



Australasian College for Emergency Medicine

acem.org.au

Collaboration

Equity

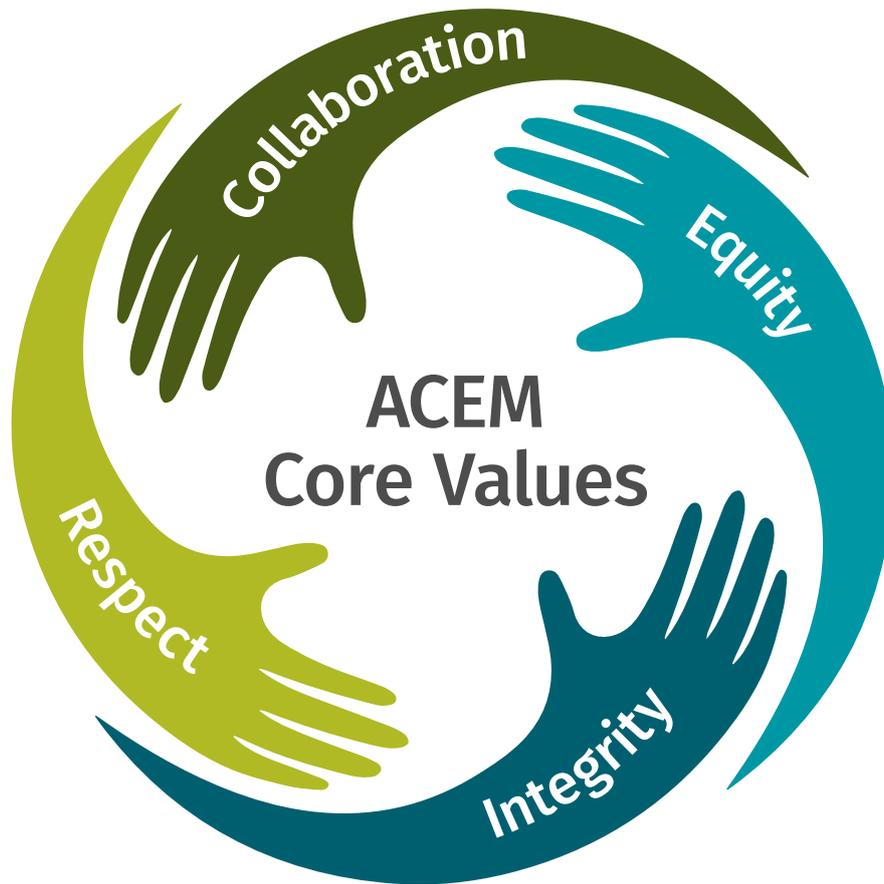
Respect

Integrity

New Member Orientation Guide

Associate, Certificant, Diplomate, Advanced
Diplomate, and Educational Affiliate

February 2024



These values define the organisation’s guiding principles, and underpin the way ACEM works in order to meet it’s vision and mission of ensuring the highest standards are maintained in the training of emergency physicians, and in the provision of emergency care to the communities of Australia and Aotearoa New Zealand.

Find out more and complete the elearning module at acem.org.au/corevalues

Vision

Be the trusted authority for ensuring clinical, professional and training standards in the provision of quality, evidence-based, patient-centred emergency care.

Mission

Promote excellence in the delivery of quality emergency care to all of our communities through our committed and expert members.

President's Welcome

Hello and welcome,

Congratulations on your admission to membership of ACEM.

Working in emergency medicine is a unique privilege and an immensely exciting career.

We are a broad and diverse crew: a group of general specialists who utilise everything at our disposal to treat people, tackle problems and lead a team. We strive to provide the best care we can, for patients and the community.

We should all be able to look after whomever comes through the door, no matter their background and no matter their age – from their first day to their last days. I think this is the most exciting and rewarding part of emergency medicine and it defines us as a specialty.

