

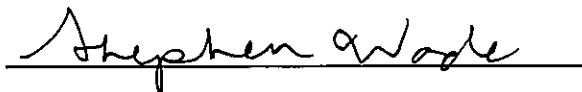
SOUTH AUSTRALIAN MEDICAL EDUCATION AND TRAINING HEALTH ADVISORY COUNCIL

RULES

THE RULES FOR THE SOUTH AUSTRALIAN
MEDICAL EDUCATION AND TRAINING
HEALTH ADVISORY COUNCIL WERE
DETERMINED BY THE MINISTER FOR HEALTH
AND WELLBEING IN ACCORDANCE WITH
SECTION 17(3) OF THE *HEALTH CARE ACT*
2008 ON 15 DECEMBER 2009

Varied by the Minister for Health and Wellbeing per
history in Attachment 1.

CONSOLIDATED COPY

A handwritten signature in cursive script that reads "Stephen Wade". The signature is written in black ink and is positioned above a solid horizontal line.

MINISTER FOR HEALTH AND WELLBEING

Dated the twenty ninth day of May 2020

SOUTH AUSTRALIAN MEDICAL EDUCATION AND TRAINING HEALTH ADVISORY COUNCIL

RULES

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PART 1 – PRELIMINARY

Establishment

1. The Minister has by notice in the Gazette established the South Australian Medical Education and Training Health Advisory Council (“the Advisory Council”) as an unincorporated health advisory council pursuant to section 15 of the *Health Care Act 2008* (“the Act”). In particular, the Advisory Council is established in relation to the Minister, the Chief Executive and the South Australian Board of the Medical Board of Australia.
2. The Advisory Council is established to:
 - 2.1. improve the quality of education, training and welfare for trainee medical officers within the State;
 - 2.2. make recommendations for the accreditation of trainee medical officer positions in health services.
3. In fulfilling the roles for which it is established, the Advisory Council will:
 - 3.1. act in accordance with the Act and consistently with the *Health Practitioner Regulation National Law (South Australia) Act 2010* and give effect to the policies from time to time determined by the Minister either generally or specifically;
 - 3.2. operate consistently with the strategic objectives of the Government of South Australia either generally or specifically and not act in any way to adversely affect the rights or interests of the Government of South Australia under the terms of any agreement.

Functions

4. The functions of the Advisory Council are to:
 - 4.1. provide leadership in postgraduate medical education and training in the State;
 - 4.2. provide expert advice to the Minister, the Chief Executive and the Department on matters relating to postgraduate medical education and training, accreditation of medical training and issues surrounding the education and employment of international medical graduates;

- 4.3. identify, evaluate, monitor and promote medical education and training programs for trainee medical officers and their trainers, in conjunction with key stakeholders;
- 4.4. work with vocational training Colleges to achieve high quality vocational training;
- 4.5. promote and actively encourage innovation in postgraduate medical training;
- 4.6. undertake the accreditation and monitoring of individual trainee medical officer positions and the clinical units, facilities and networks that support these positions using national and jurisdictional standards, with a focus on:
 - 4.6.1. accreditation and monitoring of positions for prevocational trainee medical officers;
 - 4.6.2. developing training standards and accreditation processes for prevocational trainee medical officers; and
 - 4.6.3. providing collaborative assistance to specialty training colleges in relation to the accreditation of vocational training positions;
- 4.7. provide advice to the Department, after consulting with stakeholders, on the suitability of trainee medical officer positions in the State;
- 4.8. notify the South Australian Board of the Medical Board of Australia of the Advisory Council's recommendations in relation to accreditation of postgraduate year 1 training positions;
- 4.9. develop linkages and agreements with accreditation agencies and education providers to:
 - 4.9.1. promote a continuum of learning;
 - 4.9.2. foster sharing of expertise and information; and
 - 4.9.3. minimise any duplication of workload on health services that is associated with multiple accreditation agencies and processes.
- 4.10. establish, maintain and promote partnerships with relevant national and jurisdictional organisations;
- 4.11. contribute to a national core competency set for pre-vocational training and undertake research in relation to education and training pathways, assessment and the needs of international graduates;

- 4.12. receive feedback from trainee medical officers about relevant safety and quality matters and advocate to health services about postgraduate training, health and welfare issues.

