



FACEM TRAINING PROGRAM NEW WBA WORKING GROUP

A Committee of the ACEM Council of Education

1. Purpose

The *FACEM Training Program New WBA Working Group* (the Working Group) is an advisory group of the ACEM Council of Education (COE), established pursuant to the ACEM Constitution and other relevant documents.

The purpose of the Working Group is to develop the new Workplace-based Assessments (WBAs) that will be used to assess trainees as part of the assessment requirements of the revised FACEM Training Program (for new trainees from 2022), with a view to making recommendations to COE in relation to the WBAs.

The Working Group will be convened following the approval of these terms of reference by COE, and will be time-limited, with recommendations to be provided to COE for consideration at its meeting scheduled for April 2021.

2. Introduction

These terms of reference are established under, and are subordinate to, the Policy on College Entities (the policy).

These terms of reference include details of the following:

- matters specific to the FACEM Training Program New WBA Working Group;
- membership specifications (including any variations to the policy permitted by COE); and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the committee.

3. Membership

The FACEM Training Program New WBA Working Group shall comprise the following:

(a) Ex-officio members

- the Censor-in-Chief;
- the Deputy Censor-in-Chief;
- the Chair of the ACEM Trainee Progression Review Panel Subcommittee;
- the Chair of the ACEM Trainee Committee, or their nominee, who must be an ACEM trainee undertaking the FACEM Training Program;

(b) Appointed Members

- a member of the Specialist Training and Assessment Committee (STAC);
- one (1) FACEM member of a Trainee Progression Review Panel (TPRP);
- one (1) Local WBA Coordinator;
- one (1) FACEM member.

The following ACEM staff may attend meetings of the Working Group and shall have the right to speak at and contribute to meetings but shall not have voting rights.

- Chief Executive Officer or nominee
- the ACEM Executive Director of Education and Training
- ACEM General Manager, Education Program Development
- ACEM General Manager, Training
- Education Development Projects Lead
- Education Development Officer

3.1 Advisors

The Working Group may appoint individuals as advisors to the Working Group where there is considered to be a need for the expert input of knowledge or advice not available within the membership of the Working Group. The number of such appointments at any time is limited to two. These persons are not members of the Working Group and will not have voting rights but may participate fully in discussions.

3.2 Office Holders

The Chair of the Working Group will be the Deputy Censor-in-Chief. The Deputy Chair will be the Censor-in-Chief.

4. Responsibilities

The primary objective of the FACEM Training Program New WBA Working Group is to develop the new WBA forms for the revised FACEM Training Program. The WBAs include:

- Communication Skills (Handover) – TS 1 and TS2
- Communication Skills (Referral) – TS 1 and TS2
- Team Lead in resuscitation/intubation – TS4
- Formal teaching presentation (Grand round/ Inter- or Intra-departmental) – TS4
- Training Requirements: M&M presentation and Guideline/Protocol Review or Audit – TS3/4

The Working Party will also review the current WBA forms to determine whether any alterations are needed for the new paediatric specific WBAs:

- Three (3) x Mini-Clinical Examination (mini-CEX)
 - Paediatric patient discharge communication for common diagnosis
 - Focussed assessment of a paediatric patient aged two (2) to twelve (12) years (verbal - communication with child) with unclear diagnosis
 - Focussed assessment of a paediatric patient aged less than two (2) years (non-verbal - communication with carer), with unclear diagnosis
- Three (3) x Case-based Discussions (CbD)
Including at least one each of:
 - two (2) to twelve (12) years of age; and
 - less than two (2) years of age.
- Two (2) x Direct Observation of Procedural Skills (DOPS)
 - Specimen collection for lab analysis, for a paediatric patient of five (5) years or less of age
 - Procedural sedation, for paediatric patient of five (5) years or less of age.

The Working Party will report to COE at each of the meetings scheduled for COE during its operations and will present a Final Report to COE for consideration by its meeting scheduled for April 2021.

As part of its recommendations, the Working Group will present new WBAs proposed for introduction to the revised FACEM Training Program, as well as a proposed schedule and communications plan for their implementation.

5. Operational Principles

5.1 Limitations on authority

- (a) The Working Group is an advisory body only and does not have the authority to make decisions on behalf of COE.
- (b) The Working Group does not have authority to waive, vary or otherwise depart from:
 - its terms of reference
 - the scope of work approved by COE
 - the terms or requirements of any approved policy, regulation or other College document.

5.2 Conflict of Interest

Individual members of the Working Group must declare any conflict of interest and otherwise act in accordance with the ACEM Conflict of Interest Policy. The details of any declaration of a conflict of interest must be fully recorded in the minutes of the relevant meeting.

6. Meeting Requirements

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. Any such allowed variations are specified below.

6.1 Frequency of Meetings

These requirements of the policy are varied to the following extent only:

- The Working Group shall meet as frequently as considered necessary in order to complete its responsibilities within the stated timeframe.
- There is no requirement for meetings to be held face-to-face. Meetings and out-of-session processes shall ordinarily be conducted via electronic media (e.g. teleconference, e-voting).

6.2 Quorum at Meetings

In order for any business of the Working Group to be transacted:

- at least fifty per cent of the voting members of the Working Group (i.e. four or more of the members described in 3(a) and (b) above) must be present, with either the Chair or the Deputy Chair being in attendance.

7. Review of Committee

The Working Group is time-limited to the meeting of COE scheduled for April 2021. At its discretion, either in the lead-up to or after the submission of the Final Report, COE may review the need for the Working Group to undertake any further work.

8. Document Review

Timeframe for review: every two (2) years, or earlier if required

8.1 Responsibilities

Document authorisation: COE
Document implementation: Executive Director, Education and Training
Document maintenance: General Manager, Governance and Standards

8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Oct-2020	Approved by COE