Collaboration and communication lie at the heart of this. We have the privilege to lead a team of healthcare professionals in the ED to bring out the best in the team to make the best outcome for the patient we can. We work closely with patients and carers to solve complex clinical challenges. Their endless dedication, unique skills, and empathetic care are a big part of why I love emergency medicine.

Before admission as a member, you may have undertaken one of ACEM's education or training programs. Another key part of our remit is to advocate for solutions to issues important to us as healthcare professionals and as members of our broader community. We advocate for the wellbeing of individuals and our systems, for action on Indigenous health inequity, and we promote the wonderful opportunities to be found in rural, remote and regional medicine, and the importance of research that underpins our work and much more.

Accordingly, this guide outlines some of the issues and requirements you will need to be aware of in your journey as an ACEM member. These include continuing professional development requirements, resources and benefits relevant to new members.

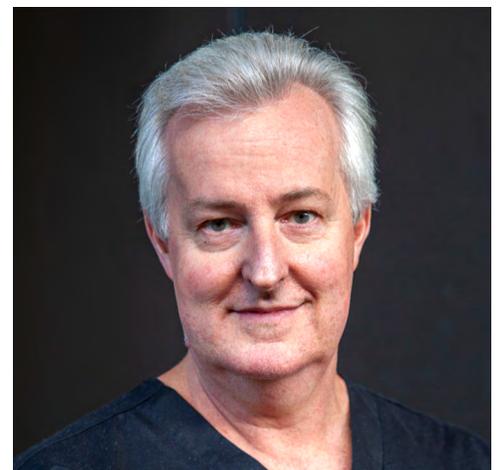
This guide also shows where you can find support, and how you can get involved in College life as a member.

I would encourage you to get involved. It's a great way to meet new friends and have a say in where we are going. Please take the time to read through, and please don't hesitate to contact the College if you need any help.

Congratulations on your journey and achievements to date and I wish you all the best in your next steps as a member. We are excited to have you on board.

Thank you,
Dr Stephen Gourley

ACEM President

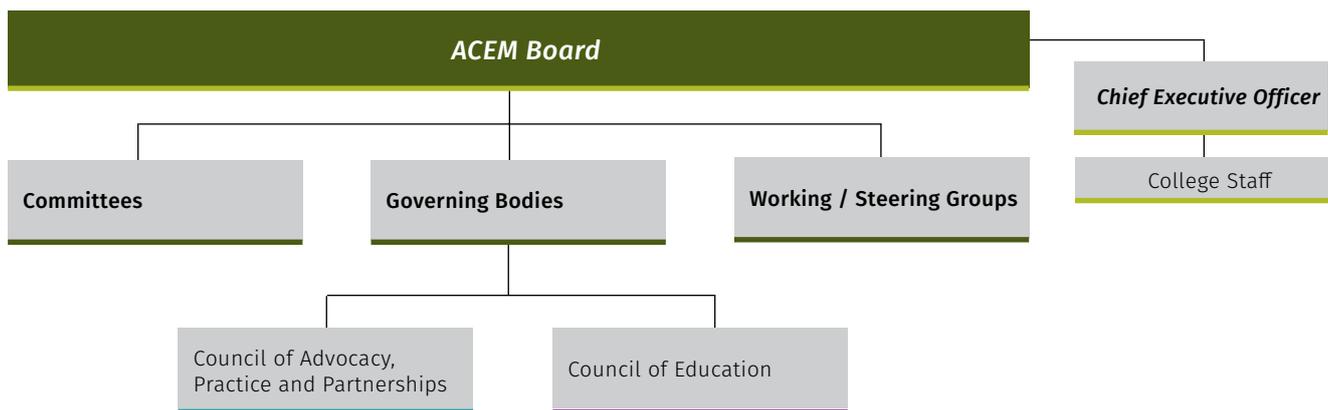


Structure and governance

As a membership-based organisation our work is progressed by physicians and clinicians who volunteer their time, in partnership with stakeholders and professional staff employed at the College.

