



# Australasian College for Emergency Medicine

## Council of Education Charter

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# Council of Education Charter

Australasian College for Emergency Medicine

## Document Review

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Timeframe for review: every two years, or earlier if required.  
Document authorisation: ACEM Board  
Document implementation: Council of Education and Deputy Chief Executive Officer  
Document maintenance: Office of the CEO and President

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
v1	Sep-2014	Approved by the Board
v2	May-2015	Inserted – clause 2.1(b) & (c) (eligibility) Amended – clause 2.4 (term of office) Amended – clause 9.5 (voting) Amended – clause 9.6 (proxies/alternates)
v3	Jul-2016	Removal of material relating to Composition and Meetings due to relocation to and elaboration in ACEM Regulations
v4	Feb-2017	General revisions aligned to Regulation A2 Inserted – clause 6.1
v5	May-2017	Inserted – clause 2(d)
v6	Dec-2018	Amended – clause 2(b) (elected members)
v7	Apr-2019	Revisions to role of Deputy Censor-in-Chief. Took effect June 2019 following approval by the Fellowship of changes to the ACEM Constitution.
v8	Feb-2022	Amended – clause 2(a) (ex officio non-voting members)
v9	Jun-2022	Two-yearly review by Board
v10	May-2022	Inserted - clause 5(b)

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## 1 Purpose

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The Council of Education (COE/the Council) is an entity of the Australasian College for Emergency Medicine (ACEM; the College) created by clause 13 of the ACEM Constitution. Its purpose, pursuant to clause 13.3 of the ACEM Constitution, is to:

- (a) report to and advise the ACEM Board in relation to all the educational functions of the College
- (b) oversee the activities of all educational committees of the College
- (c) assess candidates seeking election to Fellowship of the College upon examination
- (d) stimulate the involvement of Fellows in activities that enhance and demonstrate professional competence, including through a comprehensive continuing professional development program
- (e) undertake any other functions delegated or required by the ACEM Board or specified by regulations.

## 2 Composition of the Council of Education

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Matters relating to the composition of COE are described in ACEM Regulations A2.2 to A2.5, inclusive. Broadly, pursuant to clause 13.1 of the ACEM Constitution, the membership of COE shall comprise of the following:

- (a) Ex-officio members
  - President
  - President-Elect or Immediate-Past President (as appropriate) (non-voting, when the President is in attendance)
  - one (1) trainee representative, who shall be the duly appointed Chair of the Trainee Committee
  - Chief Executive Officer (non-voting)
  - Deputy Chief Executive Officer (non-voting)

Where the Chair of the Trainee Committee is unable to attend a meeting of COE, the Deputy Chair of the Trainee Committee may attend in their place and exercise full voting rights.

- (b) Elected FACEM members
  - a Chair (known as the Censor-in-Chief)
  - a Deputy Chair (known as the Deputy Censor-in-Chief)
  - one (1) regionally-elected FACEM member from each of the following regions (known as Regional Censors):
    - o Aotearoa New Zealand
    - o Australian Capital Territory
    - o New South Wales
    - o Northern Territory
    - o Queensland
    - o South Australia
    - o Tasmania
    - o Victoria
    - o Western Australia

Where a Regional Censor is unable to attend a meeting of COE, the Regional Deputy Censor may attend in their place and exercise full voting rights.

- (c) one (1) external member (a Community Member)-appointed in accordance with the *Policy on the Appointment and Remuneration of Community Members* (COR498)
- (d) one (1) health jurisdiction representative nominated by the Health Workforce Principal Committee and/or the New Zealand Ministry of Health.

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## 3 Council of Education Responsibilities

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The role of COE is to provide purpose, leadership and overall strategy in the management of its functions. It is also responsible for ensuring that the functions of its entities and stakeholder interactions are within the context of the overall strategy of COE and relevant to the broader strategic goals of the College. To this end, COE has adopted the accountabilities and responsibilities mentioned below.

### 3.1 Risk Management and Compliance

- (a) to review major risks COE is, or is likely to be, exposed to in the achievement of its objectives
- (b) to review risk management strategies, resources, structures and processes within COE and consider and approve any recommended changes
- (c) to ensure that each COE entity operates within the scope of its delegated authority and to take appropriate remedial or disciplinary action in the event of any breach
- (d) to ensure compliance with external accreditation requirements.

### 3.2 Strategy and Planning

- (a) to develop COE's strategic plan for approval by the Board in line with the College's overarching strategic plan, and to ensure that performance against the strategic plan is reviewed annually
- (b) to review COE operating plans and expenditure against approved budgets
- (c) to provide strategic oversight and direction for education and training matters.

### 3.3 Performance Monitoring

- (a) to develop any relevant key performance indicators (KPIs) for COE for approval by the Board
- (b) to review COE's performance against those KPIs at least annually with the Deputy Chief Executive Officer
- (c) to review the performance of the key aspects of education and training programs provided by the College.