Operational Support

5. In accordance with section 23 of the Act, the Advisory Council may, with the approval of the Minister, make use of staff, services or facilities of the Department.

PART 2 – ADVISORY COUNCIL MEMBERSHIP

General

6. The Advisory Council will comprise no more than 23 Members appointed by the Minister in accordance with these Rules.
7. In making appointments to the Advisory Council, regard will be had to ensuring appointees have an appropriate balance of skills, qualifications or experience as appropriate to the powers and functions of the Advisory Council.
8. In making appointments to the Advisory Council, the Minister will ensure, as far as practicable, that:
 - 8.1. Members consist of equal numbers of men and women.
 - 8.2. metropolitan, rural and remote issues will be adequately represented; and
 - 8.3. a range of perspectives, including that of senior management, medical management, medical administration and medical education will be represented.

Terms of Appointment

9. Members will hold office for a term of up to three years, as determined by the Minister on a case by case basis.
10. To avoid any doubt, Members may be appointed for a term that may vary from Member to Member.

11. A Member shall be eligible for re-appointment for a further term or terms.

Vacancies

12. In addition to those matters set out in Schedule 2 clause 2(2) to the Act, the office of a Member will become vacant if the Member:
 - 12.1. is absent for three or more consecutive meetings of the Advisory Council without the prior written permission of the Advisory Council;
 - 12.2. fails to comply with a duty imposed under Part 2, Division 2 of the *Public Sector (Honesty and Accountability) Act 1995*;
 - 12.3. ceases to satisfy the qualification by virtue of which the Member was eligible for appointment to the Advisory Council.

Filling of Vacancies

13. Upon the office of a Member becoming vacant by expiration of the term of office, a person may be appointed to that office in accordance with these Rules.
14. The Minister may appoint a person to be a Member to fill a casual vacancy on the Advisory Council (namely a vacancy that has occurred by reason of other than the expiration of the Member's term of office), who shall hold an equivalent position of the Member whose departure created the casual vacancy. Any such Member shall hold office from the date of appointment for the unexpired term of the Member whose office is being filled.
15. In the event that the casual vacancy is that of the person who had been appointed as Presiding Member of the Advisory Council, then the Deputy Presiding Member will act as the Presiding Member until the Minister has appointed a new Presiding Member.

Remuneration

16. A Member of the Advisory Council or a member of a committee or subcommittee may be paid such remuneration as the Minister may from time to time determine, and remuneration, if any, may vary from Member to Member.
17. Such remuneration will be determined in accordance with the policy from time

to time of the Government of South Australia.

Appointment of Advisory Council Members

18. Subject to these Rules, the Advisory Council will consist of the following Members appointed by the Minister -
 - 18.1. a person to be a Presiding Member of the Advisory Council; and
 - 18.2. a person to be a Deputy Presiding Member of the Advisory Council; and
 - 18.3. the person holding the position of Chief Medical Officer (or equivalent title) in the Department; and
 - 18.4. the person holding the position of Manager, Medical Education and Training Unit (or equivalent position) in the Department as a Member of the Advisory Council; and
 - 18.5. a person with a specific interest and expertise in medical accreditation; and
 - 18.6. a person with a specific interest and expertise in trainee medical officer education and training; and
 - 18.7. three persons to represent medical students and prevocational and vocational trainee medical officers; and
 - 18.8. a person to represent professional medical colleges recognised by the Australian Medical Council; and
 - 18.9. a person to represent medical schools in South Australian Universities; and
 - 18.10. a person employed as a Director of Clinical Training (or equivalent) in an incorporated hospital under the Act; and
 - 18.11. persons to represent incorporated hospitals under the Act (but not more than one person for each incorporated hospital).
19. The Minister may appoint one member of the South Australian Board of the

Medical Board of Australia to be a Member of the Advisory Council and for this purpose, the Minister may request the South Australian Board of the Medical Board of Australia to nominate one of its members for membership of the Advisory Council.