ACEM Board

ACEM is governed by a Board, the members of which are the Company Directors. The Board delegates some powers to its two councils, the Council of Advocacy, Practice and Partnerships and the Council of Education, and their subordinate entities.



Council of Education

The Council of Education (COE) is the educational governing body of ACEM overseeing all of the College's education and training activities, including continuing professional development (CPD).

Council of Advocacy, Practice and Partnerships

The Council of Advocacy, Practice and Partnerships (CAPP) represents members' interests through the development of standards, advocacy and policy on major issues affecting Emergency Medicine.

ACEM Foundation

Established in 2012, the ACEM Foundation contributes philanthropically towards three pillars: Emergency Medicine Research, Global Emergency Care and Supporting Aboriginal, Torres Strait Islander and Māori doctors undertaking emergency medicine training.

Key membership documents

ACEM has several policies and guidelines that you can and should refer to during your membership.

Constitution

ACEM is governed by the principles outlined in our [Constitution](#).

Regulation A – Governance

[Regulation A](#) outlines the categories of membership; suspension, termination and reinstatement of membership; CoE; CAPP; ACEM Board; regional faculties; and networks.

Regulation E – Recertification

[Regulation E](#) outlines member recertification including CPD participation; compliance audits; failure to comply; additional requirements; and being of Good Standing with the College.

Conflict of Interest Policy

The purpose of the [Conflict of Interest Policy](#) is to provide guidance in identifying and handling potential and actual conflicts of interest involving ACEM and its activities. It is the responsibility of each member to have regard to the particular circumstances of each case, and the application of this policy in each case.

Member Subscriptions Policy

The [Member Subscriptions Policy](#) relates to the annual subscription fees payable by members of ACEM and to fees payable by those seeking admission to membership of the College.

Member/Staff Relations Policy

The purpose of the [Member/Staff Relations Policy](#) is to clarify the relationship between College members, whether as individuals or as members of any College entity, and College staff. This policy applies to all College members, trainees and staff.



Continuing Professional Development Participation Policy

ACEM provides a CPD Program to ensure medical practitioners practising in the field of emergency medicine maintain and improve their knowledge and skills as applicable to their professional practice. The [CPD Participation Policy](#) outlines the program including structure; participation; requirements; and compliance.

Your benefits

Being an ACEM member is not just about the advancement of Emergency Medicine in Australia and Aotearoa New Zealand. It's about having access to a range of entitlements, benefits and support, including educational resources, a dedicated webpage on your wellbeing, and financial savings through various programs.



Postnominal

If you have completed an ACEM training program, you are entitled to use the appropriate postnominal, 'Cert EM (ACEM)', 'Dip EM (ACEM)', or 'Adv Dip EM (ACEM)', as long as you remain a member.



Wellbeing initiatives

There is a range of resources which aim to enhance your enjoyment of emergency medicine and support you and your family throughout your career. Find out more [here](#).



Advancing EM

You have the opportunity to advance emergency medicine through advocacy, policy, research, scholarships, awards or grants.



Your ED magazine

Real stories about emergency medicine and the people that work in the discipline. [Access Your ED online](#).



Credential verification

ACEM can provide a Letter of Good Standing or verification of your credentials for employment purposes.



Job board

Access job postings within Australia and Aotearoa New Zealand at [jobs.acem.org.au](#). Find new career opportunities, searching by state, region or keyword.



EMA Journal

Emergency Medicine Australia (EMA) is the official journal of ACEM and the Australasian Society for Emergency Medicine. [Access EMA online](#).



Financial savings

Members are entitled to an extensive range of quality lifestyle and financial benefits through [Member Advantage](#) and [Travel Club](#) (available in Australia and Aotearoa New Zealand only).



Annual General Meeting

As a member you are able to attend the Annual General Meeting, but do not have voting rights.



Continuing Professional Development Home

As a specialist medical college, ACEM is the AMC and MCNZ accredited provider of your CPD Home.

