



Australasian College
for Emergency Medicine

FACEM Training Program Trainee Agreement

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Document Review

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v1	Aug-2018	Approved by COE
v2	Feb-2022	
v3	Aug-2024	Minor changes throughout

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1. Purpose and background

The Australasian College of Emergency Medicine (ACEM); the College is committed to ensuring that specialist emergency medicine training is undertaken in an appropriate environment, with FACEM Training Program trainees receiving satisfactory support and supervision, and all parties informed of their rights and obligations.

This agreement sets out the rights, responsibilities and obligations of the trainees and the College.

2. Definitions

ACEM/the College

means the Australasian College for Emergency Medicine.

DEMT

means Director of Emergency Medicine Training and is a Fellow who has been formally appointed to the role of supervisor at an ACEM-accredited hospital. Some sites will have more than one DEMT. For trainees completing non-ED training, the DEMT is ordinarily the Regional Deputy Censor for the region in which the site is located.

Regional Censor

means the FACEM elected pursuant to College regulations to represent one of the regions of the Council of Education (COE). Regional Censors participate in the broader, strategic education and training objectives of the College through their role as a member of COE. Regional Censors are also appointed to take on a local education leadership role with the responsibility to communicate educational information between the members in the region and the College.

Regional Deputy Censor

means the FACEM elected pursuant to College regulations to assist the Regional Censor. The primary role of the Regional Deputy Censor is to be the regional representative of the Specialist Training and Assessment Committee (STAC) which oversees the operations of the FACEM Training Program.

Trainee

For the purposes of this agreement means a medical practitioner who was selected for and is enrolled in the FACEM Training Program. It does not extend to trainees enrolled in the Associateship Training Programs, or Specialist International Medical Graduates (SIMGs) assessed by the College and working towards Fellowship through an SIMG pathway.

3. Trainee

3.1 Trainee Declaration

- 3.1.1 I will endeavour to achieve the learning outcomes of the FACEM Training Program.
- 3.1.2 I will endeavour to complete all components and requirements of the FACEM Training Program and to do so within the timeframe(s) prescribed by the College.
- 3.1.3 I will be an active participant in my training, optimising to my benefit the training and educational opportunities available to me, and will take responsibility for my learning and acquisition of knowledge, behaviours and skill, including attendance at in- and out-of-hours educational sessions.
- 3.1.4 I acknowledge that it is my responsibility to ensure that all time limits and deadlines are understood and observed, including timely payment of all fees and the submission of required documentation.
- 3.1.5 I will participate in assessment and review of my own performance and progression.
- 3.1.6 I will demonstrate a willingness to accept and give feedback on my performance and the performance of my supervisors and training positions.
- 3.1.7 I will not share any resources from the College ePortal without College permission.
- 3.1.8 I will report concerns that I may have about a colleague(s) with the Head of Department and/or other officers of the College, ensuring confidentiality. Concerns about the Head of Department shall be reported to the applicable Regional Censor.
- 3.1.9 I will discuss issues of concern about my training and assessment, including examination results, with my DEMENT, mentor or a relevant College staff member (as appropriate).
- 3.1.10 I agree to submit all required applications, complete the relevant feedback forms and surveys, and provide all information required by the College within the time limits or deadlines stipulated by ACEM.
- 3.1.11 I acknowledge that the requirements of the FACEM Training Program are subject to change and that it is my responsibility to ensure I am aware of all College requirements as from time to time amended throughout the course of my training.
- 3.1.12 I commit myself to the values of ACEM and to abide by the ACEM Code of Conduct.
- 3.1.13 I acknowledge that email will be the primary means by which communication is maintained between me and the College and that ACEM will use the email address I designate as my primary email. I undertake to regularly access my designated primary email account to ensure that at all time there is sufficient space in the primary email account to allow receipt of emails from the College, even those containing attachments that are of several megabytes in size.
- 3.1.14 I acknowledge that my training records may be accessed in whole or part by ACEM's representatives, including my DEMENT(s), Regional Censor, Regional Deputy Censors, supervisors of training, education officers and ACEM staff.
- 3.1.15 I acknowledge that ACEM collects and holds personal data for the purpose of trainee registration, for the administering of the FACEM Training Program and for evaluating my progress. I consent to having this information used for these purposes and as authorised in the College's Privacy Policy. I understand that I may contact ACEM and request to review the information I have provided.
- 3.1.16 I acknowledge that collecting information about patients has important privacy implications. In collecting and using any patient information it is my responsibility to ensure that all privacy obligations are met and any necessary consent obtained.

