

Expression of Interest: Accreditation Advisory Group (AAG) members and Programme Accreditation Team (PAT) members

We are seeking expressions of interest from experienced professionals to contribute to the accreditation and quality assurance of pharmacy education in Aotearoa New Zealand.

Opportunities are available to:

- Join the **Accreditation Advisory Group (AAG)**, or
- Become part of the **Programme Accreditation Team (PAT) member pool**.

Te Pou Whakamana Kaimatū o Aotearoa | Pharmacy Council of New Zealand is responsible for accrediting pharmacy education programmes and qualifications to ensure they meet the standards required for safe, competent and culturally responsive pharmacy practice.

To support this work, we rely on independent experts to provide advice, oversight and assessment across key accreditation and advisory activities in two distinct functions. Details for each role are outlined further below.

General skills and experience

For both roles, we are seeking individuals who can demonstrate:

Knowledge and expertise in one or more of:

- Pharmacy academia or education
- Pharmacy practice (including contemporary practice areas)
- Accreditation and quality assurance processes
- Assessment and evaluation against standards
- Te Tiriti o Waitangi, Hauora Māori, health equity, and cultural safety.

Professional skills and attributes

- Strong analytical skills and ability to synthesise complex information
- Sound judgement and ability to provide balanced, evidence-based advice
- Experience contributing to professional, academic, governance or advisory groups
- Excellent communication and interpersonal skills
- Ability to work collaboratively and respectfully with a diverse range of stakeholders
- Professional integrity, including management of conflicts of interest and confidentiality obligations

Successful applicants will receive appropriate induction and ongoing support.

Remuneration and engagement

AAG members are appointed to standing advisory groups and engaged for meetings and related work as required.

PAT members are appointed to a pool and engaged to be on specific accreditation teams and site visits depending on Council's accreditation work programme and needs.

Roles are remunerated in accordance with Council policies and engagement arrangements.

To express your interest

If you are interested in contributing to the accreditation of pharmacy education programmes in New Zealand, you may apply for one or both roles (you will be appointed to one). Please submit:

- A **cover letter** outlining:
 - The role(s) you are interested in (AAG and/or PAT)
 - Your relevant skills and experience
 - How you would apply these in the context of the role
- A **current CV**
- Any **supporting documents or certificates** (optional)
- Please email your application to Raj Kaur, Senior Advisor Competence Assurance, at **r.kaur@pharmacycouncil.org.nz** by **21 September 2026**.

Detailed information about each role is provided on the following pages. This includes the purpose of each role, key responsibilities, desired skills and experience, and appointment arrangements. Applicants may express interest in one or more roles depending on their skills, experience and areas of interest.

Roles and responsibilities

Accreditation Advisory Group (AAG) Member	
Purpose	Provides independent expert advice and recommendations to Council on the accreditation of pharmacy education programmes.
Appointment and commitment	Standing advisory group appointed for a fixed term (typically three years). Members meet periodically throughout the year. We are looking to appoint up to three new members.
Key responsibilities	• Review accreditation reports and supporting information • Consider whether programmes meet accreditation standards • Monitor accredited programmes through reporting and other assurance activities • Identify risks, issues and opportunities for improvement • Provide advice to Programme Accreditation Teams on areas requiring particular attention during reviews • Support the formation of Programme Accreditation Teams where appropriate • Provide recommendations to Council regarding accreditation outcomes and other accreditation matters
Specific experience that would be valuable	• Accreditation and quality assurance experience • Knowledge of pharmacy education and programme delivery • Experience evaluating evidence against standards • Strategic and systems-level thinking
Programme Accreditation Team (PAT) Member	
Purpose	Conducts accreditation reviews of individual pharmacy education programmes and provides findings and recommendations to Council.
Appointment and commitment	PAT members are appointed to a pool and engaged as required for individual accreditation reviews. We are looking to expand the PAT pool by up to five new members. Some new members may be involved in upcoming accreditations in 2027.
Key responsibilities	• Review programme submissions and supporting evidence • Participate in accreditation reviews, site visits and stakeholder interviews (online and/or in-person) • Assess programme quality and the provider's capability and capacity to meet accreditation standards • Work collaboratively with Council throughout the accreditation review process • Contribute to team discussions and accreditation findings • Assist in developing accreditation reports, including commendations, recommendations and suggested conditions where appropriate

	<u>PAT Chair (additional responsibilities)</u> • Lead the PAT throughout the accreditation review process • Delegate activities and coordinate team workload • Manage stakeholder interviews and site visit activities • Liaise with Council regarding accreditation requirements and logistics • Facilitate robust and fair team deliberations • Lead development of the accreditation report and recommendations Applicants interested in PAT membership may indicate if they wish to be considered for future PAT Chair opportunities.
Specific experience that would be valuable	• Experience in accreditation, pharmacy education, pharmacy practice, assessment, quality assurance and/or academic leadership • Experience in programme delivery, professional practice, assessment and/or quality assurance • Strong analytical and report-writing skills • Ability to objectively assess evidence against standards • Collaborative working style