



Australasian College for Emergency Medicine

Local Workplace-Based Assessment Coordinator

Position Description

1. Introduction

Local Workplace-Based Assessment (WBA) Coordinators work alongside supervising consultants (FACEMs and FRACPs) at their site providing support in the undertaking of Emergency Medicine (EM)-WBAs and assessment processes.

This Position Description is established under, and is subordinate to, the ACEM Policy on College Entities (the policy). Local WBA Coordinators should ensure they are familiar with the provisions and requirements of the policy.

2. Appointment and tenure

2.1 Appointment process

The appointment process is based on self-nomination of eligible FACEMs at a site using the applicable College nomination form. The nomination form includes a requirement for nominees to address selection criteria relevant to the position. Once completed by the nominee, the nomination form is to be submitted to the College.

Applications are forwarded by the College to the Director of Emergency Medicine (DEM) and Director of Emergency Medicine Training (DEMT) at the applicable site for review and recommendation. Following review, recommendations are forwarded to the relevant Regional Censor or Regional Deputy Censor, as applicable, for ratification.

At least one (1) Local WBA Coordinator must be appointed within the Emergency Department (ED) of each ACEM-accredited hospital. A single Local WBA Coordinator may be appointed to an ED or the role may be shared, provided that each FACEM or FRACP is employed at least a minimum of 0.25 FTE and working one (1) clinical shift per week in the relevant department. Having two (2) Local WBA Coordinators may assist with succession planning and enable individuals to take a particular focus to their role.

2.2 Duration of appointment

Local WBA Coordinators are appointed for a period of three (3) years. If it is not possible to make a commitment for a period of three years, this should be made clear in writing at the time of application, along with an explanation of why this is the case.



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2.3 Review of appointments

Subject to satisfactory review by the relevant DEM and DEMENT at the conclusion of each three (3) year term and continuing to meet the eligibility requirements, individuals may be eligible for reappointment as a Local WBA Coordinator.

2.4 Eligibility criteria

A prospective Local WBA coordinator must:

- Currently have an appointment of a minimum of 0.25 FTE at the relevant ACEM-accredited ED, working a minimum of one (1) clinical shift per week, and a minimum of one (1) hour of Clinical Support Time (CST) per trainee per month within that ED.
- Be a current FACEM or, if appointed as Local WBA Coordinator in a Paediatric Emergency Department, a current certified FRACP or Fellow as defined by the FACEM Training Program Accreditation Requirements.
- Not be a Director of Emergency Medicine Training (DEMT), Director of Emergency Medicine (DEM) or coordinator of a local mentoring program, or must be able to relinquish such a role if appointed as Local WBA Coordinator
- Be in Good Standing with the College (i.e. is financial, is not subject to any disciplinary or other investigations by the College, and has met all recertification requirements)
- Have completed the ACEM Core Values Module
- Have completed the three (3) Assessing Cultural Competency Modules:
 - Foundations of Assessing Cultural Competence Module;
 - Assessing Cultural Self-Awareness & Cultural Adaptability Module; and
 - Assessing Cultural Literacy & Cultural Bridging Module.

Selection Criteria

In the context of the requirements of the role and obligations of a Local WBA Coordinator, a prospective Local WBA coordinator should be able to demonstrate:

- Active engagement in WBAs within the ED(s) in which they work;
- An understanding of the requirements of the FACEM Training Program, particularly in relation to the EM-WBA requirements and trainee progression;
- Engagement in education activities within the ED in which they work;
- Diligence and effective organisation skills; and
- Experience in the delivery of medical educational programs.

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3. Role of the Local WBA Coordinator

The role of Local WBA Coordinator relates to operational matters and does not have a strategic role.

3.1 Administration of WBAs

A Local WBA Coordinator is expected to:

- 3.1.1. Maintain current knowledge of the training and assessment requirements of the FACEM Training Program, including:
 - Regulations B and G – ACEM Specialist Training Program
 - ACEM Curriculum Framework
 - Progression in Training Policy
 - WBA requirements and
 - Other related training requirements
- 3.1.2. Coordinate the conduct and completion of all EM-WBAs for ACEM trainees at their site.
- 3.1.3. Monitor and provide consultation and advice on other training requirements for ACEM trainees at their site.
- 3.1.3. Liaise with the DEMENT(s) at the site in order to facilitate completion of EM-WBA requirements for FACEM trainees at their site.
- 3.1.4. Meet all College assessment, training, administration and feedback timelines as required
- 3.1.5. Coordinate EM-WBA calibration and training for consultants at their site at a minimum of once per calendar year.
- 3.1.6. Engage with trainees at their site to plan their individual learning.
- 3.1.7. If required, assist the DEMENT to conduct a Learning Development Plan (LDP) for any trainee in a period of additional training time.
- 3.1.8. Regularly consult with the site DEMENT(s) to discuss the progress of all trainees at the site.
- 3.1.9. Actively engage in ACEM EM-WBA evaluation processes as requested.

