

Australasian College for Emergency Medicine

Regulation E Recertification

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Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Apr-2016	Approved by Board
v2	Jun-2016	Regulation E1.4 revised and approved by Board
v3	May-2017	New E1.3.4 approved with consequential renumbering
v4	Jun-2017	Regulation E1: revisions to delineate ACEM Specialist CPD Program Regulation E2: approved by Board Regulation E3: approved by Board
v5	Aug-2017	E1.1, E2.1.1, E2.1.2: revisions to clarify participation in applicable CPD program approved by the Board for that purpose E1.3.1, E2.3.1, E3.3.1: requirement to record and submit minimum CPD activities
v6	Aug-2018	E1.3.1, E2.3.1, E3.3.1: amendment to requirement to record CPD activities
v7	Dec-2018	Regulation E4: approved by Board

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E1 Fellowship Recertification

E1.1 Participation in a Continuing Professional Development Program

- E1.1.1 Pursuant to sub-clauses 2.1 and 4.3.1(b) of the College Constitution, ongoing Fellowship of the College (FACEM) will be contingent upon satisfactory participation in a continuing professional development (CPD) program approved by the ACEM Board for this purpose and the meeting of the requirements of that program as approved by the Board, including satisfactory completion of a Compliance Audit as applicable.
- E1.1.2 Regulation E1.1.1 does not apply to Honorary Fellows and to Fellows who are recognised as being retired pursuant to Regulation A1.3.
- E1.1.3 The ACEM Specialist CPD Program will operate on a three (3)-year recertification cycle and be overseen by the College Continuing Professional Development Committee under the Terms of Reference approved by the Council of Education.

E1.2 Annual Compliance Audit

- E1.2.1 The participation of Fellows undertaking the program shall be reviewed on an annual and three-yearly basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- E1.2.2 Each year, a proportion of Fellows will be randomly audited to ensure compliance with the Specialist CPD program for the year and three-year cycle in question.

E1.3 Failure to Comply

- E1.3.1 Fellows who fail to record the minimum requirements of their CPD activities on an annual basis will be deemed to be 'non-compliant' with the requirements of the ACEM Specialist CPD Program and subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E1.3.2 If, after due process, a Fellow fails to comply with or pass a compliance audit, the Fellow will be deemed to be 'non-compliant' with the requirements of the ACEM Specialist CPD Program and subject to a further compliance audit the following CPD year. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E1.3.3 Where a further compliance audit(s) is required, the Fellow must pass both it and the preceding audit(s).
- E1.3.4 Where, after due process, a Fellow is found to be non-compliant with the requirements of the ACEM Specialist CPD Program at the conclusion of a three-year cycle, they will be referred to the Council of Education to be considered for recommendation to the Board that Fellowship be suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution.
- E1.3.5 Where the Fellowship of a Fellow is suspended or terminated pursuant to Regulation A1.3.4, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E1.4 Additional Requirements

- E1.4.1 Pursuant to subclause 3.3 of the ACEM Constitution, annual renewal of Fellowship of the College for all Fellows other than those who have declared themselves to be retired pursuant to Regulation A1.3 shall be dependent upon the following requirements being completed within six (6) months of the annual subscription becoming due and payable:
- (a) payment of the annual subscription; and
 - (b) receipt by the College of a completed 'Renewal of Fellowship Declaration'.
- E1.4.2 Where a completed Renewal of Fellowship Declaration indicates matters that may potentially have an effect on renewal of an individual's Fellowship pursuant to the relevant clauses of section 4 of the Constitution, the matter will be referred in the first instance to the member of the Board appointed for such purposes.

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The Board member will determine whether the matters are such that they be:

- dealt with under relevant provisions of Clauses 4.2 or 4.3 of the Constitution as applicable; or
- referred under the *Complaints Policy* (COR166) to the Complaints Committee; or
- noted with no further action taken.

E14.3 A Fellow who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 3.3 of the Constitution.

E14.4 A Fellow who fails to complete and return to the College the Renewal of Fellowship Declaration as required under Regulation E14.2 within six (6) months of the annual subscription becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 4.3 of the Constitution.

E2 Certificant and Diplomate Recertification

E2.1 Participation in a Continuing Professional Development Program

E2.1.1 Certificants

E2.1.1.1 The membership category of Certificant is established pursuant to clause 2.1 of the ACEM Constitution and Regulation A1.5.