### 3.4 Council Processes and Policies

- (a) to review annually the effectiveness of COE to improve its performance
- (b) to facilitate diversity and unity and ensure that COE's time is used efficiently in order to drive COE activities forward
- (c) to undertake ongoing assessment and review of the performance of COE, COE entities and individual COE members annually, as prescribed by applicable College policies and/or at the request of the Board
- (d) to review and approve policies relating to matters that sit within the authority delegated to COE and ensure that approved policies and procedures are diligently administered
- (e) to ensure induction programs for new COE members and that ongoing education programs for all COE members are implemented and available, when required
- (f) to ensure individual COE members have access to internal and external sources of information as required to permit the discharge of their duties as a member of COE.

## 4 Reporting Requirements

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COE shall receive reports from each of the entities under its jurisdiction at each of its meetings.

Following each of its meetings, COE will report on its activities to the next Board meeting through the Censor-in-Chief.

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## 5 Functions

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The function of COE is to ensure the provision of an appropriately training and qualified emergency medicine workforce through:

- (a) overseeing the conduct of the Specialist (FACEM) Training Program leading to eligibility for election to Fellowship of the College
- (b) overseeing the conduct of the Paediatric Emergency Medicine Training Program leading to recognition as a Specialist Paediatric Emergency Physician
- (c) overseeing the conduct of a comprehensive non-specialist training program(s) in emergency medicine leading to eligibility for membership of the College as a Certificant, Diplomate or Advanced Diplomate as applicable and pursuant to College regulations
- (d) involving Fellows, trainees and other appropriately qualified medical practitioners in activities that enhance and demonstrate professional competence, including through a comprehensive continuing professional development program(s)
- (e) overseeing the assessment of Specialist International Medical Graduates (SIMGs) and the requirements for further training, assessment, examination or exemption required to achieve eligibility for election to Fellowship
- (f) maintaining links with other specialist medical colleges, including in relation to programs or initiatives in which ACEM is a contributing party
- (g) ensuring that COE entities cooperate and collaborate in progressing the work of COE
- (h) providing advice and, where required, reports to external authorities and bodies on all matters relating to the regulation of training, assessment and examination required to achieve Fellowship and professional development in Australia and Aotearoa New Zealand, and establishing liaisons and alliances with those entities.

## 6 Delegated Authority

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The authorities delegated by the Board to COE are specified in the relevant Terms of Reference.

### 6.1 Authority of the Chair

Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Chair-in-Chief, be determined by the Chair-in-Chief or by the whole Council as required. Matters dealt with by the Chair-in-Chief will be tabled at the next meeting of COE.

## 7 Council of Education Entities

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COE has authority to establish entities, both standing and ad hoc, to assist it in exercising its authority and to consider matters of special importance or to exercise the delegated authority of the Council.

**'COE entity'** means any committee, subcommittee, working group, reference group, ancillary entity or other body formed under the jurisdiction of the Council. Each such entity shall be responsible to COE, either directly or indirectly as specified in their terms of reference.

COE will determine the membership and composition of its entities, having regard to workload, skills and experience, and will establish terms of reference for each such entity.

## 8 Standards of Conduct and Ethics

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COE members are to act in accordance with the standards of conduct and ethics appropriate to the aims and purposes of the College and the Council at all times and to model behaviours consistent with the Core Values of the College.

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In particular, COE members are to comply with the provisions of the following:

- *Code of Conduct* (COR235)
- *Conflict of Interest Policy* (COR139)
- *Member/Staff Relations Policy* (COR304)

## 8.1 Conflicts of interest

In accordance with the provisions of the *Conflict of Interest Policy*, members are to make full disclosure of any actual or potential conflict of interest to COE as soon as practicable after becoming aware of that interest. The disclosure, which should be recorded in a register held by the College for this purpose and noted in the minutes of the relevant meeting, should include the nature and extent of the interest.

The member should not remain present during, or participate in, the discussion of any matter in which they have a conflict of interest, and should not vote on any such matter.

## 9 Council of Education Meetings

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Subject to ACEM Regulation A2.6, COE has authority to regulate its meetings as it thinks fit.

## 10 Documents Referenced

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- ACEM Constitution
- ACEM Regulations
- ACEM Assessing Cultural Competency Module
- ACEM Core Values
- Code of Conduct (COR235)
- Conflict of Interest Policy (COR139)
- Delegation of Authority Policy (COR335)
- Exceptional Circumstances and Special Consideration Policy (TA79)
- Member/Staff Relations Policy (COR304)
- Policy on the Appointment and Remuneration of Community Members (COR498)
- Policy on College Entities (COR334)
- Policy on Procedural Fairness (COR140)
- Privacy Policy (COR200)
- Reconsideration, Review and Appeals Policy (COR355)



**Australasian College for Emergency Medicine**

34 Jeffcott Street  
West Melbourne VIC 3003  
Australia  
+61 3 9320 0444  
[governance@acem.org.au](mailto:governance@acem.org.au)

**[acem.org.au](http://acem.org.au)**