The College has a huge range of benefits available to members. **Find out more at [acem.org.au/benefits](#)**



Your role as an ACEM member

As a member of ACEM you have become a part of the emergency medicine community. There are certain responsibilities and obligations you are expected to meet when holding this title.



As outlined in your admission to membership you are reminded to:

- **Uphold the ethical and professional standards** expected of members of ACEM as members of the medical profession, both in your work and conduct as an emergency medicine practitioner.
- **Conduct yourself in accordance with the College's core values** of Respect, Integrity, Equity and Collaboration and its governing Constitution, Regulations and associated documents.
- **Remain in Good Standing with the College**, that is to have no outstanding financial debts to the College, not be subject to any disciplinary or other investigations by the College and meet all ACEM Recertification requirements.

If you have concerns regarding your membership or your ability to meet the requirements, it is important you contact the College to have these concerns addressed.

Your College, your responsibilities

As a member of ACEM, you have a responsibility to maintain relevant records with the College and ensure the longevity of your career by seeking assistance when you need it.

- **Medical registration**

Notify the College if your medical registration expires or if, for any reason, your medical registration is under investigation, withdrawn, suspended or has conditions imposed.

- **My ACEM portal**

Regularly visit the [My ACEM portal](#) and ensure the College has an accurate and current record of your contact and other details. Update your email address so that you can receive important College correspondence and other communications.

- **Continuing Professional Development**

Record your CPD on the ACEM MyCPD platform in a timely manner. Recording any CPD activities you undertake throughout the annual cycle will ensure you are meeting the requirements of your membership.

- **Work-life balance**

Plan to ensure a healthy work-life balance. Emergency medicine is a highly rewarding, yet challenging career. The constant exposure to patient ill-health and injury and heavy physical and emotional demands can affect your wellbeing. ACEM can help to support you to look after yourself whilst caring for others.

- **Seek assistance**

If you have any issues or concerns, seek assistance from the Membership and Culture Unit by contacting membership@acem.org.au.

Keep up with EM

Read the College newsletter, distributed weekly to keep members and trainees up to date with the College's activities and emergency medicine in Australia, Aotearoa New Zealand and internationally.