20. In appointing Members of the Advisory Council pursuant to sub-clause 18.7, the Minister will, as far as practicable, ensure that such Members, at the time of their appointment are:
 - 20.1. an undergraduate medical student from a South Australian medical school; or
 - 20.2. a trainee medical officer in their first year of training since graduating from medical school; or
 - 20.3. a trainee medical officer in their second or subsequent prevocational year; or
 - 20.4. a trainee medical officer in vocational training.
21. In appointing Members of the Advisory Council pursuant to sub-clause 18.11, the Minister will, as far as practicable, apply the following principles:
 - 21.1. each incorporated hospital under the Act will be represented;
 - 21.2. metropolitan, rural and remote issues will be adequately represented; and
 - 21.3. a range of perspectives, including that of senior management, medical management, medical administration and medical education will be represented.
22. The following nomination procedure will apply to the appointment of Members to the Advisory Council pursuant to sub-clauses 18.5 – 18.10:
 - 22.1. the Minister will undertake a call for nominations in such a manner as he or she thinks fit;
 - 22.2. the Minister will advise such persons and stakeholder groups, as he or she thinks fit, of the call for nominations;

- 22.3. with the exception of nominations for the Members appointed pursuant to sub-clause 18.7 and sub-clause 18.11 of these Rules, nominations may be made in writing in the form appearing in Schedule 2 to these Rules. The nomination must be signed by the nominee. Each nomination must be received by the Minister before or on a date specified by the Minister in the call for nominations.
- 22.4. nominations for the Member appointed pursuant to sub-clause 18.7 of these Rules may be made in writing in the form appearing in Schedule 3 to these Rules. The nomination must be signed by the nominee. Each nomination must be received by the Minister before or on a date specified by the Minister in the call for nominations.
23. The following nomination procedure will apply to the appointment of Members to the Advisory Council pursuant to sub-clause 18.11:
- 23.1. The Minister will call for at least three nominations from each incorporated hospital under the Act, including one female and one male nominee where available.
- 23.2. Incorporated hospitals may make nominations in writing in the form appearing in Schedule 1 to these Rules. The nomination must be signed by the nominee. Each nomination must be received by the Minister before or on a date specified by the Minister in the call for nominations.
24. Despite clauses 22 – 23, the Minister may, at his or her discretion, appoint persons to the Advisory Council pursuant to sub-clauses 18.5 – 18.11, notwithstanding that the person has not been nominated in the manner outlined in clauses 22 – 23.

Deputies for Members

25. The Minister may, from time to time, appoint a suitable person to be the deputy of a Member of the Advisory Council, and the Minister may revoke such an appointment.
26. The requirements of qualification and nomination set out in these Rules in relation to the appointment of a Member extend to the appointment of a deputy of that Member.
27. If a Member of the Advisory Council is unable to attend a meeting of the

Advisory Council, the Member's deputy:

- 27.1. is, if available, to act in the place of the Member; and
 - 27.2. while so acting, has all the functions of the Member and is taken to be a Member.
28. If the Minister has not appointed a person to be the deputy of a Member of the Advisory Council, and the Member is unable to attend a meeting of the Advisory Council, the Member may appoint a proxy to attend the meeting in the place of the Member.
29. A proxy appointed by a Member will not be entitled to vote and will not be taken to be a Member of the Advisory Council.

PART 3 – COMMITTEES AND SUBCOMMITTEES OF THE ADVISORY COUNCIL

30. The following committees of the Advisory Council are established:
- 30.1. Accreditation Committee
 - 30.2. Education Committee
 - 30.3. Doctors in Training Committee
 - 30.4. Professional Medical Colleges Committee
 - 30.5. Directors of Clinical Training Committee
31. The following subcommittee of the Directors of Clinical Training Committee is established:
- 31.1. Medical Education Officers Subcommittee
32. In addition to the committees and subcommittee established by clauses 30 and 31, the Advisory Council may establish committees or subcommittees pursuant to Schedule 2, clause 6 of the Act, to advise the Advisory Council on any aspect of the Advisory Council's functions or any matters related to the

Advisory Council's functions.