E2.1.1.2 Ongoing membership of the College as a Certificant is contingent upon satisfactory participation in a continuing professional development (CPD) program approved by the ACEM Board for this purpose and the meeting of the requirements of that program as approved by the Board, including satisfactory completion of a Compliance Audit as applicable.

E2.1.2 Diplomates

E2.1.2.1 The membership category of Diplomate is established pursuant to clause 2.1 of the ACEM Constitution and Regulation A1.4.

E2.1.2.2 Ongoing membership of the College as a Diplomate is contingent upon satisfactory participation in a continuing professional development (CPD) program approved by the ACEM Board for this purpose and the meeting of the requirements of that program as approved by the Board, including satisfactory completion of a Compliance Audit as applicable.

E2.1.3 The ACEM Non-Specialist CPD Program operates on a one (1)-year recertification cycle and is overseen by the College Continuing Professional Development Committee under the Terms of Reference approved by the Council of Education.

E2.2 Annual Compliance Audit

E2.2.1 The participation of ACEM Diplomates and Certificants undertaking the Non-Specialist CPD Program shall be reviewed on an annual basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.

E2.2.2 Each year, a proportion of participants in the Non-Specialist CPD Program will be audited to ensure compliance with the CPD program for the year in question.

E2.3 Failure to Comply

E2.3.1 Certificants and Diplomates who fail to record the minimum requirements of CPD activities for a CPD year will be deemed to be 'non-compliant' with the requirements of the ACEM Non-Specialist CPD Program and subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E2.3.2 Where, after due process, a Certificant or Diplomate is found to be non-compliant with the requirements of the ACEM Non-Specialist CPD Program, they will be referred to the Council of Education to be considered for recommendation to the Board that membership be suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution.

E2.3.3 Where membership is suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E2.4 Additional Requirements

E2.4.1 Certificants

E2.4.1.1 Annual renewal of membership of the College as a Certificant shall be dependent upon the following requirements being completed within six (6) months of the annual subscription becoming due and payable:

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- (a) payment of the annual subscription; and
- (b) receipt by the College of a completed 'Renewal of Membership Declaration'.

E2.4.1.2 Where a completed Renewal of Membership Declaration indicates matters that may potentially have an effect on renewal of an individual's membership as a Certificant pursuant to the relevant clauses of section 4 of the Constitution, the matter will be referred in the first instance to the member of the Board appointed for such purposes.

The Board member will determine whether the matters are such that they be:

- dealt with under relevant provisions of Clauses 4.2 or 4.3 of the Constitution as applicable; or
- referred under the *Complaints Policy* (COR166) to the Complaints Committee; or
- noted with no further action taken.

E2.4.1.3 A Certificant who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 3.3 of the Constitution.

E2.4.1.4 A Certificant who fails to complete and return to the College the Renewal of Membership Declaration as required under Regulation E2.4.2.1 within six (6) months of the annual subscription becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 4.3 of the Constitution.

E2.4.2 Diplomates

E2.4.2.1 Annual renewal of membership of the College as a Diplomate shall be dependent upon the following requirements being completed within six (6) months of the annual subscription becoming due and payable:

- (a) payment of the annual subscription; and
- (b) receipt by the College of a completed 'Renewal of Membership Declaration'.

E2.4.2.2 Where a completed Renewal of Membership Declaration indicates matters that may potentially have an effect on renewal of an individual's membership as a Diplomate pursuant to the relevant clauses of section 4 of the Constitution, the matter will be referred in the first instance to the member of the Board appointed for such purposes.

The Board member will determine whether the matters are such that they be:

- dealt with under relevant provisions of Clauses 4.2 or 4.3 of the Constitution as applicable; or
- referred under the *Complaints Policy* (COR166) to the Complaints Committee; or
- noted with no further action taken.

E2.4.2.3 A Diplomate who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 3.3 of the Constitution.

E2.4.2.4 A Diplomate who fails to complete and return to the College the Renewal of Membership Declaration as required under Regulation E2.4.2.1 within six (6) months of the annual subscription becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 4.3 of the Constitution.