ACEM BULLETIN

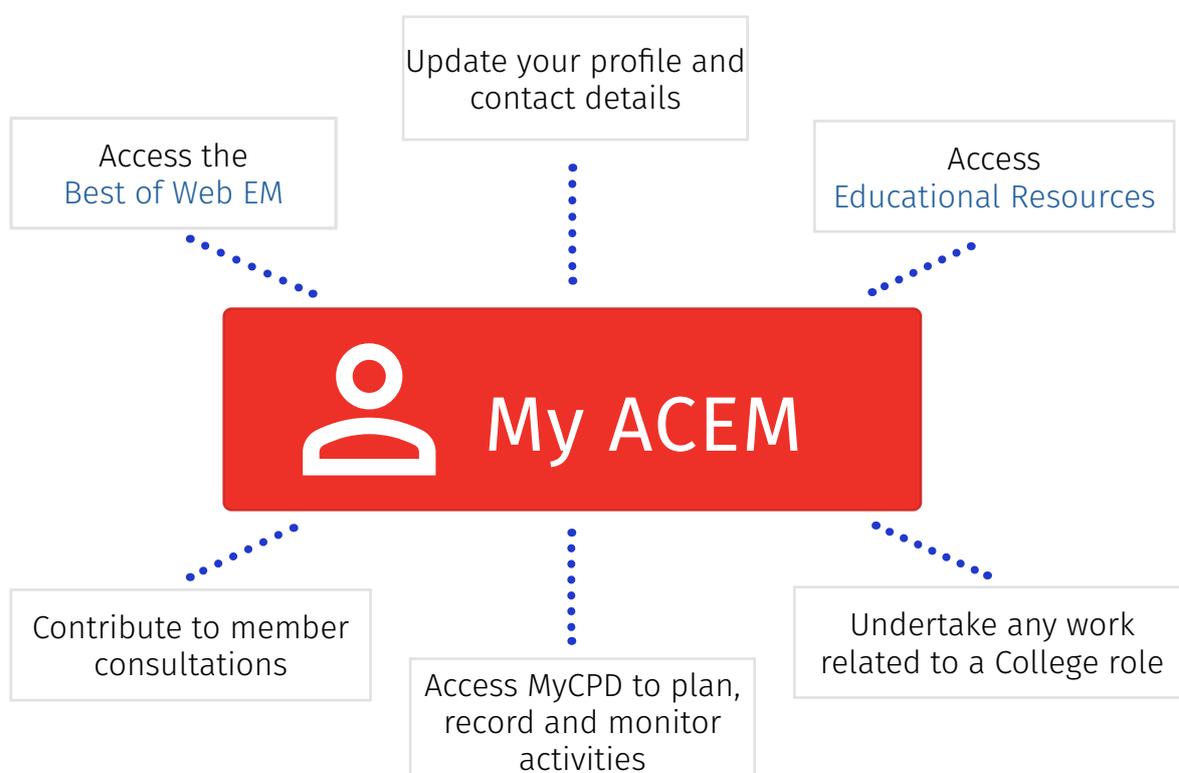
Weekly email

- College updates
- Job opportunities
- Events

My ACEM portal

My ACEM is your online portal for recording your CPD, accessing Educational Resources and maintaining your ACEM records.

In the My ACEM portal you can:



Keep your details up to date

It is important that you keep your contact and registration details up to date on the portal.

You should also frequently visit the MyCPD platform to track your CPD requirements and view any notifications.

If you need any assistance logging in to your My ACEM account, contact the IT Helpdesk at

helpdesk@acem.org.au.

Continuing Professional Development

ACEM is committed to delivering an emergency medicine specialist-led Continuing Professional Development (CPD) program that is not only relevant and responsive to your growth and aspirations, but also provides you with the support needed to meet the requirements set by the Medical Board of Australia and the Medical Council of New Zealand.

The purpose of the ACEM CPD Program is to

- facilitate your participation in effective CPD within your scope of practice;
- extend your expertise in emergency medicine;
- maintain your skills and develop new skills;
- assist you to meet your regulatory requirements; and
- demonstrate your accountability to the community.



Utilise our mobile-friendly platform

Our mobile-friendly platform has been created with the feedback of participants in mind, and offers functionality based off the needs of medical practitioners and emergency specialists. Access the platform [here](#).



Professional Development Plan

You will complete an annual Professional Development Plan (PDP) outlining a current scope of practice, professional development needs, the planned activities and a reflection. View the PDP Guide [here](#).



Record activities

Record activities that contribute towards your CPD on the MyCPD platform. View the Activity Guide [here](#).



Monitor progress

You can view your annual CPD requirements and track your progress toward your annual CPD targets. Any CPD exemption applied to your CPD records can also be reviewed [here](#).



To learn more about the ACEM CPD Program visit acem.org.au/cpd. If you need any assistance regarding your CPD requirements, contact the CPD Unit cpd@acem.org.au.

Educational Resources

Educational Resources contains ACEM-developed modules and external resources curated by members and trainees. Time spent completing any ACEM resources will be automatically entered as activities in your CPD record.



General EM Resources

A searchable collection of best practice resources.

[Click here](#)



Assessing Cultural Competence

Guidance on how to provide meaningful feedback to trainees regarding their cultural competence.

[Click here](#)



Leadership

Learn about the key elements of leadership and how you may develop skills to lead more effectively

[Click here](#)



Mentoring

Strengthen your capacity for mentoring through a range of formal and structured, or informal and self-directed, training programs.

[Click here](#)

The ACEM website provides comprehensive information, useful resources, opportunities to get involved in College activities and support for members' health and wellbeing. To easily access the items most relevant to you, visit the [Members webpage](#).