33. Subject to these Rules, the Advisory Council will determine the functions of a committee or subcommittee, and the procedures to be observed by a committee or subcommittee including the manner in which a committee or subcommittee reports to the Advisory Council.
34. Subject to the approval of the Minister, the Advisory Council may dissolve a committee or subcommittee established under clauses 30 or 31 of these Rules if the Advisory Council is of the opinion that the committee or subcommittee is no longer relevant or required.
35. The Advisory Council may dissolve a committee or subcommittee established by the Advisory Council in accordance with clause 32 of these Rules, at the discretion of the Advisory Council, if the Advisory Council is of the opinion that the committee or subcommittee is no longer relevant or required.

Accreditation Committee

36. The Accreditation Committee is established as a committee of the Advisory Council to provide advice to the Advisory Council on accreditation processes for the postgraduate training of medical officers.
37. The Chair of the Accreditation Committee will be the Member of the Advisory Council appointed pursuant to sub-clause 18.5.
38. The other members of the Accreditation Committee (who may, but need not be, Members of the Advisory Council) will be appointed by the Advisory Council and will comprise persons with a specific interest and expertise in accreditation activities.
39. The Advisory Council may provide administrative support to the Accreditation Committee by assigning to the Committee a staff member of the Department who is assisting the Advisory Council in accordance with clause 5 of these Rules.

Education Committee

40. The Education Committee is established as a committee of the Advisory Council to provide advice to the Advisory Council on appropriate education and training activities for trainee medical officers in South Australia.

41. The Chair of the Education Committee will be the Member of the Advisory Council appointed pursuant to sub-clause 18.6.
42. The other members of the Education Committee (who may, but need not be, Members of the Advisory Council) will be appointed by the Advisory Council and will comprise persons with a specific interest and expertise in trainee medical officer education and training.
43. The Advisory Council may provide administrative support to the Education Committee by assigning to the Committee a staff member of the Department who is assisting the Advisory Council in accordance with clause 5 of these Rules.

Doctors in Training Committee

44. The Doctors in Training Committee is established as a committee of the Advisory Council to provide advice to the Advisory Council on any aspect of the Advisory Council's functions from a medical student and trainee medical officer perspective.
45. The Minister will nominate one of the three Members of the Advisory Council appointed pursuant to sub-clause 18.7 to be the Chair of the Doctors in Training Committee.
46. The two Members of the Advisory Council appointed pursuant to sub-clause 18.7 who are not nominated by the Minister to be the Chair of the Doctors in Training Committee will be members of the Doctors in Training Committee.
47. The other members of the Doctors in Training Committee (who may, but need not be, Members of the Advisory Council) will be appointed by the Advisory Council and will comprise:
 - 47.1. undergraduate medical students from each of the South Australian medical schools;
 - 47.2. trainee medical officers in their first year of training since graduating from medical school;
 - 47.3. trainee medical officers in their second or subsequent prevocational year; and
 - 47.4. trainee medical officers in vocational training.

48. The Advisory Council may provide administrative support to the Doctors in Training Committee by assigning to the Committee a staff member of the Department who is assisting the Advisory Council in accordance with clause 5 of these Rules.

Professional Medical Colleges Committee

49. The Professional Medical Colleges Committee is established as a committee of the Advisory Council to provide advice to the Advisory Council on any aspect of the Advisory Council's functions from a Professional Medical College perspective.
50. The Chair of the Professional Medical Colleges Committee will be the Member of the Advisory Council appointed pursuant to sub-clause 18.3.
51. The other members of the Professional Medical Colleges Committee will be:
- 51.1. the Member of the Advisory Council appointed pursuant to sub-clause 18.8; and
 - 51.2. persons appointed by the Advisory Council comprising one person from each of the medical colleges recognised by the Australian Medical Council (who may, but need not be, Members of the Advisory Council).
52. The Advisory Council may provide administrative support to the Professional Medical Colleges Committee by assigning to the Committee a staff member of the Department who is assisting the Advisory Council in accordance with clause 5 of these Rules.

