POLICY FOR TRANSITION FROM THE FACEM TRAINING PROGRAM TO NON-SPECIALIST TRAINING PROGRAMS

1. PURPOSE AND SCOPE

This policy describes the principles and processes by which evidence of training, experience and credentials possessed by a trainee, may be assessed for the purpose of transitioning from the FACEM Training Program (FTP) into the Non-Specialist, Emergency Medicine Certificate (EMC) and/or Emergency Medicine Diploma (EMD), Training Programs.

2. EXPLANATION OF TERMS

2.1 Recognition of Prior Learning

Recognition of Prior Learning refers to the acceptance and assessment of evidence of relevant knowledge, skills and competencies attained though experience or education and training in another medical education program or jurisdiction. (Committee of Presidents of Medical Colleges, 2009)

Recognition of Prior Learning may be available to FTP trainees wishing to enter the EMC and/or EMD and receive recognition of prior learning for evidence of knowledge, skills and competencies obtained from experience or training gained while enrolled in and undertaking the FTP.

An RPL assessment process assesses evidence of an individual's equivalent competencies as articulated in the *ACEM Curriculum Framework* against the *EMC/EMD Curriculum Document*.

3. PRINCIPLES FOR ASSESSMENT

Validity

> The evidence of knowledge, skills and other competencies should be relevant to the applicable Non-Specialist Training Program(s). Validity of the knowledge, skills and other competencies is assessed through alignment of the FACEM Training Program learning outcomes with those in the *EMC/EMD Curriculum Document*, and consideration of content, level of training and clinical/medical experience.

Authenticity

> The evidence of knowledge, skills and other competencies must clearly be those of the trainee and the information supplied must be true and accurate.

Timeliness

> Applications for RPL must be received prior to commencement in the applicable Non-Specialist Training Program(s), taken from the date of the commencement of the initial training term undertaken.

Maximum RPL

> The maximum Recognition of Prior Learning available for the FACEM Training Program is dependent on the evidence supplied by the trainee, in conjunction with data in College records and the provisions of this policy.

Trainee

In the context of this policy, trainee refers to either a currently enrolled or previously enrolled trainee in the FACEM Training Program.

Category A

For the purpose of this policy, Category A refers to a trainee who:

a)   has not met the requirements of Provisional Training; or

b)   has not been reviewed by a Regional WBA Panel.

Category B

For the purpose of this policy, Category B refers to a trainee who:

a)   with the exception of the Primary Examination, has met all non-examination requirements of Provisional Training as verified by the trainee's most recent Regional WBA Panel review; or

b)   has progressed to and is undertaking Early Phase Advanced Training, but has not yet met the standard expected at the end of Early Phase Advanced Training.

Category C

For the purpose of this policy, Category C refers to a trainee who:

a)   has met the standard expected at the end of Early Phase Advanced Training, as verified by the trainee's most recent Regional WBA Panel review; or

b)   is undertaking Late Phase Advanced Training, but has not yet met the standard expected at the end of Late Phase Advanced Training.

4.   APPLICATION FOR RPL

The application must be made in writing on the appropriate form and be accompanied by all required information and supporting documentation.

An application submitted under this policy must address the following:

(a)   The Non-Specialist Training Program to which the trainee is applying to transition.

(b)   A statement of evidence (defined as assessment data) from the trainee providing details of the assessment(s) and/or training requirements completed for which the RPL is being sought.

(c)   An Emergency Medicine Certificate Procedural Checklist or an Emergency Medicine Diploma Procedural Checklist signed off by the trainee's current ACEM Director of Emergency Medicine Training that confirms the trainee's ability to perform specific procedures as outlined in the checklist.

(d)   Any additional documentation or information that may be specifically required by the ACEM *Non-Specialist Training Committee* (NSTC).

(e)   The training for which RPL is sought was satisfactorily completed and formally accredited towards the requirements to be met by the trainee in the FTP.

If any of the supporting documentation cannot be provided at the time the application form is submitted or, if further documentation is required by the Non-Specialist Training Committee, then it must be received at the College office within one (1) month of the date of the request by ACEM to the trainee.

5.   WHEN RPL WILL NOT BE GRANTED

The circumstances in which applications for RPL will not be considered include, but are not limited to the following:

     (a)   The application is incomplete (e.g. supporting documentation is not provided).

     (b)   The application is not made within the prescribed timeframes outlined in this policy.

