

**POSTGRADUATE MEDICAL COUNCIL OF VICTORIA
ELECTION TO PMCV BOARD**

The position of Medical graduate <3 years' experience as a medical practitioner on the PMCV Board currently held by Dr Golsa Adabi becomes vacant at the AGM on Thursday 23 November 2017. The Board has approved the process and timeline for the filling of this position.

Timeline:

Monday 3 July	Expression of Interest process opens
Monday 31 July	Expression of Interest process closes
By mid-August	Board Nomination Committee to review the Expressions of Interest received and determine if any interviews required
End August	Interview Panel (if required)
21 September	PMCV Board meeting (to consider recommendations of the Nomination Committee)
September	Contact successful applicant; sent out letters to unsuccessful applicants
Thursday 23 November	Election of member at Annual General Meeting
Thursday 23 November	Elected member attends their first Board meeting

Application process

The Nomination/Expression of Interest process is set out in Appendix 1.

The Nomination Form (Appendix 3)

**Expression of Interest for appointment to the Board of the Postgraduate
Medical Council of Victoria
Elected member - Medical graduate with less than 3 years' experience as a
medical practitioner**

The Rules of the Postgraduate Medical Council of Victoria (PMCV) provide for an eleven member Board comprising of 4 nominated members (a nominee from each of the three Victorian medical faculties and a nominee of the Minister of Health) and 7 elected members. The Board meets at least 4 times annually and conducts an Annual General Meeting. There are several Board committees established (Finance and Risk Committee, Nomination Committee) that meet between meetings of the Board.

All nominees seeking membership must be in good standing and be able to demonstrate:

- Advanced oral and written communication skills
- An ability to contribute to a broad and national perspective on issues faced by prevocational doctors
- Ability to represent and promote the work of the PMCV
- Ability to act with honesty and integrity and in accordance with the PMCV's values and Code of Conduct
- Gender and cultural sensitivity
- A commitment of time to actively participate as a member of the PMCV Board.

(Note: The PMCV as a Victorian funded agency is aiming to progressively achieve the government's gender equity target of 50% women on government Boards).

Remuneration

The PMCV's Statement of Purposes and Rules precludes a member from being paid a fee for services as a member of the Board. Members are entitled to be paid or reimbursed for reasonable out-of-pocket expenses incurred in their performance as members of the PMCV Board.

Vacant Elected member position on PMCV Board:

The PMCV is calling for expressions of interest to fill the elected member position on the Board - a medical graduate with less than 3 years' experience as a medical practitioner

Selection criteria: Essential:

- Current registration as a medical practitioner
- Evidence of involvement in prevocational / postgraduate education / training / teaching / research as a PGY1 / PGY2 / and/or PGY3 doctor.
- Evidence of a leadership and/or advocacy role (e.g. research/project team leader, medical school or Australian Medical Students Association (AMSA) role, involvement in national or state educational bodies (e.g. Medical Deans of Australia and New Zealand, the Australian Medical Council or the Confederation of Postgraduate Medical Education Council (CPMEC) or its Australasian Junior Medical Officer Committee, PMCV or other state/territory Postgraduate

Medical Councils (e.g. Junior Medical Officer (JMO) Forum, Council subcommittee), or membership of a health service committee).

- Representation skills, including capacity to think and work strategically
- Proven ability to engage constructively in discussion, debate and problem solving

Selection criteria - Desirable:

- Previous experience serving on a Board / Committee or in a position in a student or community service organization

Appendix 2:

POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC

Application form – Expression of Interest for appointment to the Board of the Postgraduate Medical Council of Victoria Inc.

Checklist for applicants

1. Please read the privacy information and complete the declaration at the end of the application form.
2. Complete the application form and attach your resume or CV.
3. Include a covering letter/statement (maximum 2 pages) outlining the reasons for your application and how you would contribute to the PMCV.
4. Include the names of 3 referees who can be contacted if you are shortlisted.
5. Please note that the information marked with an * is optional.
6. Sign the application and declaration and return to: Ms Carol Jordon, Chief Executive Officer, Postgraduate Medical Council of Victoria, by email to: cjordon@pmcv.com.au "Attention: Ms Carol Jordon".
7. **Closing date: 31 July 2017**

A. Personal details

Title	
Surname	
First name	
Other names	
Date of birth	
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>
Residential address and postcode	
Telephone	Business After Hours Mobile
Preferred Email Address	
Your Country of Birth	

B. Assessing your eligibility for appointment to the PMCV Board

Please answer the eligibility questions below.

If you answer 'yes' to questions 7 or 8, please ensure that you address this experience in your covering letter/statement.

1. Are you currently registered as a health practitioner?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Registration No: _____
2. Do you have experience of? <ul style="list-style-type: none">• Working in a public or private health service• Involvement in postgraduate or undergraduate education and training/research• Previous or current involvement in the activities of the PMCV• A leadership or advocacy role• Representation skills• Membership of a Board/Committee/project group	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If you answer 'yes' to any of these questions, please provide details in your cover letter/statement

C. Summary of education and employment

Please ensure that your resume or CV attached to this application includes relevant information to support your application. In addition, please complete the summary below.

3. Education	
4. Skills, specialisations, any other formal qualifications (e.g. Teaching on the Run/ PDR program completion)	

5. Employment /Work History (Last 3 years)

	Employer	Position	Period of service (e.g. 2 years, 2006-2007)
a.			
b.			
c.			

D: Membership of other bodies

Please detail membership of other government or non-government bodies (e.g. membership of boards, committees, and community groups).

Body	Position	Period of Service (e.g. 2 years, 2006-2007)	No. of times appointed

E. Referee details:

Provide details below. Referees will only be contacted if you are a shortlisted applicant.

Referee 1:	Referee 2:	Referee 3:
Name:	Name:	Name:
Relationship to applicant:	Relationship to applicant:	Relationship to Applicant
Telephone:	Telephone:	Telephone:
Email:	Email:	Email:

***You must attach your CV and provide a cover letter/statement to address your experience as per questions 3 or 4, if you would like your application to be considered.
Incomplete applications cannot be assessed.***

Thank you.

Privacy Statement

The Postgraduate Medical Council of Victoria (PMCV Inc.) is collecting your personal information to assess your suitability for appointment to the Board of the PMCV. This information will only be accessed by authorised PMCV officers and members of the Board Selection Committee. The PMCV treats all personal information provided by an individual in support of an application for appointment in accordance with the laws that apply to PMCV, including the applicable provisions of the *Privacy Act 1988* (Cth) and any other state privacy legislation or regulations.

The personal information you provide in this application is required to assess your application. Should you wish to gain access to personal information held by PMCV please contact our Privacy Officer by writing to the Privacy Officer at the PMCV.

Declaration

I,declare that:

- i) I have never been, nor am I currently insolvent and
- ii) I have not been disqualified from acting as a director or acting in the management of a company.

I grant permission for inquiries to be made to establish the accuracy of any of the information provided by me in this application form and accompanying attachments and to determine my suitability for appointment. I understand that these inquiries may involve the disclosure of personal information for these limited purposes. I understand that the PMCV and selection panels may make inquiries of any persons or organisations they consider appropriate.

Signature: _____

Date: _____