



Pre-Hospital and Retrieval Network Executive

An entity of the Council of Advocacy, Practice and Partnerships

1. Introduction

Networks within the College are virtual communities of practice designed to connect members who share a special interest. These Networks foster vibrant, engaged communities that are actively built and led by their Executive who encourage the sharing of resources and advocacy for the area of speciality. The governance of all Networks is outlined in Regulation A9 (Regulations), the *Policy on College Entities* (P334) (Policy), and their respective Terms of Reference.

Pre-Hospital and Retrieval Medicine (PHRM) Network Executive members should ensure they are familiar with the provisions and requirements of the Regulations and the Policy.

These terms of reference include details of the following:

- membership specifications (including any variations to the Policy permitted by the Council of Advocacy, Practice and Partnerships (CAPP));
- matters specific to the PHRM Network Executive (i.e. role and responsibilities); and
- where relevant, any variation of conduct of meeting requirements (if permitted by CAPP).

Otherwise, reference should be made to the Policy for details of all matters pertaining to the operation of the Network Executive.

2. Purpose and scope

2.1 Purpose

To provide a community of practice for ACEM members and non-members with an interest in pre-hospital and retrieval medicine to support connection, shared learning, collaboration and advancement of practice.

2.2 Scope

The Network will operate across three (3) key pillars:

Engage

- Promote collegiality among practitioners with an interest in the pre-hospital and retrieval medicine
- Facilitate communication and connection between members across regions, career stages and practice settings
- Provide opportunities to ask questions and receive peer insights
- Support sharing of experiences, approaches and practical learnings
- Enable participation in facilitated discussions on emerging topics
- Foster connection between members working in similar clinical or leadership contexts

Collaborate

- Encourage members to work together in focused groups where relevant
- Support co-development of outputs such as resources, approaches or guidance
- Facilitate collaboration in education and scientific activities
- Encourage participation in research and scholarly activity
- Provide a space to test, iterate and refine ideas over time
- Support joint initiatives that advance pre-hospital and retrieval medicine

Build Practice Knowledge

- Capture insights emerging from discussions and shared experiences
- Identify and elevate useful contributions from members
- Develop shared understanding of practice through dialogue
- Support the development and sharing of resources
- Promote education and learning opportunities in pre-hospital and retrieval medicine
- Contribute to the advancement of practice through collective knowledge

3. Membership

3.1 General Network membership

The Network consists of the following members:

- ACEM Fellows
- ACEM Associates
- ACEM Affiliates
- Specialist International Medical Graduates (SIMGs)
- ACEM trainees
- External stakeholders – any stakeholder from an emergency department setting or undertaking research in pre-hospital and retrieval medicine

Applications for general membership shall be submitted in writing in the form prescribed by the College for this purpose.

3.2 Network Executive membership

The Network Executive consists of the following members:

- (a) Maximum of twelve (12) ordinary members who hold Fellowship of ACEM and ordinarily reside in Australia and/or Aotearoa New Zealand.
- (b) Maximum of one (1) FACEM Training Program trainee.
- (c) Maximum of one (1) ACEM member in a category other than that of Fellow.
- (d) The Chair or a representative of CAPP, as required.

The Network Executive may co-opt one (1) external member and/or one (1) supernumerary member; co-opted members do not have voting rights.

To encourage diversity and a variety of knowledge and opinions, membership of the Network Executive should have:

- at least one (1) member residing in Aotearoa New Zealand;
- at least one (1) member residing and/or working in MM2+ (non-major referral) in Australia or U2+ in Aotearoa New Zealand; and
- a gender balance across appointed members.

ACEM staff will attend and participate in meetings; however, they do not have voting rights in relation to matters being considered by the Network Executive.

3.3 Office holders

The Network Executive will have an appointed Chair and Deputy Chair who will serve as the Office Holders for the Network Executive. Office Holders will be appointed by the relevant governing body in accordance with the provisions of the Policy.

3.4 Casual vacancies

A casual vacancy arising in the Network Executive shall be filled in accordance with the provisions of the Policy.

3.5 Revocation of membership

The appointment of any member to the Network Executive, including office holder position, may be revoked in accordance with the provisions of the Policy.

4. Responsibilities and authority

4.1 Responsibilities

The role of the Network includes, but is not limited to:

- promoting communication within an emergency medicine craft or interest group;
- providing mentoring and support within a community of practice of members with the same interests;
- providing opportunities to undertake educational initiatives aligned to training and CPD;
- enabling members to advocate for their interests in the area of the Network;
- developing expert knowledge to advance ACEM's expertise and profile; and
- sharing information and innovative ideas for ACEM Board and its entities to achieve in alignment with the ACEM Strategy.