3.2 Training site coordination of EM-WBAs

ED placements

- 3.2.1. Where more than one (1) Local WBA Coordinator is appointed at a site, work together to coordinate a shared approach to the duties, roles and responsibilities of the position.
- 3.2.2. Ensure there is a succession plan in place for the position of Local WBA Coordinator at the site.
- 3.2.3. Work with the DEMENT(s) to ensure EM-WBAs and other related training requirements are completed and submitted on time for trainees at the site.

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- 3.2.4. Discuss with trainees their workplace assessment outcomes identified through the EM-WBA processes.
- 3.2.5. Engage with FACEMs and FRACPs at the site so that they support the Training Program by regularly assessing EM-WBAs.
- 3.2.6. Regularly monitor the quality and effectiveness of written feedback provided by assessors at their site and provide guidance for improvement as needed.
- 3.2.7. Action requests from the Trainee Progression Review Panel Chair or Deputy Chair, Regional Censor or Regional Deputy Censor to address local issues identified through the trainee progression review process, including, but not limited to, issues regarding;
 - Insufficient feedback from individual assessors
 - The need for a wider spread of assessors
 - The need for more unique patient cases across EM-WBAs
 - EM-WBA Compliance management.
- 3.2.8. Provide regular opportunities to develop the assessing skills of FACEMs and FRACPs at the site.

General

- 3.2.9. Where regional or local supervisor training programs are established, participate in the delivery of the program with respect to EM-WBAs.
- 3.2.10. Maintain current knowledge of the College's requirements in relation to ACEM-accredited training sites and placements and understand the connection between arrangements at the site and the performance of individuals, principally, but not limited to FACEMs, working at that site, for decisions on ACEM-accreditation.

4. Obligations of the Local WBA Coordinator

4.1 General

A Local WBA Coordinator is expected to:

- 4.1.1 Undertake all the duties of a Local WBA Coordinator.
- 4.1.2. Comply with all applicable ACEM policies, including but not limited to:
 - ACEM Core Values;
 - Code of Conduct (COR235);
 - Conflict of Interest Policy (COR139);
 - Discrimination, Bullying and Sexual Harassment Policy (COR133);
 - Member/Staff Relations Policy (COR304);

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- Policy on Procedural Fairness (COR140); and
- Privacy Policy (COR200).

- 4.1.3. Ensure they abide by the provisions of the ACEM Conflict of Interest Policy (COR139) and notify the College and the Regional Censor and/or Regional Deputy Censor as soon as practicable of any conflict, whether actual or perceived, so that alternative assessment and review arrangements can be made for the trainee(s) in question.
- 4.1.4. Except where otherwise required by regulatory bodies or professional duties, maintain the privacy and confidentiality of trainees at all times.
- 4.1.5. Ensure trainees receive adequate opportunities to complete their EM-WBAs as prescribed by the College for their relevant stage/phase in the FACEM Training Program.
- 4.1.6. Ensure trainees undergoing a period of additional training time receive adequate support and professional development opportunities as outlined in their outcome letter and learning development plan; including, but not limited to, any additional EM-WBAs they are required to complete.
- 4.1.7. Meet the clinical support time requirements specified by the College in the ACEM Minimum Requirements: Accreditation of Adult and Mixed Emergency Departments and the ACEM Minimum Requirements: Accreditation of Paediatric Emergency Departments.
- 4.1.8. Remain compliant with the ACEM CPD Program requirements. Where the Local WBA Coordinator holds FRACP, provide evidence of compliance with the RACP CPD program upon request by ACEM.
- 4.1.9. Consult with the DENT(s) to maintain an appropriate overview of each trainee's compliance with WBA and other related training requirements of the FACEM Training Program.
- 4.1.10. Work with the consultant group at the site to ensure EM-WBAs are completed.
- 4.1.11. Within their site, advocate for and represent education at a departmental level, providing input to management discussions.

