at the Citi Centre Building, 11 Hindmarsh Square, Adelaide. You may also be required to participate in out of session meetings which usually occur via video conference or email.

### **How do I receive the papers?**

The papers are emailed to Committee Members one week before meetings. You will need to have access to a PC, laptop or tablet device to access the papers.

### **Do I need to speak at meetings?**

It is expected you would have reviewed all of the papers for the meeting, and you are encouraged to comment on all agenda items.

### **What is the commitment required?**

Meetings take place every 2 months for approximately two hours, with a requirement of an additional one hour for pre-reading.

### **How long is the term of Appointment?**

Members will be appointed by the Advisory Council for a three year term. Members have the option of being reappointed for a consecutive term.

### **What is the Conflict of Interest Process?**

Members will identify any matter arising at the meeting which the member considers to be a conflict of interest and withdraw from any decisions concerning such matters.

Any members who participate in accreditation visits will participate in Committee discussions but the member will not be able to take part in the voted decision.

Any declared or identified conflict of interest will be noted in the minutes.

Members will not disclose Accreditation Committee discussions or decisions outside the Accreditation Committee unless there is explicit agreement during a meeting and it is noted in the minutes that this is appropriate.

### **What if I can't make an Accreditation Committee meeting?**

If you are unable to attend a meeting you are still encouraged to provide the chair with any comments you may have related to the agenda items.

### **To apply**

Candidates interested in applying for a role must submit a covering letter advising why they would be suitable for the role and a detailed CV containing the name and contact details of two referees to:

[HealthSAMETAccreditation@sa.gov.au](mailto:HealthSAMETAccreditation@sa.gov.au)

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## **For more information**

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