     (c)   The trainee has fees or costs due for payment to ACEM.

6.   ASSESSMENT OF APPLICATIONS FOR RPL

6.1   Assessment Process

Assessment of RPL applications will be approved by the Non-Specialist Training Committee, which may delegate the assessment process to nominees approved by the Chairs of the Non-Specialist Training Committee and the Specialist Training and Assessment Committee.

6.2   Assessment Criteria Emergency Medicine Certificate

EMC Program Requirement	FACEM Training Program requirements met	Evidence
Six (6) FTE months of approved supervised training	Category B	The FACEM Training Program trainee record as evidence of the phase of training and verification of the trainee's most recent Regional WBA Panel review ('The Trainee Record').
Three (3) online learning modules and their associated completion assessments	Category C	The Trainee Record
Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)	Category B	The Trainee Record
Six (6) Direct Observation of Procedural Skills (DOPS)	Category B	The Trainee Record
Two (2) Case-Based Discussion (CbD)	Category B	The Trainee Record
EMC Procedural Checklist	Category C	The Trainee Record
	Category B	The EMC Procedural Checklist, with individual procedures signed off as competent by the trainee's current DEMT.
Two (2) Emergency Skills workshops (Basic Life Support and Advanced Life Support)	Category B	The Trainee Record
Ten (10) Emergency Department written case reflections	Category B	The Trainee Record
The EMC Online Examination	Category C	The Trainee Record

6.3 Assessment Criteria Emergency Medicine Diploma

EMD Program Requirement	FACEM Training Program Requirements met	Evidence
12 FTE months of approved supervised training in an Emergency Department	Category C	The Trainee Record
	Category B (eligible to be credited six (6) FTE months of approved supervised training in an Emergency Department.)	The Trainee Record
Six (6) FTE months of approved supervised training comprising either: (a) a six (6) FTE month anaesthetics term; or (b) a three (3) FTE month anaesthetics term and a three (3) FTE month ICU term	Critical Care Requirement	The FACEM Training Program trainee record as evidence of satisfactory completion of the Critical Care Requirement.
Three (3) online learning modules and their associated completion assessments	Fellowship Examination (Written)	The Trainee Record as evidence of satisfactory completion of the Fellowship Examination (Written).
Eight (8) Mini-CEX	Category C	The Trainee Record
Nine (9) individual DOPS as listed in EMC/EMD DOPS Guidelines and Assessment form	Category B	The Trainee Record
Four (4) Case-Based Discussion (CBD)	Category C	The Trainee Record
Individual procedures as listed in the EMD Procedural Checklist	Category B	The EMD Procedural Checklist, with individual procedures signed off as competent by the trainee's current DEMT.
Audit	Trainee Research Requirement	The Trainee Record as evidence of satisfactory completion of the Trainee Research Requirement.
Certification in two (2) of the following workshops (a) Advanced Paediatric Life Support (APLS) or Advanced Paediatric Emergency Medicine (APEM) (b) Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM) (c) Advanced and Complex Medical Emergencies (ACME) (d) Effective Management of Anaesthetic Crisis (EMAC)	Category A, Category B or Category C	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider.
12 Emergency Department written case reflections	Category C	The Trainee Record
	Category B (eligible to be credited six (6) of the 12 required Emergency Department written case reflections.)	The Trainee Record
The EMD Online Examination	Fellowship Examination Written component	The FACEM Training Program trainee record as evidence of satisfactory completion of the written component of the Fellowship Examination.

7.   PAYMENT OF FEES

The application fee(s) associated with the process to which this policy applies may be found on the ACEM website and need to be submitted at the time of application. Applications will not be progressed in any way until such time as any applicable fee(s) are received with the relevant application form.

The fee is non-refundable should a prospective trainee elect not to enrol or the application is unsuccessful, and is in addition to any other costs associated with entry to the EMC and/or EMD Training Programs.

8.   ASSOCIATED DOCUMENTS

- ACEM Regulations: Regulation B - ACEM Specialist Training Program
- ACEM Regulations: Regulation D - ACEM Non-Specialist Training Programs
- *ACEM Curriculum Framework*
- *EMC/EMD Curriculum Document*

9.   DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

9.1   Responsibilities

Document authorisation: Council of Education
Document implementation: Executive Director of Education and Training
Document maintenance: Manager Standards

9.2   Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jul-2017	Approved by Council of Education