



Frequently asked questions

Information for applicants for Accreditation Committee Chair

What is the Accreditation Committee?

The South Australian Medical Education and Training Health Advisory Council (the Advisory Council) is accountable for improving the quality of education, training and welfare for prevocational trainee medical officers within the State and making recommendations for the prevocational accreditation of trainee medical officer posts in health services.

The Accreditation Committee is established as a committee of the Advisory Council to provide advice on accreditation processes for the postgraduate training of prevocational medical officers.

Will I receive training?

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

Throughout your tenure, you will be given the opportunity to attend conferences and workshops relevant to the work and responsibilities of the SA MET Accreditation Committee. Reasonable expenses for these activities will be covered by the SA Department for Health and Ageing, at the discretion of the Chief Medical Officer and Chief Public Health Officer.

SA MET Unit staff have dedicated executive support for the Accreditation Committee and the Chair to ensure meetings run smoothly and provide support and advice to the Chair and Committee.

Will I be paid?

You will be paid an honorarium amount which will be discussed with the appointed person.

What is the term of the position?

The Chair, along with all members of the Advisory Council and the Accreditation Committee is appointed for a term of three years with the option of being reappointed for a consecutive term.

When are the meetings held?

The Advisory Council meetings are scheduled quarterly and occur from 4pm to 6pm at the SA Department for Health and Ageing, located at the Citi Centre Building, 11 Hindmarsh Square, Adelaide.

The Accreditation Committee meetings are scheduled bi-monthly and occur on a Wednesday from 6pm to 8pm at the SA Department for Health and Ageing, located at the Citi Centre Building, 11 Hindmarsh Square, Adelaide.

Additionally, you will be required to participate in Out of Session processes on an as needs basis – either via email or teleconference.

How do I receive the papers?

The papers will be sent to you electronically, you will need to have access to a PC, laptop or tablet device to access the papers.

You can also bring your device with you to the meeting to allow you to access all the documents as they are being discussed.

What is the commitment required?

Both the Advisory Council and Accreditation Committee meetings are two hours in length. There are four Advisory Council and six Accreditation Committee meetings scheduled each year.

Out of Session processes are in place for both the Advisory Council and Accreditation Committee which will require you to participate or Chair. These are conducted via email or teleconference depending on the level of risk associated with the decision required.

As Chair of the Accreditation Committee you will be required to review meeting papers prior to sending to members, comment on and approve for distribution of the meeting minutes and review and approve drafted correspondence relating to meeting decisions.

The total time commitment per meeting is approximately four hours (meeting time inclusive).

What if I can't make a meeting?

Teleconferencing is available if you have trouble physically attending a meeting. If you cannot attend at all, the Deputy Chair will Chair the meeting in your absence.

For more information

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