



Training Stage 4

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1. Background

The Revised FACEM Training Program and associated Accredited Site Classification System will be implemented for new trainees who commence training in Training Stage 1 in 2022. Training Stage 4 (TS4) accreditation is an additional accreditation level that sites wishing to offer TS4 training must meet. The requirements for Training Stage 4 accreditation are designed to maximise leadership and management experience in TS4 training. This paper details the requirements and process for Training Stage 4 accreditation for both ED and Non-ED placements.

2. Training Stage 4

Training Stage 4 (the final 12 months of FACEM training of the revised FACEM Training Program) has been designed to enable trainees to focus on the development and consolidation of leadership and management skills. By the end of Training Stage 4, trainees should be competent and confident in operational management of the floor including patient flow, the clinical supervision of junior medical staff, and departmental management encompassing clinical governance and quality assurance.

During Training Stage 4, trainees **must** complete:

- six (6) FTE months in an Emergency Department accredited by ACEM for TS4 training; and
- six (6) FTE months in an elective placement in one or a combination of the following:
 - any ACEM-accredited TS4 approved ED; or
 - any ACEM accredited non-ED placement accredited for TS4.

During maintenance time for TS4, all periods must be undertaken in an ED accredited by ACEM for TS4 training.

Trainees who commence in 2022 will likely not reach Training Stage 4 until 2025 at the earliest for several years. However, the requirements and process need to be determined as soon as possible for the following reasons:

- trainees who are approved for ‘recognition of prior learning’ may commence TS4 as early as 2024;
- trainees need to be able to plan their training years in advance;
- sites need to be able to plan for and recruit trainees.

3. Training Stage 4 Accreditation Requirements

The purpose of these requirements is to provide opportunities for trainees to meet the relevant TS4 learning outcomes from the [2022 curriculum](#).

3.1 TS4 Core and Elective ED

Eligibility requirement: TS4 EDs must be accredited for FACEM training

There are three requirements for TS4 ED accreditation beyond what is required for other stages (details are provided in the table below):

1. Leadership and Management: Trainees lead and manage a clinical team/area (manage patients, flow and junior doctors) during a shift.
2. Teaching: Trainees supervise and teach junior clinicians¹ on the floor (a minimum of two (2) (e.g. intern and resident); and deliver formal education sessions.
3. Quality: Trainees participate in and lead QI and QA activities.

Domain TS4-ED 1:	Opportunities for Leadership and Management
Standard TS4-ED 1.1:	Clinical Supervision, Management and Leadership
Criteria TS4-ED 1.1.1:	The training site rostering provides opportunities for clinical leadership.
Requirement TS4-ED 1.1.1.1:	Trainees lead and manage a clinical team/area (manage patients, flow and junior doctors in a specific area such as acute/SSU/fast track) during a shift. Suggested strategies: A minimum number of 16 shifts per 6 FTE months of the TS4 trainee's rostered shifts must be in-charge of an area (supervised or supported by a FACEM) on day/evening shifts (excluding night shifts)- this can include shift reports. Trainees should be rostered across all areas of the ED with particular focus on those areas affording the best leadership opportunities; participate in on-call roster (Trainee participation in the on-call roster (Accreditation Requirement 2.1.1.2) may be a valuable experience in TS4 but such participation should be optional and only undertaken by mutual agreement between a trainee and the site. A trainee electing to participate in the on-call roster should be do so only as the first on-call supported by a Fellow as the second on-call. (Sites must provide a documented escalation strategy to show that trainees are appropriately prepared and supported). Examples of evidence: Rosters, daily allocation sheet.

Domain TS4-ED 2	Opportunities for Teaching
Standard TS4-ED 2.1	Scholarship and Teaching
Criteria TS4-ED 2.1.1	The training site provides opportunities for TS4 trainees to teach junior clinicians¹.

