



Australasian College  
for Emergency Medicine

# ACEM Diversity and Inclusion Award

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Policy and Procedure AP722

## Document review

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Timeframe for review: every two (2) years, or earlier if required.  
Document authorisation: ACEM Board  
Document implementation: ACEM Board, Inclusion Committee  
Document maintenance: Manager, ACEM Membership and Culture

## Revision history

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Version	Date	Pages revised / Brief Explanation of Revision
1	Apr 2020	Approved by Board
2	Aug 2021	Name of award updated; updated trainee definition to include EMAD and DipPHRM trainees

## Related documents

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- Diversity and Inclusion Award Nomination Form – Individual (AP727)
- Diversity and Inclusion Award Nomination Form – Group (AP728)
- Diversity and Inclusion Award Tally Score Sheet (AP770)
- [Conflict of Interest Policy \(COR139\)](#)

# 1. Definitions

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## **ACEM / the College**

Means the Australasian College for Emergency Medicine.

## **ACEM member**

For the purposes of this policy, includes those defined in the ACEM Membership Regulations as being 'members' of the College, trainees (as defined below) and any external person serving on any College entity.

## **Diversity**

For the purposes of this policy, encompasses age, education level, ethnicity and race, gender expression and identity, nationality, national origin, physical and mental ability, political and religious perspectives, sex, sexual orientation, socioeconomic status, veteran status and other human differences.

## **Emergency Department / ED**

For the purposes of this policy, means any department in a hospital in Australia or New Zealand that exists for the provision of emergency medical services, whether accredited for FACEM training or not.

## **Good standing**

For the purposes of this policy means, a member who is currently compliant with all relevant ACEM renewal of membership requirements and has no financial debts to the College, or, a trainee who has no financial debts to the College and has fulfilled all training and assessment requirements applicable to their stage of training.

## **Trainee**

For the purposes of this policy, means trainees enrolled in and undertaking an ACEM training program, including the FACEM Training Program, as well as the Emergency Medicine Certificate, Emergency Medicine Diploma, Emergency Medicine Advanced Diploma and Diploma of Pre-Hospital and Retrieval Medicine trainees. For the purposes of this policy, the definition includes also Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.

# 2. Background, purpose and scope

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ACEM is committed to fostering and promoting the principles of diversity and inclusion amongst its members and trainees. The ACEM Diversity and Inclusion Award (formerly Diversity Award) was established in 2020 as part of the implementation of College's Discrimination, Bullying and Sexual Harassment (DBSH) Action Plan. By embracing diversity and inclusion, the emergency medicine profession will attract and retain a skilled and talented workforce dedicated to excellence, whilst also fostering inclusive communities – both inside and outside emergency departments.

# 3. Application process

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## **3.1 Eligibility Criteria - Nominee**

To be eligible for nomination for the award, the nominee(s) must be one of the following.

- An individual ACEM member
- A group comprised of ACEM members, not necessarily from the same ED
- An emergency department located in Australia or New Zealand submitted under the signature of the Director of Emergency Medicine (DEM)

- Human Resources departments of health services
- Nurses and/or allied health staff
- Equal Opportunity officers
- Diversity and Inclusion committee
- any other role, unit or group within a hospital that has been involved in implementing a diversity and/or inclusion initiative

The ACEM Diversity and Inclusion Award shall normally only be bestowed once to any individual, group or ED, except in circumstances where the ACEM Board considers it appropriate to make the award to a group of members or ED, and a previous individual awardee is involved in the initiative(s) that is/are the subject of the award, or the initiative(s) are considered by the Board to be such that they be recognised through a second award.

Nominees may be eligible to be nominated for the Diversity and Inclusion Award more than once if the nominations are for different initiatives and/or initiatives within a different group or emergency department.

### 3.2 Eligibility criteria – nominator and seconder

To be eligible to submit a nomination for the award, the nominator and/or seconder must be an ACEM member who is of good standing with the College.

Provided that the seconder is an ACEM member who is of good standing with the College, nominations may be made proposed by the following:

- Senior hospital administrators;
- Medical practitioners who are not a member of ACEM, but who are in a position that enables them to make an informed judgement as to the effectiveness of the diversity and inclusion initiatives for which the nomination is being made; and
- Senior nursing staff employed in an ED.

Nominees cannot self-nominate for an individual or group award.

### 3.3 Nominations for the Award

Eligible persons and/or groups interested in nominating an individual, group or emergency department for the award will be required to complete and submit the appropriate form. All requirements and any accompanying information specified on that form must be completed and submitted by the deadline specified by the College.

## 4. Selection process

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### 4.1 Selection criteria

Nominations for the award will be assessed according to the extent to which the individual's and/or group/emergency department's initiative demonstrates evidence of:

- promotion of diversity, inclusion and cultural competency development among emergency department staff and/or patients via innovative diversity initiatives that establish and foster a more inclusive and equitable work environment;
- establishment of a diverse and inclusive culture by challenging inequalities/barriers/bias in the application of people management policies. For example inclusive recruitment, performance management, career development and promotion etc, or customer service delivery;
- outcomes of the initiative(s) being sustainable in that they are embedded in current and/or future organisational strategies; and

- impact and outcomes – the extent to which the initiative(s) has addressed challenges, achieved the desired outcomes and/or positively impacted on the individual(s) and/or group(s) targeted by the initiative(s).

For nominations specific to community activities, outside of the ED:

- providing support to community-based diversity programs designed to improve people’s cultural awareness and sensitivity; and
- encouraging employee volunteerism in the community with regard to cultural connections.

The efforts and achievements must have been demonstrated through specific work with other individuals or groups, or through a specific product, initiative, innovative program or activity that has a visible, tangible, or measurable impact on the perception of, attitude toward, and respect for a truly diverse and inclusive environment, in which the variety of cultures, experiences, expertise and viewpoints are valued and incorporated into the delivery of emergency medical care, and where individuals are valued for their talent and able to reach their full potential.

## 4.2 Adjudication

A panel of three (3) or more assessors convened by the ACEM Inclusion Committee shall adjudicate the nominations and recommend to the ACEM Board an emergency department or other group for the award, based on the criteria outlined in 4.1 above.

The ACEM Board shall determine individual and/or group/emergency department recipient(s) of the award. The decision of the ACEM Board will be final and no correspondence will be entered into.

All parts of the selection process must be conducted in accordance with the College Conflict of Interest Policy (COR139).

# 5. Award presentation

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## 5.1 Nature of award

The ACEM Diversity and Inclusion Award consists of a framed certificate attesting to the award.

Where the award has the involvement of individuals from a single ED, one framed certificate will be issued for the ED.

Where the initiative has the involvement of multiple individuals across different sites, each individual shall receive a framed certificate.

## 5.2 Award presentation

It is intended that the award will be presented at an ACEM forum considered appropriate to the nature of the award recipient(s) and initiative(s), and which may be dependent on the availability of the recipient(s). This may be at an ACEM Regional Scientific Meeting, the ACEM Winter Symposium or the ACEM Annual Scientific Meeting.

## 5.3 Award publication

ACEM will publish the name of the individual and/or group/emergency department recipient(s) on the College website and through other College sources.



**Australasian College for Emergency Medicine**  
34 Jeffcott St  
West Melbourne VIC 3003  
Australia  
+61 3 9320 0444  
admin@acem.org.au

**acem.org.au**