

# Expression of Interest



## Expressions of interest: Member experienced in administering a CPD home for the Australian Medical Council's CPD Homes Accreditation Advisory Committee

The Australian Medical Council (AMC) is an independent national standards body for medical education and training. Its purpose is to ensure that standards of education, training and assessment of the medical profession promote and protect the health of the Australian community. More information about the AMC can be found [here](#).

The AMC is the designated accreditation authority for the medical profession in Australia and develops accreditation standards, assesses programs against the standards, and then monitors these programs to ensure they continue to meet standards through regular monitoring submissions. The AMC works with the Te Kaunihera Rata o Aotearoa | Medical Council of New Zealand to oversee the accreditation of medical programs in Australia and Aotearoa New Zealand.

The Medical Board of Australia's [Registration standard: Continuing professional development \(CPD\)](#) took effect 1 January 2023, requiring all medical practitioners to have a CPD home. The AMC is the accreditation authority for CPD homes and has developed [Criteria for AMC Accreditation of CPD Homes](#) and [Procedures for AMC accreditation of CPD Homes](#).

### The Role

The AMC is inviting expressions of interest from individuals with prior experience managing or overseeing a CPD program at an AMC-accredited college CPD home to join its CPD Homes Accreditation Advisory Committee.

There is **one position available** for a member with:

- Experience in administering a CPD program at an AMC-accredited college, such as serving on the governance committee overseeing the CPD home function or as a senior staff member managing the CPD program
- experience in applying accreditation or quality assurance standards and procedures.

***Please note that, due to conflict of interest, members cannot currently be employed by a CPD home or hold a role at a college related to its CPD home's functions.***

The AMC is committed to enhancing outcomes for Aboriginal and/or Torres Strait Islander and Māori peoples through its accreditation process, creating workplace an inclusive and culturally safe environment. This commitment supports the AMC's strategic goal of promoting culturally safe practices to improve health outcomes. The AMC encourages Aboriginal and/or Torres Strait Islander and Māori People to apply for advertised roles.

### Overview of the CPD homes Accreditation Advisory Committee

The Continuing Professional Development (CPD) homes Accreditation Advisory Committee oversees the processes for assessment and accreditation of CPD homes, and to perform functions in connection with standards of medical education and training specifically continuing professional development.

The Role of CPD homes Accreditation Advisory Committee includes:

- Developing criteria, policies and procedures, for the administration of continuing professional development for registered medical practitioners in Australia
- Overseeing the AMC's accreditation activities for CPD homes, including consideration of submissions from organisations seeking initial accreditation as a CPD home, and monitoring the continuing compliance of accredited CPD homes with the approved accreditation criteria. The AMC and the Medical Council of New Zealand work collaboratively to assess specialist medical colleges who are accredited as CPD homes in Australia and as recertification program providers in Aotearoa New Zealand.
- Providing advice, sponsoring and undertaking activities that promote improvement in medical continuing professional development in response to evolving health needs and practices, and educational and scientific developments in Australia and Aotearoa New Zealand.

The Committee includes members appointed after consultation with the Medical Deans Australia and New Zealand and the Medical Council of New Zealand; as well as medical and other health practitioner educationalists, members with expertise in CPD home accreditation, doctors representing the interests of CPD homes' members, members with experience in administering an accredited CPD home program, member with a background in, and knowledge of, health consumer issues; and members to enhance the contribution of Aboriginal and/or Torres Strait Islander and Māori people to the AMC's accreditation processes.

Committee members are expected to:

- Support professional accreditation as a tool for quality improvement and assurance and contribute to AMC process reviews and development
- Be familiar with the [Criteria for AMC Accreditation of CPD Homes](#)
- Stay informed about current issues in medical education and healthcare delivery
- Foster innovation and improvements in medical continuing professional development
- Ensure fair and impartial assessment of CPD home programs by applying accreditation criteria consistently
- Uphold AMC values: Openness and Accountability, Collaboration, Innovation, Striving for Excellence, Integrity, and Cultural Safety

The Terms of Reference for the CPD homes Accreditation Advisory Committee can be found [here](#).

#### Time commitment

Members of the CPD homes Accreditation Advisory Committee are appointed for a four-year term but may serve a second term for an additional four-years, if AMC Directors consider it is in the Council's best interest. The Committee meet 3-4 times annually using a mix of half-day face-to-face meetings and video conferencing. Meeting papers are distributed electronically via the AMC's portal and members are expected to review extensive materials, lead discussions, and contribute to policy development and regular reviews. It is also expected that members participate in evaluating monitoring submissions from accredited CPD homes and may join AMC working parties and review groups.

#### Remuneration

The AMC compensates Committee members with fees for meeting participation and provides superannuation contributions as mandated by *Superannuation Guarantee* legislation.

Additionally, the below support is provided for members of Committees:

- support, induction, and training for committee members
- arranging and covering costs for necessary accommodation and travel
- covering expenses for meals and incidental costs, such as taxi fares

### Expression of interest

Expressions of interest, along with a current curriculum vitae, should be submitted via email, addressed to Karen Rocca, Manager, Accreditation Projects and Process Development, at [cpdhomes@amc.org.au](mailto:cpdhomes@amc.org.au) by **15 December 2025**.

The AMC will treat the information provided confidentially and use it only to assist in its shortlisting and appointment process.

For more information, please contact [cpdhomes@amc.org.au](mailto:cpdhomes@amc.org.au)

*Diversity and inclusion are considered essential to the AMC's continued success.*

*The AMC values the diversity of thought and experience and believes that an inclusive and collaborative culture underpins the accreditation and assessment of medical education.*

*We celebrate and promote diversity as a significant strength in our organisation.*