

# Accreditation Committee Membership Application Form

## Summary

This expression of interest is for individuals interested in filling one of the **4 positions** below on our Accreditation Committee (AC) in 2026:

- two pharmacy academics
- two Aboriginal and/or Torres Strait Islander member
- interprofessional member.

We appoint committee members in accordance with our [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 by email to [recruitment@pharmacycouncil.org.au](mailto:recruitment@pharmacycouncil.org.au) prior to applications closing:

- this application form
- their current (brief) CV

### Applications close

15<sup>th</sup> June 2026

## 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](#)
- [Pharmacy Program Accreditation Guide](#)

If you have any questions, please feel free to contact the Recruitment team at [recruitment@pharmacycouncil.org.au](mailto:recruitment@pharmacycouncil.org.au)

Please complete this AC Membership Application Form below:

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 academic

Aboriginal and/or Torres Strait Islander member

Interprofessional member

## Personal details

Title

Full name

Phone number

Email address

Address

Employment details

Workplace name

Job 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.

I do not currently hold pharmacist registration in Australia

Ahpra registration number

## Conflict of interest details

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:

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

1. why you are interested in joining the APC AC
2. how your knowledge and skills align with the requirements of the position(s) you are applying for
3. how your knowledge and skills will contribute to the work of the AC
4. 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 of signing

# 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 APC that reports to the Chief Executive Officer (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 against the relevant accreditation standards.
- Report accreditation decisions on matters that fall under the National Law to PharmBA via APC.
- Make recommendations to the APC Board on matters such as revoking accreditation of a program, as well as granting, revoking or extending the accreditation of an international degree program.
- Undertake other accreditation activities referred to it by the CEO.

## Member appointments

As described in the [AC By-Law](#), members are appointed for up to 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 usually 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 first half of the year prior to enable planning. As a guide, in 2026 meetings are in March, May, July, September and November, and all meetings are held on a Tuesday.

## 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.

## Remuneration

AC members are provided with modest remuneration in accordance with the APC Remuneration Guidelines for meeting attendance.

## Travel expenses

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

## By Law:

### 5. Appointment process

Vacant AC positions will be advertised publicly via an EOI process.

A Selection Committee may be appointed by the CEO to develop recommendations for appointments.

### Appendix A: Accreditation Committee Positions

Position number	Title	Description	Number of appointees
1	Chair	Pharmacy academic with extensive experience in tertiary pharmacy education. Current or previous pharmacy program leader. Experience chairing committees or boards in the academic sector.	1
2	Pharmacy academic	Pharmacy academic with experience in tertiary pharmacy education, including curriculum design, clinical education and assessment methods.	3
3	Pharmacy educator	Pharmacy educator with experience in post graduate program design and delivery.	Up to 2
4	Practising pharmacist	Pharmacist with experience in contemporary pharmacy practice including the supervision of pharmacy students, interns and/or pharmacists undertaking post graduate education. Holds current general registration with the Pharmacy Board.	2
5	Aboriginal and/or Torres Strait Islander member	Individual with cultural capacity and demonstrated connection to country and community who identifies as Aboriginal and/or Torres Strait Islander. Experience on a health, regulatory or accreditation decision-making body. Understanding of the higher education sector.	2
6	Interprofessional member	Individual with expertise in interprofessional learning, assessment or accreditation from a non-pharmacy profession.	1
7	Community member	Individual with experience as a community representative on a health, regulatory or accreditation decision-making body. Understanding of the higher education sector. Experience with bringing a national consumer	1

		perspective to decision-making.	
<b>8</b>	Student member	Student enrolled in an APC accredited Australian pharmacy degree program. (Must be a student at the time of joining the committee but may become an intern pharmacist or early career pharmacist in their 3-year term).	1