The screenshot shows the ACEM website's navigation and content structure. The top navigation bar includes links for 'Jobs in EM', 'Events', 'Policies and Regulations', 'Standards and Advocacy Library', and 'Forms'. The 'Members' section is highlighted with a red bar. The main content area is divided into four columns: 'Training', 'Members', 'Certificate and Diploma Programs', and 'International Qualified Specialists'. The 'Members' column contains the following sections and links:

- Advancing My Career**
 - Mentoring
 - How to become a Training Leader
- ACEM CPD Program**
 - ACEM CPD Program – 2023
 - ACEM CPD Program – 2024
 - CPD FAQs
- Members get involved in the College**
 - Faculties
 - Opportunities for Members
- Wellbeing**
 - ACEM Assist
 - Your Wellbeing
 - Wellbeing Showcase
 - FACEM Trainee Support
 - Workforce Wellbeing Network
 - ACEM Wellbeing Award
 - ACEM Wellness Week
- Membership**
 - Membership Categories
 - Membership Documentation
 - Benefits for Members, Trainees and SIMGs
 - Career Transition Programs

The Members webpage contains links to:

- Career advancement opportunities
- CPD Program information and requirements
- How to get involved in the College
- Member benefits
- Wellbeing resources
- Membership documentation
- The Educational Resources site

Member support and wellbeing

ACEM will represent and support you in your professional life in a manner that enables longevity working in emergency medicine and sustainability of the wider emergency medicine workforce.

Membership and Culture Unit

The Membership and Culture Unit can connect you with external support services, resources, initiatives and advocates in your region. They can also advise how the College can support you directly, based on your individual circumstances. Contact them on +61 3 8679 8860 or wellbeing@acem.org.au.



FACEM Dr Andy Tagg, Deputy Chair Workforce Wellbeing Network.

Wellbeing

You can source information, resources and initiatives that support emergency medicine doctors both at and away from work via the [ACEM website](#). Discover wellbeing events and campaigns, seek out mentors and obtain insight into what your colleagues are doing to support themselves and each other within the ED and beyond.

Workforce Wellbeing Network

The Workforce Wellbeing Network is a community of practice that has been formed to develop, support, educate, research and advocate for the wellbeing of ACEM trainees, members and College employees. Visit the [ACEM website](#) to find out more or register your interest to join.

Mentor Connect

Mentor Connect is a service offered by ACEM to connect mentors and mentees outside their place of employment. Finding a mentor provides a chance to get guidance and develop self awareness and core skills. Becoming a mentor provides an opportunity for you to give back to the profession, share your experience and develop your coaching and leadership skills. To get involved, either as a mentor or mentee, contact mentorconnect@acem.org.au. Or find more information at acem.org.au/mentoring.

ACEM offers a free, confidential and independent assistance service, called ACEM Assist. The service provides coaching and counselling on a variety of topics to members in Australia and Aotearoa New Zealand.

