REQUESTING ACCREDITATION FOR
SPECIAL SKILLS PLACEMENTS

1. PURPOSE AND SCOPE

This document outlines the process involved in submitting an application for accreditation or approval of a Special Skills Placement (Category ‘A’ or Category ‘T’) to the Accreditation Subcommittee.

2. DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Accredited</td>
<td>A term used in relation to training sites in Australia and New Zealand which have successfully completed and maintained ACEM accreditation in relation to emergency medicine Placements and Category ‘A’ Special Skills Placement.</td>
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<tr>
<td>Approved</td>
<td>A term used in relation to specific training placements which require the prior approval of the Council of Education/approved delegate on an individual basis.</td>
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<tr>
<td>Category ‘A’ (ACEM)</td>
<td>A placement which has been accredited by ACEM following an inspection by an ACEM accreditation team. For this purpose, ‘accredited’ includes ‘provisionally accredited’, where an initial review of documentation supports the interim accreditation of the Placement pending a formal accreditation inspection. Category ‘A’ accredited sites are inspected every five years.</td>
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<tr>
<td>Category ‘T’ (Trainee)</td>
<td>A placement which has been approved by ACEM as a ‘one-off’ training placement for a specific individual trainee who has applied for and obtained prior approval to undertake the placement. Category ‘T’ placements are not inspected.</td>
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<td>Certified</td>
<td>A term used in relation to training (at an accredited site or in an approved placement) which results in time being accrued towards completion of training time requirements for the FACEM Training Program.</td>
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3. CATEGORY ‘A’ APPLICATIONS

Step 1  The Special Skills Placement (SSP) Supervisor is to read:
- The relevant SSP accreditation guideline (if applicable)
- AC95 – Accreditation Information – Special Skills Placements

Step 2  The SSP Supervisor is to complete the following:
- AC173 Special Skills Placement Information Questionnaire (SSPIQ).

Please ensure that if an accreditation guideline exists for the Special Skills Placement, that the SSPIQ addresses all criteria detailed in the relevant guideline. The SSP Guidelines can be found in the ‘Education & Training’ section of the College website under the title, ‘Accreditation’.

[If an accreditation guideline does not exist for the Special Skills Placement, the SSPIQ is to include learning objectives that reconcile with the ACEM Curriculum Framework.]
• A cover letter requesting accreditation for the SSP. This letter should confirm the funding of the SSP and be signed by the CEO or equivalent.

**Step 3**
Submit the application in electronic format to accreditation@acem.org.au. Please note that paper-based applications will not be accepted.

**Step 4**
A decision with respect to granting the Placement Provisional Category ‘A’ status will be made by the Accreditation Subcommittee.

**Step 5**
The SSP Supervisor will be notified in writing of the outcome of the application within ten weeks of submission of the application.

**Step 6**
For successful applications:
• Provisional Category ‘A’ status is granted. This status will be maintained until an accreditation inspection occurs, or for a maximum of two years. Should the trainee position not be filled within this time, the Provisional Category ‘A’ status will lapse and the site will need to re-apply for provisional accreditation status.
• Once a trainee has been appointed to the position, the SSP Supervisor must notify the College Accreditation Officers at accreditation@acem.org.au
• An accreditation inspection will be organised to occur towards the end of the trainee’s placement, to determine whether the placement should be granted Category ‘A’ status.

**Step 7**
After the inspection visit, a formal report is prepared by the lead inspector with specific recommendations. The report is reviewed by the other members of the inspection team before being presented to the Accreditation Subcommittee for consideration. Please refer to AC336 Endorsement Process for Inspection Reports guidelines. This outlines, in flow chart format, the ratification and feedback process of the Inspection Report.

**Step 8**
If the SSP is granted Category ‘A’ accreditation, it will undergo a routine reinspection every five years.

Please see item five (5) below with respect to SSP Learning Portfolios and Logbooks.

