Application for Consumer Representative Prevocational Medical Accreditation Qld (PMAQ) Accreditation Committee

Closing date: 25 June 2020

Prevocational Medical Accreditation Queensland

**Prevocational Medical Accreditation Queensland (PMAQ)** **is inviting one (1) consumer representative to join the Accreditation Committee to add a unique and important perspective to the development and implementation of accreditation policy and processes across various health care settings.**

Prevocational Medical Accreditation Queensland (PMAQ) is a unit in the Queensland Department of Health that is responsible for the accreditation of Intern education and training programs in Queensland. PMAQ is currently seeking a consumer representative for the Accreditation Committee, the key committee responsible for the development and implementation of accreditation policy and processes, accreditation decisions and the subsequent reporting. The consumer representative will be an active member of the committee, advocating for health consumers across various health care settings including public and private hospitals and general practices and contributing a unique and important perspective to all committee deliberations and decisions.

PMAQ is accredited by the Australian Medical Council and approved by the Medical Board of Australia and undertakes the functions of the assessment, accreditation, monitoring and reporting on these programs through a transparent, impartial and fair process.

The system of accreditation serves a regulation, quality assurance and quality improvement function to ensure quality education and training is provided to medical interns and that these programs provide opportunity for completion of Internship and subsequent eligibility for general registration with the Australian Health Practitioner Regulation Authority. Further information can be found on the PMAQ website <https://pmaq.health.qld.gov.au/>

Purpose

The PMAQ Accreditation Committee is responsible for the development, monitoring and evaluation of standards, processes and procedures that support the system of intern accreditation and is responsible for determining the accreditation status of intern training programs and posts in Queensland. Key functions of the committee include the critical assessment and active monitoring of recommendations made by PMAQ assessment teams and ensuring decisions are made in accordance with PMAQ accreditation requirements. A copy of the committee’s Terms of Reference can be found at <http://pmaq.health.qld.gov.au>.

Role of the consumer

The Accreditation Committee terms of reference include a consumer representative as a member of this committee. The successful applicant will actively participate in all scheduled meetings and associated activities including pre-reading and provision of feedback and advice on key documents or issues.

In addition, the Consumer representative will:

* have expressed a desire to create change in the health system and be solution focused
* be a past, present or potential user of the health care system
* have varied health and life experience
* have a sound understanding of a range of healthcare settings, education and training delivery or accreditation or quality improvement systems
* have knowledge and experience of committee processes and procedures
* have experience on decision-making committees
* have the ability to positively influence people and situations
* have demonstrated ability to assimilate and synthesise complex information and formulate decisions contemporaneously
* be available to commit to the PMAQ Accreditation Committee Meeting Schedule and attend meetings in person, as required
* commit to the objectives of the PMAQ Accreditation Committee

Time and location

A minimum of 8 meetings per calendar year, with additional meetings as required.

Meetings are held in Brisbane CBD with alternate meetings held via Videoconference, using the Microsoft Teams application.

The dates of the meetings for the remainder of the year are:

• August 13

• October 1

• November 5

• December 3

The meetings are held from 1.30pm – 4.30pm.

Remuneration and Support

The consumer representative on the committee will be provided an extended induction with ongoing support from the Chair and PMAQ staff. All committee papers and relevant documents will be made available on SharePoint. In addition, the consumer will be provided opportunity to act as an observer on PMAQ accreditation assessments to enhance their understanding of the system of accreditation.

Consumers will be remunerated for their time in line with the Queensland Government Remuneration Procedures for part-time chairs and members of Queensland Government bodies, at the level of Regulation, administration and advice level 1.

<https://www.qld.gov.au/__data/assets/pdf_file/0025/39481/remuneration-procedures.pdf>

How to apply

**Please complete this consumer application form and return to**[**consumer@hcq.org.au**](mailto:consumer@hcq.org.au) **by 25 June 2020.**

For assistance please contact Health Consumers Queensland via [consumer@hcq.org.au](mailto:consumer@hcq.org.au) or by phone on 07 3012 9090.

**Consumer Application Form**

**Prevocational Medical Accreditation Qld (PMAQ) Governance Committee**

Full name:

Preferred phone number:

Email:

Postal address:

Postcode:

* By completing this application, I consent for my details to be added to the Health Consumers Queensland network database YES | NO
* I would like to receive email updates from Health Consumers Queensland YES | NO
* Are you happy for Health Consumers Queensland to share this form with Queensland Health as part of the process for this application? YES | NO
* Would you like us to retain this application for future vacancies? *(Applications not retained are destroyed once the application process is complete.)* YES | NO

Please highlight any group you identify as being a part of:

* Living with a disability/chronic condition
* Caring for someone with a disability
* Physically isolated or transport disadvantaged
* Culturally or linguistically diverse
* From a non-English speaking background

Do you identify as: Aboriginal | Torres Strait Islander | Both | Prefer not to state

Are you a: Consumer | Carer

Age range: 16-24 25-29 30-39 40-49 50-59 60-69 70+

Please describe any support you need to take part in this activity *(examples include support person, hearing loop, dietary requirements)*

*Your responses to the following questions only need to be a brief sentence or two*

* Please describe your experience as a health consumer representative including committees, focus groups, surveys, governance roles, etc.

*Tip: Past consumer representative positions that have similar requirements to the opportunity you’re expressing interest in. Give an indication of how long each position was for, and any relevant highlights.*

* **Please describe any connections you have to your community (e.g. networks, groups)***Tip: Think about how this relates to the role you’re applying for.*
* Please describe your interest in prevocational training and medical accreditation?

*Tip: Although this section usually requires the longest response, try to keep it concise. Things to consider focusing on here include:*

* *any past lived experience that shows your understanding of the topic, or*
* *your understanding of the social/health/economic implications of the topic/condition, or*
* *Any systems change that you have identified that will improve care for health consumers, and possible strategies you could share to affect that change.*
* Please provide contact details for a staff member from a health service or department you are currently partnering with. (we will advise if you are shortlisted before we contact your referee).

Full name:

Staff Role:

Partnering Activity (eg. Committee Chair):

Organisation:

Phone number:

Email:

Applicant Role: