

# 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'll receive an induction pack with relevant information and will be provided with advice and guidance from the SA MET accreditation team who provide comprehensive secretariat support.

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 Wellbeing, at the discretion of the Chief Medical Officer.

SA MET accreditation team provide executive support and advice to the Accreditation Committee and the Chair.

### **Will I be paid?**

You will be paid an honorarium amount that aligns with the [Department for Premier and Cabinet's PC 016 – Remuneration for Government Appointed Part-Time Boards and Committees](#).

### **What is the term of the position?**

Members of the Advisory Council and the Accreditation Committee are appointed by the Minister for Health and Wellbeing 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 held quarterly and occur from 4:00pm to 6:00pm.

The Accreditation Committee meetings are scheduled bi-monthly and occur on a Wednesday from 6:00pm to 8:00pm.

All meetings are held at the Department for Health and Wellbeing, located at the Citi Centre Building, 11 Hindmarsh Square, Adelaide. There is also opportunities to join meetings via MS Teams if required.

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

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

The papers will be provided to you electronically and in hardcopy (if required). You will need to have access to your own device to access the papers electronically.

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 Chairing. These are conducted via email or videoconference 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 with the secretariat support 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?**

Videoconferencing 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.

### **Need further information?**

Should you have further questions or would like to discuss the position further, please contact the Accreditation Manager on (08 8226 7231) or via [healthSAMETaccreditation@sa.gov.au](mailto:healthSAMETaccreditation@sa.gov.au).