



POSITION DESCRIPTION

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| Position Title: | Training Officer (Trainee Records) |
| Department: | Education and Training |
| Date Reviewed: | |

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| Incumbent Name: | Vacant |
| Signature: | Date: |

1. Australasian College for Emergency Medicine

The Australasian College for Emergency Medicine (ACEM) is an educational organisation, whose prime objectives are the training and assessment of specialist emergency physicians for Australia and New Zealand, advocacy for the speciality and the ongoing maintenance of professional standards of the Fellows. The College has a vital interest in the quality of emergency medical care provided to the community and therefore has a wide range of objectives that have a direct impact on health outcomes for emergency patients.

The core values by which ACEM staff hold themselves and others accountable in the workplace are:

- Respect
- Accountability
- Collaboration
- Integrity

2. Department Overview

The Education and Training Department has strands of activity arranged into units as follows:

- *Training:* Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM, and ACEM Non-specialist Training Program leading to the Emergency Medicine Certificate and Diploma. Trainee advocacy to provide support for trainees throughout their training program.
- *Continuing Professional Development:* Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.
- *Accreditation:* Responsible for the accreditation of emergency departments.
- *Specialist International Medical Graduate:* Responsible for the evaluating the qualifications and experience of specialist doctors trained overseas.
- *Development Unit:* Responsible for the review & evaluation, redesign and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.

- *Examinations*: Responsible for the ongoing development and administration of activities to support the conduct of the ACEM Primary and Fellowship Examinations and management of the Trainee Research Requirement.
- *Workplace-based Assessment (WBA)*: Responsible for the ongoing development and administration of the workplace-based assessment suite, and the progression and remediation pathways for the ACEM specialist pathway.
- *Education Resources*: Responsible for the coordination and development of online resources.

3. Position Purpose

The primary purpose of the role is to administer the training functions of the College through excellent customer service and record keeping. The successful candidate is required to develop a sound understanding of the ACEM Specialist Training Program to provide high quality advice to trainees and their supervisors. As a frontline staff member, the incumbent will have good oral and written communication skills, have a sense of urgency and initiative to prioritise daily tasks appropriately and meet deadlines. The position will support the Training Coordinator (Trainee Records) to coordinate a number of committees of the Council of Education.

4. Key Responsibilities

- Manage and respond to stakeholder requests relating to the FACEM training, program and provide clear, courteous and accurate information.
- Complete administrative and data entry tasks to ensure efficiency and accuracy of all records and communications
- Complete work as directed by Co-ordinator, Manager, or Executive Director
- Provide administrative support for panels, committees, working groups, other stakeholder groups
- Exercise decision-making and discretion in managing sensitive and confidential information
- Assist in the organisation of training program workshops, including registration, venue liaison, preparation of materials and on the day administration
- Improve quality improvement processes through constant review and improvement
- Develop accurate reports on processes and progress against specified targets and timelines
- Contribute to the development and updating of Training Program Policies, procedures, website, FACEM Training handbook and other training related communication media
- Collaborate and co-operate with others within the College according to project focus and role.
- Workplace Health and Safety according to the requirements of ACEM policy
- Demonstrate the ACEM values within the Unit, Department and across the college.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system
- Other responsibilities as delegated by Management within the scope of this position.

5. Workplace Health and Safety Responsibilities

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

6. Selection Criteria

Essential

- Graduate level qualification and/or equivalent workplace experience.
- Highly developed administrative skills, preferably in a regulatory/compliance environment.
- Critical thinking, analytical and decision making skills with a good ability to interpret information and make sound judgements
- Accuracy and attention to detail with ability to commit to a high quality service oriented workplace culture
- Team member skills with the ability to work unsupervised on tasks in accordance with team objectives, timelines and priorities
- Demonstrated capacity to approach workplace responsibilities and colleagues in a mature and sensitive manner.
- Well-developed communication skills:
 - Oral: the ability to interact effectively with a range of stakeholders including senior clinical staff, emergency medicine trainees, IT and administrative colleagues.
 - Written: the ability to achieve very high accuracy for trainee records, panels meetings, and committees including follow-up action points, written reports and correspondence.
- Ability to work within and across teams to implement administrative systems and processes Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.
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- Initiative and problem solving skills
- Demonstrated experience in supporting education programs, preferably in the vocational sector

Desirable:

- Experience with a member based organised and / or with a volunteer workforce
- Experience in the healthcare, or medical education sector.

7. Organisational Relationships

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| Reports to: | Training Co-ordinator (Trainee Records) |
| Internal Liaison: | All other areas as required |
| Committee Liaison: | Committees of Council of Education and its reporting committees |

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| External Liaison: | Other colleges and equivalent training organisations |
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8. Other

- The position may involve work outside normal business hours, e.g. occasional evening teleconferences and work required to meet critical deadlines.
- Interstate and New Zealand travel may be required for this role.