Directors of Clinical Training Committee

53. The Directors of Clinical Training Committee is established as a committee of the Advisory Council to provide advice to the Advisory Council on any aspect of the Advisory Council's functions from the perspective of the Directors of Clinical Training employed in an incorporated hospital under the Act.
54. The Chair of the Directors of Clinical Training Committee will be the Member of the Advisory Council appointed pursuant to sub-clause 18.10.
55. The other members of the Directors of Clinical Training Committee (who may, but need not be, Members of the Advisory Council) will be appointed by the Advisory Council and will comprise persons who hold the position of Director

of Clinical Training (or equivalent position) employed in an incorporated hospital under the Act.

56. The Advisory Council may provide administrative support to the Directors of Clinical Training Committee by assigning to the Committee a staff member of the Department who is assisting the Advisory Council in accordance with clause 5 of these Rules.

Medical Education Officers Subcommittee

57. The Medical Education Officers Subcommittee is established as a subcommittee of the Directors of Clinical Training Committee to:

- 57.1. provide advice to the Directors of Clinical Training Committee on any aspect of the Advisory Council's functions from the perspective of the Medical Education Officer employed in an incorporated hospital under the Act; and

- 57.2. allow sharing of resources, ideas and knowledge across South Australian hospitals.

58. Members of the Medical Education Officers Subcommittee will be appointed by the Directors of Clinical Training Committee and will comprise Medical Education Officers (or equivalent position) from each incorporated hospital under the Act.

59. The Directors of Clinical Training Committee will nominate one member of the Medical Education Officers Subcommittee to be the Chair of the Medical Education Officers Subcommittee.

60. The Advisory Council may provide administrative support to the Medical Education Officers Subcommittee by assigning to the Subcommittee a staff member of the Department who is assisting the Advisory Council in accordance with clause 5 of these Rules.

PART 4 – PROCEEDINGS OF THE ADVISORY COUNCIL

Ordinary Meetings of the Advisory Council

61. The Advisory Council is to hold ordinary meetings at times and places determined by the Advisory Council.
62. The Advisory Council will hold at least four ordinary meetings in any 12 month period and these meetings are to be held at regular intervals.
63. The Advisory Council may invite persons other than Members to any meetings of the Advisory Council, but such persons will not be entitled to vote and are not Members of the Advisory Council.
64. Written Notice of an ordinary meeting of the Advisory Council is to be given at least seven days before the meeting to all Members.
65. Written Notice to a Member is to be accompanied by the following:
 - 65.1. a copy of the agenda for the meeting;
 - 65.2. a copy of the minutes of the previous ordinary meeting of the Advisory Council if a copy has not previously been distributed to Members; and
 - 65.3. a copy of the minutes of any special meeting of the Advisory Council held since the Advisory Council's last ordinary meeting if a copy has not previously been distributed to Members.
66. Written Notice is to be provided to persons invited to attend the meeting and will be accompanied by such of the material referred to in clause 65 of these Rules as the Presiding Member considers appropriate.
67. The quorum for a meeting of the Advisory Council is a majority of the Members for the time being.
68. The Presiding Member of the Advisory Council or, in the absence of the Presiding Member, the Deputy Presiding Member, is to preside at a meeting of the Advisory Council.
69. The person presiding at any meetings of the Advisory Council has a deliberative vote and, in the event of an equality of votes, has a second or casting vote.