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¹ 'Junior clinicians' includes JMOs, interns, junior registrars, EMC/D/AD trainees, TS1-2 trainees but excludes medical students

Requirement TS4-ED 2.1.1	<p>Trainees deliver some formal education sessions and have the responsibility to supervise and teach (a minimum of two (2)) junior clinicians¹ while on shift on the floor</p> <p>Suggested strategies: Include trainees in the teaching roster, ensure adequate clinical cover that enables teaching on the floor.</p> <p>Examples of evidence: Teaching roster, education sessions, e.g., EMET; Primary examination teaching, simulation sessions; intern, resident teaching, nursing in-service, hospital wide teaching.</p>
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Domain TS4-ED 3	Opportunities for Quality Improvement Activities
Standard TS4-ED 3.1	Quality Management
Criteria TS4-ED 3.1.1	Trainees are involved in quality improvement activities.
Requirement TS4-ED 3.1.1	<p>Trainees actively participate in QI and QA activities with opportunities to lead (with FACEEM support).</p> <p>Suggested strategies: Manage M&M meeting process, audit, guideline development, rostering, stakeholder communication and quality assurance.</p> <p>Examples of evidence: Examples include timetables/rosters for QI and QA activities, evidence of how trainees are supported in QI and QA activities (e.g. CST), examples of proposals and/or activities completed by previous TS4 trainees.</p>

3.2 TS4 Non-ED

There are three requirements for TS4 Non -ED accreditation beyond what is required for other stages (details are provided in the table below):

1. Leadership and Management: Trainees undertake senior leadership roles (at registrar level or above).
2. Teaching: Trainees supervise and teach junior clinicians¹ on the floor (appropriate numbers where relevant to placement); formal sessions in protected teaching time; other members of the health care team.
3. Quality: Trainees participate in and lead QI and QA activities.

Domain TS4 Non-ED 1	Opportunities for Leadership and Management
Standard TS4 Non-ED 1.1	Governance, Leadership and Management
Criteria TS4 Non-ED 1.1.1	The training site rostering provides opportunities for clinical leadership.
Requirement TS4 Non-ED 1.1.1:	<p>Trainees undertake senior leadership roles (at registrar level or above).</p> <p>Suggested strategies (clinical roles): Lead ward rounds, lead team, direct contact with on-call consultant, participate in on-call roster*, independently lead outpatient clinic.</p> <p>*Trainee participation in the on-call roster may be a valuable experience in TS4 but such participation should be optional and only undertaken by mutual agreement between a trainee and the site. A trainee electing to participate in the on-call roster should be do so only as the first on-call supported by a consultant as the second on-call. Sites must provide a documented escalation strategy to show that trainees are appropriately prepared and supported.</p>

¹ 'Junior clinicians' includes JMOs, interns, junior registrars, EMC/D/AD trainees, TS1-2 trainees but excludes medical students

	Examples of evidence: Details of leadership opportunities, in-charge day/evening shifts per week/rotation, rosters.
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Domain TS4 Non-ED 2:	Opportunities for Teaching
Standard TS4 Non-ED 2.1:	Scholarship and Teaching
Criteria TS4 Non-ED 2.1.1:	The training site provides opportunities for TS4 trainees to teach junior clinicians¹ and other members of the health care team as relevant to discipline.
Requirement TS4 Non-ED 2.1.1.1	<p>Trainees deliver some formal education sessions and have the responsibility to supervise and teach:</p> <ul style="list-style-type: none"> ○ junior clinicians¹ on the floor (appropriate numbers where relevant to placement) ○ other members of the health care team ○ formal sessions in protected teaching time <p>Suggested strategies: Include TS4 trainees in the teaching roster, EMET training, sessions in protected teaching time, simulation sessions, intern and resident teaching, grand rounds and other education in hospital across disciplines, Primary examination teaching, nursing in-service.</p> <p>Examples of evidence: Minimum number of in-charge day/evening shifts per week/rotation, SIM lead, teaching roster.</p>

