



## Trainee Research Panel

*An Entity of the Council of Education*

### 1. Introduction

These terms of reference are established under, and are subordinate to, the Policy on College Entities (the policy). Panel members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the Trainee Research Panel (i.e. role and responsibility)
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)), and
- where relevant, any variation of meeting requirements (if permitted by COE).

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

### 2. Membership

(a) The Trainee Research Panel consists of the following members:

- Up to 30 'ordinary' FACEM members, including one (1) new Fellow who, at the time of appointment, was elected to ACEM Fellowship within the preceding three (3) years.

(b) The Trainee Research Panel will be led by an executive that consists of the following members:

- Up to seven (7) 'ordinary' FACEM members appointed by the Censor-in-Chief and Deputy Censor-in-Chief, each of whom shall be members of the Trainee Research Panel, and from whom the Lead and Deputy Lead of the Trainee Research Panel Executive shall be elected
- Ex officio: Censor-in-Chief and Deputy Censor-in-Chief

### Office holders

The Lead and Deputy Lead of the Trainee Research Panel Executive shall be elected from and by the members of the Trainee Research Panel Executive and ratified by COE.

### Tenure

#### Trainee Research Panel

With reference to the Policy on College Entities, members of the Trainee Research Panel (other than ex-officio members) are proposed by the Specialist Training and Assessment Committee (STAC) and appointed by COE for a period of two (2) years. Subject to satisfactory performance review by the panel executive at the conclusion of each two (2) year term and continuing to meet the eligibility requirements, individual members may be reappointed to the panel by COE.

#### Trainee Research Panel Executive

Tenure on the Trainee Research Panel Executive accords with the provisions of the policy. That is, members of the Trainee Research Panel Executive are appointed by COE for a period of two (2) years, and may serve a maximum of three (3) successive two-year terms. The Chair shall likewise hold office for a period of two years, at the conclusion of which

time they may again be eligible for office; however, the maximum total period served shall not exceed eight (8) years (four (4) successive terms).

Where deemed appropriate, the Council of Education may decide to conduct a “spill” of the whole Trainee Research Panel. This will be determined based on the ongoing functionality of the panel, and after consultation with the Trainee Research Panel Executive.

### 3. Selection Criteria

#### Essential

- demonstrated interest in research skills training

#### Desirable

- actively involved in trainee education
- experience and/or interest in College processes
- demonstrated diligence and organisational skills
- have previously supervised ACEM specialist trainees undertaking the research project requirement
- postgraduate qualification(s) relevant to medical research and/or education
- a track record of publication
- previous experience as a referee or editor of a medical journal

### 4. Responsibilities and Authority

The role of the Trainee Research Panel relates to operational matters. It does not have a strategic role; it may, however, advise COE through STAC when requested or required to do so.

#### 4.1 Responsibilities

**Note:** Where timeliness of a response or performance of a function is referred to in these responsibilities, this usually means within 10 business days or such other time set by the requestor.

The role of the panel is to work collaboratively with operational staff to:

- (a) Adjudicate and provide feedback on trainee research projects submitted in connection with the research requirement of the FACEM Training Program.

Each member of the panel is expected to be available to adjudicate at least four (4) trainee research papers per calendar year (three (3) published projects and one (1) presented project).

In addition to overseeing the above functions, the role of the Trainee Research Panel Executive is to work with ACEM staff to:

- (b) Assess coursework applications submitted in connection with the FACEM Training Program research requirement.
- (c) Evaluate the ongoing validity of accepted courses as satisfying the FACEM Training Program research requirement.
- (d) Adjudicate and provide feedback on trainee research projects resubmitted for adjudication.
- (e) Review decisions of the Trainee Research Panel as per the Reconsideration, Review and Appeals Policy.
- (f) Recommend to STAC new appointments to the Trainee Research Panel.

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- (g) Review the performance of members of the Trainee Research Panel on a regular and ongoing basis and notify STAC of retirements from the Trainee Research Panel.
  - (h) Assist in maintaining the collective standard of adjudicator skills within the Trainee Research Panel members by assisting in the development and ongoing maintenance of training and educational resources.
  - (i) Consider applications for recognition of prior learning and credit transfer for new enrolments or re-enrolments of trainees into the FACEM Training Program.
  - (j) Where required, complete work as commissioned by COE through STAC regarding the production and usage and assessment of research within ACEM's educational activities.

It is expected that each member of the executive will be the lead in at least one of the above responsibilities. The chair of the Trainee Research Panel Executive will also be a member of STAC.

## 4.2 Extent of Authority

The Trainee Research Panel and the Trainee Research Panel Executive shall have delegated authority to make decisions where routine process/procedure is present regarding the above. The Trainee Research Executive Panel Chair will provide the STAC with an annual report summarising all decisions made in the preceding year. Where decisions fall outside of standard processes at any time, the Panel Executive shall make a recommendation(s) to STAC.

## 4.3 Conduct and Ethics

All members are required to sign the ACEM Confidentiality and Intellectual Property Statement on appointment to the panel.

All members are required to follow and abide by the College's Conflict of Interest process as outlined in the ACEM Conflict of Interest Policy and the processes outlined therein. Any panel member who has a conflict of interest will not be eligible to assess a trainee research project. For the avoidance of doubt, a conflict of interest exists where:

- (a) the panel member is an author of the project
- (b) the project was undertaken at the institution where the panel member works
- (c) the author of the project currently works in the same institution as the panel member
- (d) the panel member has previously adjudicated the same project
- (e) the panel member is seeking to employ the trainee.

## 4.4 Conflict of interest

All conflicts of interest must be declared before any decision is made. In particular, any adjudicator who has a conflict of interest will not be eligible to assess a trainee research project. A conflict of interest will exist where:

- the Fellow is an author of the project
- the project was undertaken at the institution where the Fellow works
- the author of the project currently works in the same institution as the adjudicator
- the Fellow has previously adjudicated the same project
- the adjudicator is seeking to employ the trainee.

## 5. 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.

## (a) Frequency of Meetings

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

- There are no standing meeting requirements for the full Trainee Research Panel.
- The Trainee Research Panel Executive will meet at least once a year, via teleconference or webinar, to ensure oversight of all Trainee Research Panel operations and decisions. A face-to-face meeting may be requested.
- Any request for a full meeting of the Trainee Research Panel will be considered by COE

## 6. Line of Reporting



## 7. Document Review

Timeframe for review:	every two (2) years, or earlier if required.
Document authorisation:	Council of Education
Document implementation:	Deputy Chief Executive Officer
Document maintenance:	Education and Training Coordinator

## 8. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	June 2015	Approved by COE. Replaced the Training Research Committee.
v2	Dec-2015	Revisions following review of COE entities by COE.
v3	Aug-2016	Revisions to membership and requirements of membership.
v4	Oct-2018	Revisions to tenure and role of Trainee Research Panel Executive, and clarification of responsibilities and authority.
v5	Mar-2019	Revisions to staff titles to reflect revised organisational structure
v6	Jul-2019	Revisions to include New Fellow and to give COE authority to appoint Trainee Research panel members.
v7	Sep-2021	Revisions to responsibility for document review