70. A decision supported by a majority of the votes cast at a meeting of the Advisory Council at which a quorum is present is the decision of the Advisory Council.
71. A conference by telephone or other electronic means between the Members of the Advisory Council will be taken to be a meeting of the Advisory Council at which the participating Members are present if:
- 71.1. notice of the conference is given to all Members in the manner determined by the Members of the Advisory Council for that purpose; and
 - 71.2. each participating Member is capable of communicating with every other participating Member during the conference.
72. A proposed resolution of the Advisory Council becomes a valid decision of the Advisory Council despite the fact that it is not voted on at a meeting of the Advisory Council if:
- 72.1. notice of the proposed resolution is given to all Members in accordance with procedures determined by the Members of the Advisory Council; and
 - 72.2. a majority of the Members of the Advisory Council express their concurrence in the proposed resolution by letter, facsimile transmission or other written or electronic communication setting out the terms of the resolution.

Special Meetings of the Advisory Council

73. A special meeting of the Advisory Council may be called:
- 73.1. at the direction of the Presiding Member; and/or
 - 73.2. within 48 hours of receipt by the Presiding Member, Deputy Presiding Member, Chief Medical Officer Member or Department a written request for a special meeting signed by at least three Members.
74. A special meeting is to be held not later than seven days after receipt by the above Member of a request referred to in sub-clause 73.2 of these Rules.
75. At least 24 hours notice of a special meeting must be given to each Member

and each person invited to attend the meeting by the Advisory Council.

76. Notice of a special meeting is to specify the business to be considered at that meeting. Only business specified in the notice of a special meeting is to be considered at the special meeting.

Minutes

77. The Advisory Council will cause minutes to be made of all proceedings of all meetings of the Advisory Council.
78. A motion for the confirmation of minutes of any meeting of the Advisory Council is to be put to the next ordinary meeting.
79. The Advisory Council must provide copies of its minutes to the Minister as and when requested.
80. The Advisory Council may make minutes or any part of any minutes available to persons who are not Members of the Advisory Council as it deems appropriate.
81. The Advisory Council may make available to the public information concerning the decisions of the Advisory Council as it deems appropriate.
82. Clauses 77 to 81 do not limit the application of any other Act or policy of the Minister relating to the provision of information.

Rescission

83. The Advisory Council may at any ordinary or special meeting vary or rescind any resolution carried at any previous meeting of the Advisory Council only if the motion to vary or rescind the resolution has been included in or with the notice of the meeting.
84. If a motion to vary or rescind any resolution is considered at a meeting of the Advisory Council and is not carried, the motion is not to be reconsidered by the Advisory Council during a period of three months from the date of that meeting.

Procedures

85. The Advisory Council may develop a set of procedures to be followed by the Advisory Council at and between meetings. Such procedures may include provision for internal dispute resolution, and may identify persons, organisations or entities with whom the Advisory Council may consult when it requires assistance in relation to any matters.

PART 5 – MISCELLANEOUS

Vacancy in membership or irregularity in appointment of Member

86. An act or proceeding of the Advisory Council is not invalid by reason only of a vacancy in its membership or a defect or irregularity in, or in connection with, the appointment of a Member.
87. An act or proceeding of any of the Advisory Council's committees or subcommittees is not invalid by reason only of a vacancy in its membership or a defect or irregularity in, or in connection with, the appointment of a Member.

Access

88. The Advisory Council will allow any employee of the Chief Executive of the Department with the consent in writing of the Minister, or any person authorised in writing in that regard by the Minister, to enter any premises occupied by the Advisory Council and to have access to and inspect all records, documents and other data in the possession of the Advisory Council and to interview officers of the Advisory Council.
89. Advisory Council Members will act in accordance with these Rules.

Reports

90. The Advisory Council will prepare and submit to the Minister, as requested by the Minister from time to time, a report explaining any aspect of the activities of the Advisory Council.
91. Section 22 of the Act applies to the Advisory Council.

PART 6 – DEFINITIONS

In these Rules whenever appearing:

"**Act**" means the *Health Care Act 2008*.

"**Chief Executive**" means the Chief Executive of the Department and includes a person for the time being acting in that position.