Domain TS4 Non-ED 3:	Opportunities for Quality Improvement Activities
Standard TS4 Non-ED 3.1:	Quality Management
Criteria TS4 Non-ED 3.1.1:	Trainees are involved in quality improvement activities.
Requirement TS4 Non-ED 3.1.1.1	<p>Trainees actively participate in QI and QA activities with opportunities to lead (with consultant support).</p> <p>Suggested strategies: Manage M&M meeting process, audit, guideline development, rostering, stakeholder communication and quality assurance.</p> <p>Examples of evidence: Examples include timetables/rosters for QI and QA activities, evidence of how trainees are supported in QI and QA activities (e.g. CST).</p>

4. Training Stage 4 Accreditation Process

This section outlines the process for TS4 accreditation. All sites wishing to offer TS4 training must be accredited for TS4. EDs undergo a 5-yearly cycle of accreditation so a site that is assessed in 2021 will not be assessed again until 2026. An additional process or some form of provisional accreditation is needed for these sites.

4.1 TS4 ED - Remote, online written submission for all sites

EDs may apply for TS4 accreditation during sequential application periods in late 2021 and 2022 via a remote, online written process. The purpose of commencing the application process is to highlight the

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purpose and requirements of TS4 accreditation to sites and trainees, and to enable sites to plan for any alterations needed.

To mitigate against extensive additional workload for staff, assessors and sites, a TS4 accreditation assessment template will be provided. This template will enable sites to indicate how they will meet the requirements but will not require rosters or extensive evidence to be provided.

Sites will be advised of the outcome of their application for provisional TS4 accreditation within approximately 8 weeks after the application. This initial outcome will be confirmed or revoked at the next scheduled site accreditation inspection.

4.2 TS4 Non-ED

Non-ED training encompasses:

1. Sites accredited by ACEM (Cat A and Cat T)
2. Sites accredited by other Specialist Medical Colleges

1. Sites accredited by ACEM (Cat A and Cat T) - Remote, online written submission

All sites offering SSPs may apply for TS4 accreditation as part of their next scheduled inspection; or during sequential application periods in late 2021 and 2022 via a remote, online written process. Sites will be advised of the outcome of their application for provisional TS4 accreditation within approximately 8 weeks of the application. This initial outcome will be confirmed or revoked at the next scheduled Cat A FACEM Training Program accreditation inspection.

2. Sites accredited by other Specialist Medical Colleges - Remote, online written submission

Currently, ACEM does not inspect or accredit positions that are accredited by another specialist medical college and there is no formal mechanism for tracking changes in their accreditation status. It is acknowledged that the onus of responsibility for tracking and advising of non-ED posts is on the DEMT/education lead/DEM.

Non-ED posts that are accredited through another specialist medical college must apply for TS4 accreditation via a remote, online written process.

4.3 TS4 training outside Australia/Aotearoa New Zealand

TS4 training (ED and Non-ED) is to be undertaken in Australia/Aotearoa New Zealand. However, trainees may be eligible to undertake TS4 elective training outside of Australia/Aotearoa New Zealand and may apply via the Exceptional Circumstances and Special Consideration policy for consideration by the Specialist Assessment and Training Committee. If the application to apply for an overseas TS4 placement is approved, a Category T with TS4 accreditation application must be progressed via the Accreditation Subcommittee.

5. Quality Assurance for Training Stage 4 Accreditation

5.1 TS4 ED

For TS4 accreditation, EDs will be randomly audited over the accreditation cycle. Sites that are randomly audited will be asked to provide rosters, and to demonstrate that they continue to meet the requirements and support trainees in meeting the learning outcomes. This random audit will involve DEMTs and trainees providing documentation that will subsequently be discussed in an online meeting with two (2) members of the Accreditation Subcommittee.

5.2 TS4 Non-ED

Trainees undertaking non-ED placements will be randomly selected to complete an exit interview or survey, with audit and follow-up interviews as part of ACEM's quality assurance process. This may be undertaken via the current annual trainee survey process or by an additional survey depending on the placement timing.

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