



Expressions of interest: Australian Medical Council's Progress Reports Sub Committee

The Australian Medical Council (AMC) is a national standards body for medical education and training. Its purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community. It is Australia's accreditation authority for the medical profession and works with the Medical Council of New Zealand on the accreditation of medical programs in New Zealand.

The AMC is seeking expressions of interest for a member of its Progress Reports Sub Committee with **experience in medical education**. This is an active role in monitoring accredited specialist medical programs and their providers against accreditation standards.

The member will have:

- Qualifications and strong experience in leading curriculum and assessment development in medical education.
- Demonstrated commitment to the advancement of medical education and training at state or national level.
- Experience in developing and/or implementing standards, accreditation of programs and/or institutions
- Strong stakeholder relationships in medical education and/or health services is highly desirable.

Background Information

The AMC is the accreditation authority for the medical profession, appointed by the Medical Board of Australia. The AMC develops accreditation standards, assesses medical programs against the standards and monitors programs to ensure they continue to meet standards through regular progress reports.

The AMC's Specialist Education Accreditation Committee, chaired by Professor Kate Leslie AO, manages the assessment and accreditation of specialist medical programs. Sixteen specialist medical colleges offer specialist medical training and education in 23 separate medical specialties and 54 fields of specialty practice, assess specialist international medical graduates seeking recognition as specialist practitioners and set standards for continuing professional development of medical specialists. The approved accreditation standards applied by the AMC cover these training, education and assessment functions.

Under the National Law, the AMC must monitor the program and the education provider to ensure the AMC continues to be satisfied that the accreditation standards continue to be met. To meet this requirement, accredited providers submit regular progress reports addressing the accreditation standards, covering significant developments in their specialist medical programs, annual standard data and their response to any accreditation conditions.

Progress Reports Sub Committee

The Progress Reports Sub Committee assists the Specialist Education Accreditation Committee in monitoring accredited programs.

The Progress Reports Sub Committee is chaired by Dr Lindy Roberts AM, specialist anaesthetist and specialist pain medicine physician, and former President of the Australian and New Zealand College of Anaesthetists. The Chair is an ex officio member of SEAC.

The Progress Reports Sub Committee includes members appointed after consultation with the Australian Health Ministers' Advisory Council, the Council of Presidents of Medical Colleges, AMA Council of Doctors in Training, and the Medical Council of New Zealand. It also includes members with experience in AMC accreditation, Aboriginal Torres Strait Islander and Māori members, and representation from the Specialist Education Accreditation Committee.

The Progress Reports Sub Committee:

- Reviews progress and comprehensive reports of specialist medical colleges benchmarking against AMC accreditation standards and taking into account past accreditation reports.
- Reports to the Specialist Education Accreditation Committee on whether specialist medical colleges are progressing and satisfying conditions on accreditation.
- Provides advice to the Specialist Education Accreditation Committee on whether the accreditation standards continue to be met for each accredited specialist medical program.
- Raises areas of significant concern with the Specialist Education Accreditation Committee for further consideration.
- Provides advice on process improvements and development of reporting templates.

Members of the Sub Committee are expected to have the ability to review and analyse progress reports to make determinations against accreditation standards, lead reviews of progress reports during Sub Committee meetings and capacity to share information and experiences constructively for program improvement.

Time Commitment

Members of AMC committees are appointed for four year terms.

The Sub Committee will meet two to three times per year face to face and as required, by teleconference.

The Sub Committee takes responsibility for in depth review of College program reports, which contain considerable reading material. Significant time is involved in assessment of the documentation.

AMC support for the Progress Reports Sub Committee

The AMC

- Provides support, induction and training for members;
- Pays a fee to members for participation in meetings of committees and for their review of College reports;
- Pays superannuation for individual members as required under Superannuation Guarantee legislation;

- Arranges and meets the cost of necessary accommodation and travel; and
- The cost of meals and incidental expenditure such as taxi fares.

The AMC does not pay for time responding to correspondence (e.g. emails) from AMC staff.

The AMC is committed to committee memberships that have a range of skills and experiences, diversity and different geographical locations and levels of academic, clinical or professional expertise.

Expression of interest

Expressions of interest should be provided with current curriculum vitae by **Monday 5 August 2019**. The Search Committee expects to complete the review of applications and to make a recommendation by **end August 2019**.

Please address expressions of interest to Ms Theanne Walters AM, Deputy Chief Executive Officer and send to specaccred@amc.org.au. The AMC will treat the information provided confidentially and use it only to assist in shortlisting and appointment process.

For more information, please contact Juliana Simon, Accreditation Policy Officer, at the above email address or by phone at 02 62709752.