"**Administrative Unit**" has the same meaning as in the *Public Sector Act 2009*

"**Advisory Council**" means the South Australian Medical Education and Training Health Advisory Council

"**Department**" means the administrative unit of the Public Service that is, under the Minister, responsible for the administration of the Act.

"**Director of Clinical Training**" means a person with direct responsibility for the training program for trainee medical officers within a network or facility. This includes training program structure, assessment, quality improvement, and overall organisation and oversight of supervision.

"**Employee**" means employees of the Chief Executive.

"**Member**" unless the contrary intention appears, means a Member of the Advisory Council for the time being and includes a person appointed to act in the office of a Member during the absence of the Member.

"**Medical Education Officer**" means a person who works with the Director of Clinical Training to manage the trainee medical officer training program and provides organisational and oversight of supervision.

"**Minister**" means the Minister of the Crown to whom the administration of the Act is for the time being committed, and includes any Minister of the Crown for the time being discharging the duties of office of that Minister or, where the Minister has delegated the relevant power or function under the Act or these rules, any such delegate of the Minister.

"**Professional Medical College**" means a medical college recognised by the Australian Medical Council.

"**Rules**" means these Rules and the Schedules and includes any amendment thereto.

"**South Australian Board of the Medical Board of South Australia**" means the committee of the Medical Board of Australia established for South Australia pursuant to section 36 of the *Health Practitioner Regulation National Law (South Australia) Act 2010*.

"**State**" means the State of South Australia.

"**Trainee medical officer**" means medical graduates working in the health system who have not yet completed a specialist vocational qualification.

"**Written Notice**" includes notice by electronic means.

All other terms in these Rules have the same meaning as that ascribed to them in the Act.

SCHEDULE 1

**Form for nomination to the South Australian Medical Education and Training Health
Advisory Council**

Person to represent hospitals incorporated under the *Health Care Act 2008*

Appointment pursuant to sub-clause 18.11 of the Rules

To: The Minister for Health and Wellbeing

I, (*insert full name*) of
..... (*insert address*) hereby nominate to be
considered for appointment as a member of the Advisory Council to represent hospitals
incorporated under the *Health Care Act 2008*. I confirm that I am employed by the State
Government in the position of (*insert relevant
position title*). My employing entity is (*insert relevant
health entity e.g. Central Adelaide Local Health Network*).

.....

Signature of nominee

.....

Date

.....

Signature of employee's Chief Executive/Chief Executive Officer or delegate

.....

Date

SCHEDULE 2

**Form for nomination to the South Australian Medical Education and Training Health
Advisory Council**

Appointments pursuant to sub-clauses 18.5, 18.6, 18.8, 18.9 or 18.10 of the Rules

To: The Minister for Health and Wellbeing

I, *(insert full name)* of
..... *(insert address)* hereby nominate to be
considered for appointment as a member of the South Australian Medical Education and
Training Health Advisory Council. I occupy the position of
..... *(insert relevant position title)* and am
employed by *(insert relevant employing entity)*.

I wish to be considered for appointment to the following member position on the Advisory
Council *(insert relevant position from the
following: Medical Accreditation; Junior Medical Officer Education and Training; Professional
Medical Colleges; Medical Schools; or Director of Clinical Training)*

.....

Signature of nominee

.....

Date

SCHEDULE 3

Form for nomination to the South Australian Medical Education and Training Health Advisory Council

Persons to represent medical students and prevocational and vocational medical trainees

Appointment pursuant to sub-clause 18.7 of the Rules

To: The Minister for Health and Wellbeing

I, (insert full name) of
..... (insert address) hereby nominate to be considered for appointment to the South Australian Medical Education and Training Health Advisory Council and confirm that I am:

- a medical student attending(insert name of medical school);
- a trainee medical officer who is currently undertaking prevocational training
- a trainee medical officer currently undertaking vocational training.

(strike through options besides that which is applicable)

I anticipate that I will continue to be an undergraduate medical student or trainee medical officer (as relevant) until (please enter approximate month and year).

A copy of my current curriculum vitae is attached.

.....

Signature of nominee

.....

Date