E3 Educational Affiliate Recertification

E3.1 Participation in a Continuing Professional Development Program

- E3.1.1 The membership category of Educational Affiliate is established pursuant to clause 2.1 of the ACEM Constitution and Regulation A1.7.
- E3.1.2 Ongoing membership of the College as an Educational Affiliate admitted pursuant to Regulation A1.7.1(a), A1.7.1(b) or Regulation A1.7.1(c), is contingent upon satisfactory participation in the ACEM Specialist Continuing Professional Development (CPD) Program approved by the ACEM Board and the meeting of the requirements of that program as approved by the Board, including satisfactory completion of a Compliance Audit as applicable.
- E3.1.3 Ongoing membership of the College as an Educational Affiliate admitted pursuant to Regulation A1.7.1(d), is contingent upon satisfactory participation in either:
- (a) the ACEM Specialist Continuing Professional Development (CPD) Program; or
 - (b) the ACEM Non-Specialist Continuing Professional Development (CPD) Program; and
- the meeting of the requirements of the applicable program as approved by the Board, including satisfactory completion of a Compliance Audit as applicable.
- E3.1.4 The ACEM Specialist CPD Program operates on a three (3)-year recertification cycle and is overseen by the College Continuing Professional Development Committee under the Terms of Reference approved by the Council of Education.
- E3.1.5 The ACEM Non-Specialist CPD Program operates on a one (1)-year recertification cycle and is overseen by the College Continuing Professional Development Committee under the Terms of Reference approved by the Council of Education.

E3.2 Annual Compliance Audit

- E3.2.1 The participation of Educational Affiliates undertaking the Specialist CPD Program shall be reviewed on an annual and three-yearly basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- Each year, a proportion of participants in the ACEM Specialist CPD Program will be audited to ensure compliance with the program for the year and three-year cycle in question.
- E3.2.3 The participation of Educational Affiliates undertaking the Non-Specialist CPD Program shall be reviewed on an annual basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- Each year, a proportion of participants in the Non-Specialist CPD Program will be audited to ensure compliance with the Non-Specialist CPD program for the year in question.

E3.3 Failure to Comply

- E3.3.1 Educational Affiliates required pursuant to Regulation E3.1 to participate in an ACEM CPD Program who fail to record the minimum requirements of CPD activities for a CPD year will be deemed to be 'non-compliant' with the requirements of the CPD Program and subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E3.3.2 If, after due process, an Educational Affiliate participating in the ACEM Specialist CPD Program fails to comply with or pass a compliance audit, the member will be deemed to be 'non-compliant' with the requirements of the program and subject to a further compliance audit the following CPD year. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

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Where a further compliance audit(s) is required, the Educational Affiliate must pass both it and the preceding audit(s).

E3.3.3 Non-Compliance

E3.3.3.1 Where, after due process, an Educational Affiliate participating in the ACEM Specialist CPD Program is found to be non-compliant with the requirements of that program at the conclusion of a three-year cycle, they will be referred to the Council of Education to be considered for recommendation to the Board that membership be suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution.

E3.3.3.2 Where, after due process, an Educational Affiliate participating in the ACEM Non-Specialist CPD Program is found to be non-compliant with the requirements of that program, they will be referred to the Council of Education to be considered for recommendation to the Board that membership be suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution.

E3.3.4 Where membership is suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E3.4 Additional Requirements

E3.4.1 Annual renewal of membership of the College as an Educational Affiliate shall be dependent upon the following requirements being completed within six (6) months of the annual subscription becoming due and payable:

- (a) payment of the annual subscription; and
- (b) receipt by the College of a completed 'Renewal of Membership Declaration'.

E3.4.2 Where a completed Renewal of Membership Declaration indicates matters that may potentially have an effect on renewal of an individual's membership as an Educational Affiliate pursuant to the relevant clauses of section 4 of the Constitution, the matter will be referred in the first instance to the member of the Board appointed for such purposes.

The Board member will determine whether the matters are such that they be:

- dealt with under relevant provisions of Clauses 4.2 or 4.3 of the Constitution as applicable; or
- referred under the Complaints Policy (COR166) to the Complaints Committee; or
- noted with no further action taken.

E3.4.3 An Educational Affiliate who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 3.3 of the Constitution.

E3.4.4 An Educational Affiliate who fails to complete and return to the College the Renewal of Membership Declaration as required under Regulation E3.4.2 within six (6) months of the annual subscription becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 4.3 of the Constitution.