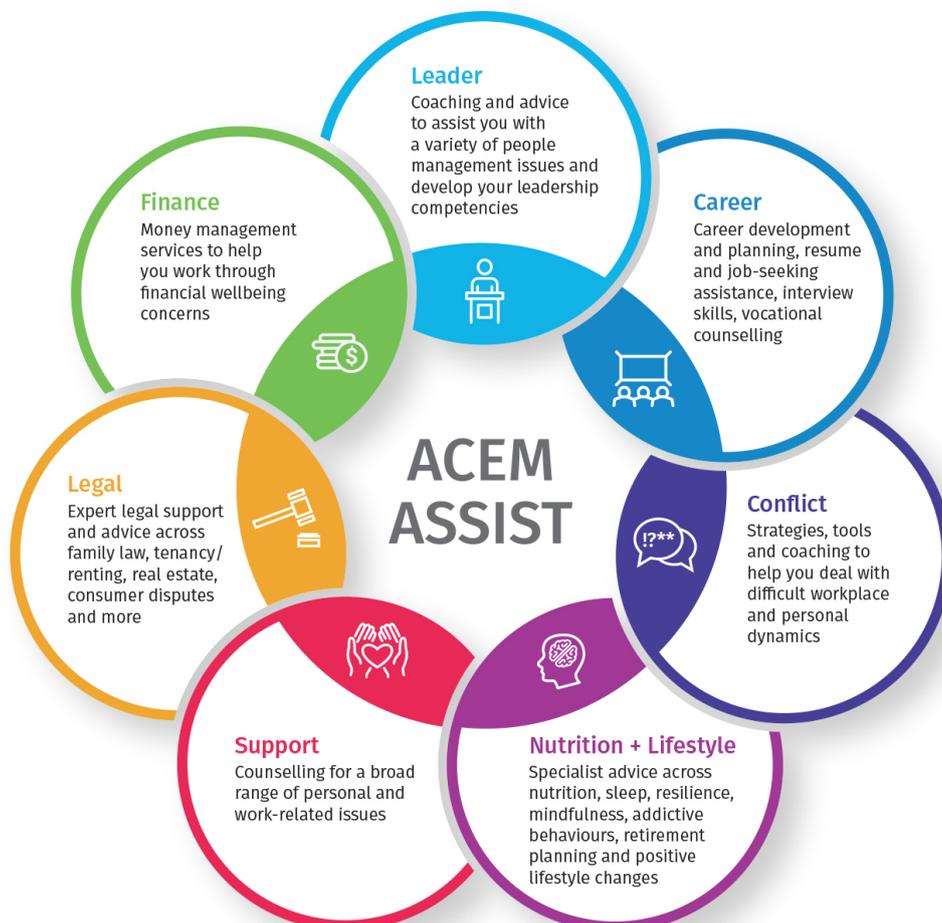
The nature of work and education commitments as doctors in emergency medicine can often be difficult to balance while maintaining a personal quality of life.

ACEM Assist offers coaching and counselling services to support you in professional, educational or personal matters. Through this service you have access to qualified professionals, including psychologists, social workers and management coaches. The holistic approach aims to support all aspects of your wellbeing.

ACEM Assist is available to all members and trainees in Australia and Aotearoa New Zealand at no charge and provides **up to four sessions for each issue per year** (Legal is limited of two sessions per year). Your attendance and the content of your discussion is not shared with ACEM or your workplace.

ACEM Assist can be accessed via acem.org.au/acem-assist.

For further information, you can contact the ACEM Membership and Culture team at wellbeing@acem.org.au.



ACEM Assist does not replace Crisis/Trauma Counselling

Supporting yourself

At ACEM

- + Committee representatives
- + ACEM Membership and Culture Unit
- + ACEM Wellbeing Resources
- + ACEM Assist

In the workplace

- + Director of Emergency Medicine
- + Human Resources Department
- + Employee Assistance Program (EAP)
- + Workplace wellbeing programs
- + Senior staff and Clinical Director
- + Other members

Personally

- + Family
- + Friends
- + Interest groups
- + Religious or spiritual leaders

Professionally

- + 24-hour Doctors Health Advisory Service
- + General Practitioner
- + Medical indemnity insurers
- + Colleagues/mentors

Your health

Do you have your own GP?

ACEM strongly recommends that all members seek out a GP who can provide ongoing independent and objective professional medical advice to you and work with you to manage your physical, mental and emotional health. Taking care of your own health will ultimately better equip you to safely care for others.

Are you making time for the things that keep you well?

Shift work can make life's everyday activities challenging. Make time for the things that keep you happy and healthy. Try to prioritise getting enough sleep. Ensure you eat healthy food by planning meals. Find some exercise you enjoy and schedule it in. Remember to pause every now and then and take some time for reflection before moving on to the next task.