### 4. CATEGORY T APPLICATIONS

SSP Category ‘T’ applications are submitted by ACEM trainees for the purposes of gaining approval as a one-off certified training placement.

Please note that Category ‘T’ applications must be received and approved at least six weeks prior to commencing the placement. The Accreditation Subcommittee will not backdate the approval of a placement.

**Step 1**
The trainee is to complete and submit the following:
• AC417 Special Skills Placement - Information Questionnaire Category ‘T’ (SSPIQ- Cat T).
  Please ensure that if a relevant accreditation guideline exists for the Special Skills Placement, that the SSPIQ application addresses all criteria relating to that guideline.
  If an accreditation guideline does not exist for the Special Skills Placement, the SSPIQ should include learning objectives that reconcile with the ACEM Curriculum Framework.
• A cover letter requesting accreditation for the SSP.
• For Overseas Category ‘T’ applications, the following documents must also be submitted:
  o A letter of offer from the site confirming the supervisor details and the placement dates. This information must be supplied on the site’s letterhead;
o Certificate confirming the accreditation status of the overseas hospital from the relevant accrediting body;
o A job description.

Step 2 Submit the application to accreditation@acem.org.au in electronic format. Please note paper-based applications will not be accepted.

Step 3 A decision with respect to approving the application will be made by the Accreditation Subcommittee.

Step 4 The trainee will be notified in writing of the outcome of the application usually within six weeks of submission of the application.

Step 5 For successful applications, the trainee may commence in the position.

Note: for approved overseas placements, the Accreditation Officer will set up the trainee’s placement on the ACEM Online Member Portal.

Please see item five (5) below with respect to SSP Learning Portfolios and Logbooks.

5. MANAGEMENT OF SPECIAL SKILLS LEARNING PORTFOLIOS AND LOGBOOKS

Trainees undertaking Special Skills Placements (Category ‘A’ or Category ‘T’) are required to maintain a Learning Portfolio during the course of the placement. The Learning Portfolio is entered in the ACEM online Learning Needs Analysis (LNA) located in the ACEM Member Portal. At the end of the placement, the supervisor of the Special Skills Placement will make an entry in the LNA stating whether the trainee has met, partially met or not met the requirements of their placement.

With respect to what is required to be documented within the Learning Portfolio:

(a) If applicable, refer to the discipline specific SSP Guideline; or

(b) If a SSP Guideline does not exist for the placement being undertaken, the following information should be documented:
   - General activities;
   - Educational sessions;
   - Supervisor meetings; and other related events associated with meeting the learning objectives.
   - A copy of any projects undertaken during the placement should similarly be included.

5.1 Logbook

For Special Skills Placements that involve patient encounters, the trainee may be required to maintain a Logbook of cases. Please refer to the relevant SSP Guideline for more information.

The trainee may use the ACEM online logbook to document the cases or submit an electronic document at the end of their placement.

For more information regarding completing and submitting Learning Portfolios and Logbooks, please refer to the Accreditation Information for Trainees ACEM webpage.

6. ASSOCIATED DOCUMENTS

- AC69 ACEM-ICU Guidelines
- AC70 Medical Administration Guidelines
- AC72 Medical Education Guidelines
- AC73 Research Guidelines
- AC74 Rural and Remote Health Guidelines
7. ACEM WEBSITE LINKS

- Accreditation Information for Trainees
- ACEM Curriculum Framework

8. DOCUMENT REVIEW

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

8.1 Responsibilities

Document authorisation: Accreditation Subcommittee
Document implementation: Accreditation Manager
Document maintenance: Accreditation Manager

8.2 Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
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</thead>
<tbody>
<tr>
<td>V06</td>
<td>Jan-2016</td>
<td>Amendments to section 2 to 5 and introduction of sections 6 to 8</td>
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<tr>
<td>V06-01</td>
<td>Sep-2017</td>
<td>Amended terminology “Special Skills Term” to “Special Skills Placements”</td>
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