The ACEM Board and its entities collaborate with Networks to use the expertise and interests of the Network Executive and Network members to:

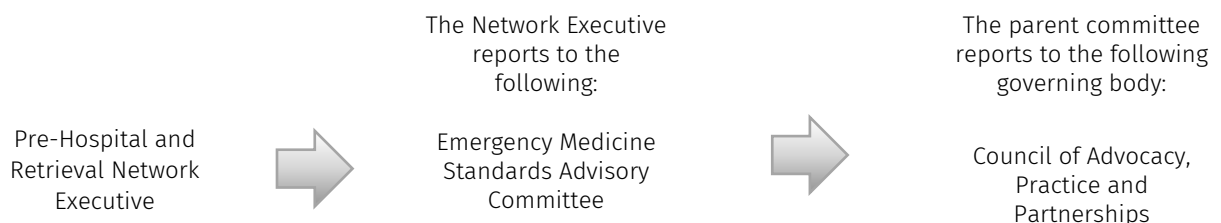
- review policies, guidelines and position statements;
- review curricula, training and assessment;
- design and develop CPD pathways and educational content and programs for events;
- review and research specific areas of emergency medicine to advance the College and/or specialty; and
- consider proposals for partnerships and collaborations that provide benefit to ACEM, members, trainees and the broader advancement of emergency medicine.

4.2 Extent of authority

The Network may provide advice to the ACEM Board, CAPP and the Council of Education (COE) regarding matters within its purview, but does not have authority with respect to decisions that are binding on the College or any of its entities, including in regard to the commitment of ACEM resources to its activities.

4.3 Line of reporting

The Network Executive reports through a 'parent committee' to an ACEM governing body. The reporting lines for the PHRM Network Executive are as follows:



Network Executives are also subject to oversight by the Networks Steering Group, an entity of the ACEM Board. For matters requiring review approval, the Network Executive will be required to submit proposals either in the annual Work Plan or as required throughout the year to the Network Steering Group.

The Network Executive shall provide a written report to both its parent committee and governing body following each of its meetings.

5. Meeting requirements

5.1 Meetings of the Network Executive

The Network Executive shall meet virtually a minimum of two (2) times a year, with the ability to meet more frequently where necessary. At the discretion of the Network Executive, the meeting may be open to all general members of the Network to attend. Network Executive members are required to attend 50 per cent of meetings.

Additionally, the Network Executive will have the opportunity to hold a face-to-face meeting at the ACEM Annual Scientific Meeting during lunchtime breaks in allocated rooms. Where circumstances allow, the Network Executive may also choose to meet face to face or in a hybrid format at other College events. The Membership Experience Team will assist the Network Executive in arranging these meetings, but no financial, travel or accommodation support will be provided by the College for such meetings.

A member of the Network Executive who has duties or interests in conflict with their duties or interests of the Network; whether direct, indirect, financial, material or otherwise, must withdraw or declare a possible conflict of interest in line with the *ACEM Conflict of Interest Policy* (P139).

5.2 Meetings of the Network

In each calendar year, the Network Executive shall convene at least two (2) virtual meeting of the general Network membership.

5.3 Quorum

The quorum for the transaction of business at a Network Executive meeting is a majority of Executive members, at least one (1) of whom must be either the Chair or Deputy Chair. Non-voting members do not contribute to the determination of a quorum based on those present.

The quorum for the transaction of business at a meeting of the Network is at least fifteen (15) members, including at least two (2) members of the Network Executive.

5.4 College support

The College will provide a dedicated point of contact for the Network Executive and members.

6. Document information

Timeframe for review:	Every five (5) years, or earlier if required.
Next major review to be completed by:	August 2031
Content owner:	Member Experience
Approval authority:	CAPP
Accessibility:	Public (website)

7. Revision history

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Nov-2019	Approved by CAPP
v2	Jun-2022	Revisions to reflect review of Sections and alignment with revised requirements of Networks
v3	Apr-2026	Revisions made to align with updated network governance arrangements, including the establishment of the Network Steering Group and the introduction of work plans. Document reformatted into the revised template.
v4	Aug-2026	Updated references from the retired Policy on Networks to the newly merged Policy on College Entities.