



Australasian College  
for Emergency Medicine

# Committee Experience Program

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V1 (COR871)

## Document Review

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Timeframe for review: Every two years, or earlier if required  
Document authorisation: ACEM Board  
Document implementation: ACEM Board, Inclusion Committee  
Document maintenance: ACEM Inclusion and Diversity Policy Officer

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
V1	AUG-2023	Policy approved

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# 1. Definitions

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## ***ACEM/the College***

Means the Australasian College for Emergency Medicine.

## ***ACEM member***

Means a person admitted as a member of the College pursuant to the provisions of the ACEM Constitution and associated regulations, and, for the purposes of this policy, also includes any other person serving on any College entity or as a College representative.

## ***Visitor***

Means a member of the College who successfully has been selected to participate in the Committee Experience Initiative.

## ***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.

## ***Good Standing***

Means a member who has no outstanding financial debts to the College and who is not subject to any disciplinary or other investigations by the College and who has met all ACEM Recertification requirements 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***

Means trainees enrolled in and undertaking an ACEM training program, including the FACEM Training Program, 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 also includes Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.

## 2. Background and purpose

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The governance structure of ACEM comprises a range of entities that support the activities of the College to ensure clinical, professional, and training standards in the provision of quality, evidence-based, patient-centred emergency care. Committees play a vital role in developing standards in emergency medicine, leading, and supporting health system advocacy, and enhancing the ability of the organisation to meet the needs of members, and health systems across Australia and Aotearoa New Zealand.

ACEM is committed to fostering and promoting the principles of diversity and inclusion amongst its members and trainees. The ACEM Committee Experience Program was established in 2022, as part of the implementation of the College's *Governance and Leadership Inclusion Action Plan*.

The purpose of the Committee Experience Program is to afford members and trainees with an opportunity to attend meetings of select College committees to provide direct exposure to activities and key decision-making processes of the College.

## 3. Committee Visitors Scheme Structure

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### 3.1 Overview

The Committee Experience Program will be trialled for a 12-month period, and then reviewed. Pending the completion of this review. An overview of the Program, including responsibilities of visitors and arrangements for participating in meetings of select committees, is provided below.

#### ***General***

- The Program operates annually, via an application process
- The Program allows participants to attend up to one (1) committee meeting in the calendar year.
- There will be a maximum of *one visitor* position available for each meeting of participating committees.
- Participants are not committee members and do not have voting rights.
- Selected visitors would be encouraged to attend virtually or if attending an in-person meeting, the visitor will need to self-fund their own travel expenses.
- Applicants must not have previously been a member of any ACEM entity.
- Participants will not be assessed as having an advantage to be appointed to a Committee, should they apply as part of any future Expressions of Interest.

#### ***Responsibilities of committee visitors***

- Visitors are accountable to the Chair and the committee.
- Visitors must adhere to relevant College policies, including the ACEM *Code of Conduct and Entities Policy*.
- Visitors will be required to sign a declaration of receipt of information, conflict of interest declaration, and return a completed confidentiality and intellectual property agreement.
- Committee meetings may be recorded, and by participating in the Program, visitors are consenting to be recorded, as applicable.

### ***Committee participation***

- A calendar outlining meeting dates of participating committees for the calendar year will be made available to members and trainees.
- Committee meeting dates may be adjusted throughout the year.
- Remote participation is available and encouraged, via videoconference or teleconference.
- At the discretion of the Committee Chair, where sensitive and/or confidential information is being discussed, visitors may be asked to excuse themselves from the meeting.
- Participants will be allocated one of three preferences.
- Participants will count towards CPD.

However, if participants availability and/or meeting date change, participants may instead be given the opportunity to attend a meeting of different committees. This will be discussed with the participants and the Inclusion Unit.

## **32 Participating ACEM entities**

The following ACEM entities will participate in the Committee Experience Initiative:

- Health System Reform Committee;
- Inclusion Committee;
- Public Health and Disaster Committee;
- Quality and Patient Safety Committee;
- Regional, Rural and Remote Committee;
- Research Committee;
- Standards and Endorsement Committee;
- Workforce Planning Committee;
- Events Advisory Committee, and
- Indigenous Health Committee.

## **4. Eligibility criteria**

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To be eligible to participate in the Committee Initiative Program, applicants must meet the following requirements:

- Be an individual ACEM member or trainee, of Good Standing;
- Completion of the ACEM Core Values Module;
- Have not previously been a member of the committee(s) for which the application relates to;
- Provide a written statement (maximum 500 words) outlining an interest in ACEM activities and the specific committee(s) to which the application relates.

- The Indigenous Health Committee visitor would identify culturally as Māori or Indigenous.

Note: An individual who has previously applied for a member position on a participating ACEM committee (i.e., as part of an Expression of Interest or nomination process) but who was not appointed to the committee in question is not precluded from applying to participate in the Committee Experience Program.

## 5. Selection process

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To apply to participate in the Committee Experience Program, applicants must complete the prescribed online application form. Applicants may select up to three (3) committee preferences.

Applications will be reviewed by the relevant Committee Chair / a Selection Panel and will be assessed according to the extent to which the individual meets the eligibility criteria.

Expressions of interest and/or nominations that reflect the diversity of the ACEM membership are encouraged. Where applicable, appointments will be made with consideration given to the objective of ensuring this diversity is reflected in the membership of the entity.

If applicants meet all eligibility criteria, they will be determined to be an approved participant of the Committee Experience Program. If the Program is over-subscribed, selection will be based on the participant statements provided.

Participants of the Program whose first choice of preferred committee is oversubscribed, will be allocated to either their second or third preference.

Applicants who are not offered a place in the Program will be placed on a wait list. Individuals placed on the waitlist will be contacted should a position in the Program become available.

## 6. Selected participants

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Following review of applications, the following procedure will apply:

- Successful applicants will be notified via email of the outcome of their application, including which committee and associated committee meetings they are invited to attend.
- Successful applicants will be given one calendar month to accept the offer to participate in the Committee Experience Initiative.
- Any applicant who is unable to attend meetings of the committee for the dates in question, or fails to notify the College of their acceptance, will forfeit their place in the Program. In such instances, the position be offered to another applicant.
- If there are changes to the meeting time outside the applicant's control, applicants will have the opportunity to withdraw their application and be reselected for a different committee which aligns with their availability.
- Successful applicants will be provided with copies of relevant College documents for review.
- Following review of documents, individuals must return to the College the following documents before they will be able to participate in the Scheme:
  - Confidentiality and Intellectual Property Agreement
  - Declaration of Conflict of Interest
  - Declaration of Receipt of Information

- Participants will be assigned an ACEM staff contact, who will liaise with them regarding meeting attendance.
- Participants will be organised to meet with the relevant Committee Chair ahead of the committee meeting to discuss the role of the visitor and potential enquiry applicants may have.

Participants will have the opportunity to provide written feedback to the Inclusion Unit and the relevant Committee(s) Chair, by means of a short open-ended questionnaire.

## 7. Withdrawal

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Participants may withdraw from the scheme at any time by notifying the College in writing.

## 8. Evaluation

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Participants will be encouraged to participate in an evaluation survey at the end of the pilot.

## 9. Associated documents

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- ACEM Code of Conduct (COR235)
- ACEM Core Values
- Conflict of Interest Policy (COR139)
- Confidentiality and Intellectual Property Agreement
- Declaration of Conflict of Interest
- Declaration of Receipt of Information
- Guidelines for Travel and College Expenditure
- Intellectual Property Policy
- Member/Staff Relations Policy
- Policy on College Entities (COR334)
- Privacy Policy



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