

# Accreditation Committee Membership Application Form

## Summary

The Australian Pharmacy Council (APC) is seeking **3 individuals** to fill the following positions on our Accreditation Committee (AC) in 2022:

- pharmacy educator with expertise in Intern Training Programs (ITPs) design and/or delivery
- practising hospital pharmacist
- practising community pharmacist

This form:

- outlines the application requirements
- provides supporting information
- identifies the application closing date

We make appointments to the AC according to the [APC Accreditation Committee By-Law](#) ('By-Law'). We also consider the:

- expertise, experience and skills of current and applying members
- the gender and cultural diversity of the AC

Please note you must be based in Australia to apply.

## Application requirements

### TO APPLY

Applicants must submit the following parts by email to [accreditation@pharmacycouncil.org.au](mailto:accreditation@pharmacycouncil.org.au) prior to applications closing:

- this **application form** (fully completed) which includes:
  - personal details
  - conflict of interest
  - statement in support
- their current (brief) **CV**

### APPLICATIONS CLOSE

Monday 6 June 2022

## Further information

Please see below for further information to assist you when preparing your application:

- [Accreditation Committee By-Law](#)
- [Appendix A: Accreditation Committee Member Information Sheet](#)
- [Accreditation standards for pharmacy programs and CPD accrediting organisations](#)
- [Pharmacy Program Accreditation Guide](#)

If you have any questions, please feel free to contact Glenys Wilkinson, APC Deputy Chief Executive Officer at [Glenys.Wilkinson@pharmacycouncil.org.au](mailto:Glenys.Wilkinson@pharmacycouncil.org.au).

Select the AC position(s) you are applying for *(you may choose to apply for more than one position if you meet the requirements)*

Pharmacy educator with expertise in ITP design and/or delivery

Practising hospital pharmacist

Practising community pharmacist

### Personal details

Title  Full name

Phone  Email

Postal address

### Employment details

Workplace

Position title

### Pharmacist registration status

I am currently registered without conditions.

*Please note: If you are a currently registered pharmacist, you must hold general registration without conditions.*

Ahpra registration  
number

I do not currently hold pharmacist registration in Australia.

### Conflict of interest details

Applicants may have an association with one or more APC accredited [degree program](#), [ITP](#), or [CPD accrediting organisation](#). This does not preclude an individual from being a member of the AC as APC has an ongoing process to manage any conflicts.

Do you have a potential conflict with any APC accredited pharmacy degree program, ITP, or CPD accrediting organisation?

Yes

No

Not sure

If you answered yes or not sure, please provide details of the potential conflict(s) here:

## Statement in support

Please submit a brief statement (up to 250 words) outlining:

- why you are interested in joining the APC AC
- how your knowledge and skills align with the requirements of the position(s) you are applying for
- how your knowledge and skills will contribute to the work of the AC
- your understanding of the [accreditation standards](#) we use to accredit pharmacy programs and CPD accrediting organisations

**(NOTE:** statements should be informed by the [AC By-Law](#) and [Information Sheet](#) referenced on page 1)

## Declaration

I acknowledge the role and responsibilities of being a member of the AC as described in [appendix A](#) if I am appointed to the AC. This includes the time commitment involved in attending AC meetings and the significant pre-reading involved in preparation for meetings.

Full name

Signature

Date

# Appendix A: Accreditation Committee Information Sheet

## APC Background

APC is the independent accrediting authority for pharmacy education and training. We operate as part of the [National Registration and Accreditation Scheme](#) (NRAS) and work under delegation from the [Pharmacy Board of Australia](#) (PharmBA).

One of our primary accreditation roles is the quality assurance of pharmacy programs. This ensures that pharmacists have the skills and knowledge to deliver effective health care that meets the changing needs of the community.

## Accreditation Committee (AC) role

The [Accreditation Committee](#) (AC) is an operational committee of the APC that reports to the CEO. As described in the [AC By-Law](#), the role of the AC is to:

- Decide and monitor the accreditation of pharmacy degree and intern training programs, and CPD accrediting organisations against the relevant [accreditation standards](#).
- Report accreditation decisions on matters that fall under the [National Law](#) to PharmBA.
- Make recommendations to the APC Board on matters such as granting, extending, revoking the accreditation of an international degree program.
- Undertake other tasks referred to it by the CEO.

## Member appointments

As described in the [AC By-Law](#), members are appointed for a 3-year term, and are eligible for a maximum of 3 terms.

## Meetings

### Frequency

The AC usually meets **5 times a year** (the [By-Law](#) allows for up to 6 meetings a year).

### Format

AC meetings are held via a combination of face to face and online formats:

- **Face to face meetings** are held in Canberra. Please allow a full day inclusive of travel for these meetings. (AC members who live in a remote/regional area may need to travel the day before and/or day after a face to face meeting.)
- **Online meetings** are usually 4 hours long.

The duration of individual meetings may vary depending on the specific agenda items to be considered.

### Scheduling

It is expected that AC members attend all meetings. Meeting dates are confirmed in the third quarter of the year prior to enable planning. As a guide, in 2022 we will have [meetings](#) in March, June, August, October and December, and all meetings are held on a Tuesday.



## Appendix A: Accreditation Committee Information Sheet

### Meeting papers

Meeting papers are provided to AC members electronically approximately 1 week prior to each meeting. Occasionally late papers may be added to the agenda up to the day before a meeting.

AC members are expected to have read all agenda papers in advance of each meeting. Meeting papers are comprehensive and consist of a high volume of reading material. As such, we recommend that members access the papers early to assist planning their review time accordingly. Please consider your time commitments when applying.

AC members are required to have access to IT equipment/software that allows them to access the electronic papers. APC staff are able to assist with access/downloading issues relating to the AC Extranet site.

### Expenses

APC arranges and pays for flights and accommodation for AC members to attend face to face meetings in Canberra. We also reimburse reasonable expenses involved with travel in accordance with the APC Travel Policy (for example, taxi or car parking fees).