- 3.1.17 I acknowledge that various ACEM training and assessment documentation, educational resources and other materials will be provided to me during the course of training. I acknowledge that this material is owned by the College, is subject to intellectual property protection and cannot be used by me for purposes other than training without the College's prior approval.
- 3.1.18 I acknowledge that while I may seek advice and support from my DEMENT, other FACEMs and the College, no Fellow or member of staff is authorised to vary the regulations or requirements of the Training Program. Any change or variation of College regulations, policies and requirements that I may seek must be applied for under the relevant policy and College process and can only be relied upon if an outcome is in writing from a Fellow or staff member with the delegated authority to make such a change or variation.
- 3.1.19 I release ACEM and its representatives from all claims or liability arising from advice or assistance given in good faith.

32 Obligations

I acknowledge that as a trainee, I have the following obligations:

- 3.2.1 To abide by the professional standards of all registered medical practitioners as outlined in the professional codes of conduct of the Medical Board of Australia or the Medical Council of New Zealand as applicable and from time to time updated, as well as those of ACEM.
- 3.2.2 Except where otherwise permitted by the College, to hold general registration with the Medical Board of Australia or registration in the general scope with the Medical Council of New Zealand as applicable at all times while undertaking the FACEM Training Program.
- 3.2.3 To notify the College within the timeframe prescribed in the regulation if my medical registration with the Medical Board of Australia or Medical Council of New Zealand as applicable expires or if, for any reason, my medical registration is under investigation, withdrawn, suspended or conditions are imposed.
- 3.2.4 To regularly visit the training portal and ensure the College has an accurate and current record of my contact and other details, and to maintain a working email account capable of receiving College correspondence and other communications from the College.
- 3.2.5 To be aware of and observe all College regulations, policies, procedures and other processes relevant to me as a trainee enrolled in and undertaking the FACEM Training Program, including any changes that may occur from time to time throughout the course of my training.
- 3.2.6 To meet regularly with my DEMENT and to participate fully in all College assessment and review processes, including in the development and implementation of a Learning Plan where beneficial or required.
- 3.2.7 To undertake training in a range of settings and locations as required by the College in order to complete the requirements and achieve the outcomes of the FACEM Training Program.
- 3.2.8 If I have concerns regarding my training, it is my responsibility to initiate the process through the College to have these concerns addressed.

33 Rights

I acknowledge that, as a trainee, I have the following rights:

- 3.3.1 To a process of selection and appointment to the FACEM Training Program that is fair, transparent and free from bullying, harassment and discrimination.
- 3.3.2 Whilst recognising that training sites are largely controlled by a trainee's employing body, to a training experience that is free from bullying, harassment and discrimination; where, if necessary, the College will intervene and assist trainees to deal with these issues.

- 3.3.3 To avail myself of College policies relating to the making of a complaint (general); a complaint specific to discrimination, bullying and/or sexual harassment; whistleblower protections; and any other similar avenues that the College may have in place.
- 3.3.4 To exercise College processes available to me for the purposes of seeking reconsideration, review and/or appeal of a decision with which I am dissatisfied.
- 3.3.5 To meet regularly with my DEMENT and to receive timely and constructive feedback on my performance and advice on any area(s) in which improvement is needed.
- 3.3.6 To seek advice and support from my DEMENT and the College, including other FACEMs appointed to College roles, in relation to aspects of my training and my progression through the FACEM Training Program.
- 3.3.7 To receive timely communication and advice from the College regarding training and assessment decisions, and changes to the requirements of the FACEM Training Program.
- 3.3.8 To access Emergency Department training positions that fulfil accreditation requirements set by the College, including appropriate rostering and a clinical caseload appropriate to the level of training.
- 3.3.9 To appropriate supervision and clear directions of any expectations from appointed supervisors.
- 3.3.10 To be able to give feedback to supervisors respectfully without fear of prejudice, recrimination or reprisal in return.

4. ACEM

4.1 Declaration

ACEM agrees to provide support to its representatives, including DEMENTs, Local WBA Coordinators, non-ED supervisors of training, WBA assessors and education officers, to provide trainees with appropriate resources and support in the following areas:

- 4.1.1 Achieving completion of all training periods, and assessment and other requirements of the FACEM Training Program.
- 4.1.2 Resources to assist trainees in achieving the learning outcomes of the FACEM Training Program.
- 4.1.3 The provision of supervision appropriate to the trainee's level of training and having regard to the clinical setting, and regular review of performance during a placement for the purposes of support, feedback and assessment.
- 4.1.4 Fostering a training environment that is free from discrimination, bullying and harassment in the workplace.

4.2 Obligations

ACEM undertakes:

- 4.2.1 Through its accreditation processes, to strive to ensure training occurs in suitable and appropriately resourced and supported departments and placements.
- 4.2.2 To communicate training, assessment and other College decisions in a timely manner having regard to the entirety of the circumstances.
- 4.2.3 To give adequate notice of changes in the requirements of the FACEM Training Program, including the introduction of new requirements, to which existing trainees become subject.



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