Bullying and harassment

The College is committed to ensuring that nobody involved in College activities is subject to discrimination, bullying or harassment. ACEM's core values of respect, integrity, collaboration and equity reflect how we conduct ourselves and work with each other.

What is bullying and harassment?

Workplace bullying is unreasonable behaviour that creates a risk to health and safety. It is behaviour that is repeated over time or occurs as part of a pattern of behaviour. 'Unreasonable behaviour' is behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the person to whom the behaviour is directed.

Harassment is any type of unwanted behaviour that offends, humiliates or intimidates a person, and targets them on the basis of a characteristic covered by anti-discrimination law (e.g. gender, race, ethnicity or disability, etc.).



Discrimination, Bullying and Sexual Harassment Policy

ACEM has a [Discrimination, Bullying and Sexual Harassment Policy](#) that outlines the expected standards of conduct of all persons involved in College activities. If you experience these behaviours in your workplace, the Human Resources and local workplace complaints and resolution procedures should be your first port of call. The College has a [formal complaints procedure](#); however, this has limited investigative power for issues in the workplace.

You can contact the Membership and Culture Unit at membership@acem.org.au or the [ACEM Assist](#) service for support and advice if you are experiencing discrimination, bullying or harassment issues.

What is not considered bullying?

Behaviour carried out in a reasonable manner is not considered to be workplace bullying. Examples of reasonable management actions include:

- providing constructive feedback;
- setting performance goals, standards and deadlines;
- rostering and allocating work and working hours;
- failing to congratulate or praise an individual for doing their job;
- informing a worker about unsatisfactory performance and undertaking performance management processes; or
- informing a worker about their inappropriate behaviour.

Get involved with ACEM activities

Becoming involved with the work of the College is a rewarding experience and can enhance the value of your membership. There are many areas to become involved with.

Committees and Councils

Members have the opportunity to contribute to the positive development of their profession through Councils and Committees. Roles are regularly advertised via the College newsletter and on the [Opportunities for Members](#) webpage.

Networks

Gather with likeminded peers to promote and advance a specific area of practice in emergency medicine by getting involved in a College network. There are networks on many topics including trauma, geriatric, paediatric, pre-hospital and retrieval, private emergency medicine and more.

Find out more about Networks [here](#).

ACEM Events

The [ACEM Event Calendar](#) is the place to find out about upcoming events, such as conferences and workshops hosted by ACEM, or the wider Emergency Medicine network.

Annual Scientific Meeting

ACEM's Annual Scientific Meeting (ASM) is the leading educational and social gathering of the College's membership across Australia and Aotearoa New Zealand. The ASM provides an opportunity to learn about recent advances in the field of emergency medicine and to participate in hands-on workshops. Meetings are designed for the professional development of ACEM members and the learning needs of emergency medicine trainees. These meetings also offer delegates the opportunity to share experiences, develop networks and mix socially.

Conferences, workshops and symposia

There are a number of ACEM events that members are encouraged to attend and take part in. Held around Australia and Aotearoa New Zealand throughout the year, they provide opportunities for education, upskilling and networking. Attendance of these ACEM events are recorded as activities for your CPD requirements.

Contacts

Key ACEM contacts

Membership and Culture	This team provides a range of assistance for members including member documentation, mentoring, etc. Contact membership@acem.org.au
Wellbeing	If you require any support, please contact wellbeing@acem.org.au
CPD	Contact the CPD team if you have any queries regarding your cycle requirements. Email cpd@acem.org.au
Finance	If you have any fee or payment enquiries, please contact accounts@acem.org.au
Educational Resources Helpdesk	If you have any technical difficulties with the Educational Resources site or a forum, contact elarning@acem.org.au
IT Helpdesk	If you have any technical difficulties with your My ACEM member portal, contact helpdesk@acem.org.au

ACEM social media

You can also follow ACEM on Facebook, Twitter and LinkedIn for updates:

 facebook.com/ACEMonline

 [@acemonline](https://twitter.com/acemonline)

 ace.mn/linkedin



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