E4 International Affiliate Recertification

E4.1 Participation in a Continuing Professional Development Program

- E4.1.1 The membership category of International Affiliate is established pursuant to clause 2.1 of the ACEM Constitution and Regulation A1.6.
- E4.1.2 Ongoing membership of the College as an International Affiliate admitted pursuant to Regulation A1.6.1(a) or A1.6.1(b) is contingent upon satisfactory participation in either:
- (a) the ACEM Specialist Continuing Professional Development (CPD) Program; or
 - (b) the ACEM Non-Specialist Continuing Professional Development (CPD) Program; and
- the meeting of the requirements of the applicable program as approved by the Board, including satisfactory completion of a Compliance Audit as applicable.
- E4.1.3 The ACEM Specialist CPD Program operates on a three (3)-year recertification cycle and is overseen by the College Continuing Professional Development Committee under the Terms of Reference approved by the Council of Education.
- E4.1.4 The ACEM Non-Specialist CPD Program operates on a one (1)-year recertification cycle and is overseen by the College Continuing Professional Development Committee under the Terms of Reference approved by the Council of Education.

E4.2 Annual Compliance Audit

- E4.2.1 The participation of International Affiliates undertaking the Specialist CPD Program shall be reviewed on an annual and three-yearly basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- Each year, a proportion of participants in the ACEM Specialist CPD Program will be audited to ensure compliance with the program for the year and three-year cycle in question.
- E4.2.3 The participation of International Affiliates undertaking the Non-Specialist CPD Program shall be reviewed on an annual basis through the conduct of compliance audits. The position of those in default shall be determined by the CPD Committee in accordance with applicable regulations and associated policies.
- Each year, a proportion of participants in the Non-Specialist CPD Program will be audited to ensure compliance with the Non-Specialist CPD program for the year in question.

E4.3 Failure to Comply

- E4.3.1 International Affiliates required pursuant to Regulation E4.1 to participate in an ACEM CPD program who fail to record the minimum requirements of CPD activities for a CPD year will be deemed to be 'non-compliant' with the requirements of the CPD program and subject to a compliance audit. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- E4.3.2 If, after due process, an International Affiliate participating in an ACEM CPD program fails to comply with or pass a compliance audit, the member will be deemed to be 'non-compliant' with the requirements of the program and subject to a further compliance audit the following CPD year. The College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.
- Where a further compliance audit(s) is required, the International Affiliate must pass both it and the preceding audit(s).
- E4.3.3 Non-Compliance
- E4.3.3.1 Where, after due process, an International Affiliate participating in the ACEM Specialist CPD Program is found to be non-compliant with the requirements of that program at the conclusion of a three-

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year cycle, they will be referred to the Council of Education to be considered for recommendation to the Board that membership be suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution.

E4.3.3.2 Where, after due process, an International Affiliate participating in the ACEM Non-Specialist CPD Program is found to be non-compliant with the requirements of that program, they will be referred to the Council of Education to be considered for recommendation to the Board that membership be suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution.

E4.3.4 Where membership is suspended or terminated pursuant to clause 4.3.1(b) of the ACEM Constitution, the College may convey this information to any relevant Authority in its absolute discretion or as required by any relevant law or College policy.

E4.4 Additional Requirements

E4.4.1 Annual renewal of membership of the College as an International Affiliate shall be dependent upon the following requirements being completed within six (6) months of the annual subscription becoming due and payable:

- (a) payment of the applicable annual subscription; and
- (b) receipt by the College of a completed 'Renewal of Membership Declaration'.

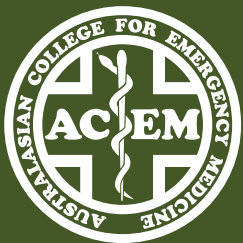
E4.4.2 Where a completed Renewal of Membership Declaration indicates matters that may potentially have an effect on renewal of an individual's membership as an International Affiliate pursuant to the relevant clauses of section 4 of the Constitution, the matter will be referred in the first instance to the member of the Board appointed for such purposes.

The Board member will determine whether the matters are such that they be:

- dealt with under relevant provisions of Clauses 4.2 or 4.3 of the Constitution as applicable; or
- referred under the *Complaints Policy* (COR166) to the Complaints Committee; or
- noted with no further action taken.

E4.4.3 An International Affiliate who fails to pay the annual subscription within six (6) months of it becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 3.3 of the Constitution.

E4.4.4 An International Affiliate who fails to complete and return to the College the Renewal of Membership Declaration as required under Regulation E4.4.2 within six (6) months of the annual subscription becoming due and payable shall cease to be a member of the College and lose all rights and privileges of membership, pursuant to Clause 4.3 of the Constitution.



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