4.2 Local WBA Coordinator training, development and support

A Local WBA Coordinator is expected to:

- 4.2.1. Complete the College's online WBA modules within 12 weeks of the date of appointment as a Local WBA Coordinator,
- 4.2.2. Attend the Local WBA Coordinator Induction and Orientation workshop within 12 months from the date of appointment and subsequently attend any Local WBA Coordinator online sessions or workshops as required or prescribed by the Council of Education, or delegate.
- 4.2.3. Where requested to do so, arrange a WBA Assessor calibration session for FACEMs and FRACPs at their local site.
- 4.2.4. Attend meetings scheduled by the Regional Censor or Regional Deputy Censor to discuss local/regional matters.
- 4.2.5. Attend workshops as needed to upskill in areas that will assist in fulfilling the duties of the role.



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4.2.6. Utilise the ACEM Local WBA Coordinator network including online discussion forum and resources to:

- keep abreast of changes to the FACEM Training Program
- undertake Local WBA Coordinator orientation and training
- provide advice and support to other Local WBA Coordinators
- upskill in areas of teaching and assessment methods relevant to ACEM training.

4.3 Leave/absences

A Local WBA Coordinator who intends to be absent from their post for greater than four (4) consecutive weeks is required to:

- 4.3.1. Make appropriate arrangements to ensure that the management of ACEM WBA requirements continues in their absence (including access to assessment and training time verification).
- 4.3.2. Notify trainees at their site of the period for which they will be on leave.
- 4.3.3. Submit their leave dates to the College via email (wba@acem.org.au) at least two (2) weeks prior, using the appropriate College form and providing all requested information, including the nomination of a FACEM to act as Local WBA Coordinator during their absence.

Where there is more than one Local WBA Coordinator, the other Local WBA Coordinator(s) may agree to cover the temporary period of absence.

A Local WBA Coordinator who intends to be absent for less than four (4) consecutive weeks is required to:

- 4.3.4. Make appropriate arrangements to ensure that the management of the ACEM WBA requirements continues in their absence (including access to assessment).
- 4.3.5. Notify trainees at their site of the period for which they will be on leave.
- 4.3.6. Notify the College via email (wba@acem.org.au) with at least two (2) weeks' notice of the period for which they will be on leave.

4.4 Resignations

A Local WBA Coordinator who intends to resign from this position is required to:

- 4.4.1. Submit a duly completed Local WBA Coordinator Appointment/Resignation form to the College via email (wba@acem.org.au) and provide not less than two (2) weeks' notice.
- 4.4.2. Nominate a replacement Local WBA Coordinator in accordance with the Local WBA Coordinator Appointments Policy and using the appropriate College form.



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4.5 Removal from role

- 4.5.1 At the discretion of the Council of Education or approved delegate, should a Local WBA Coordinator not perform their duties or meet their obligations of their role as outlined in this Position Description, then they may be considered for removal from the role.

5. College obligations

5.1 Teacher training and support

The College will:

- 5.1.1. Regularly update Local WBA Coordinators on changes to the FACEM Training Program including relevant regulations, policies, guidelines and procedures.
- 5.1.2. Seek feedback from Local WBA Coordinators to assist in educational planning and inform quality improvement processes.
- 5.1.3. Provide information to Local WBA Coordinators of educational activities relating to their role and ACEM WBAs more particularly as well as other such opportunities for their trainees.
- 5.1.4. Facilitate discussion on the ACEM Local WBA Coordinator Network via eLearning.
- 5.1.5. Provide up-to-date teacher training materials and other supporting resources to assist Local WBA Coordinators in their role.
- 5.1.6. Regularly invite Local WBA Coordinators to participate in training and assessment calibration exercises.
- 5.1.7. Provide educational professional development so Local WBA Coordinators continue developing their skills and knowledge as related to their role.
- 5.1.8. Respond to queries, including processing of leave and resignation applications within ten (10) business days.

6. Associated documents

- ACEM Curriculum Framework
- ACEM Core Values
- ACEM Regulations
- Accreditation of Adult and Mixed Emergency Departments (AC01)
- Code of Conduct (COR235)
- Complaints Policy (COR166);
- Conflict of Interest Policy (COR139)



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- Discrimination, Bullying and Sexual Harassment Policy (COR133)
- Minimum Requirements: Accreditation of Paediatric Emergency Departments (AC05)
- Policy on College Entities (COR334)
- Policy on Procedural Fairness (COR140)
- Procedures for Resolving Discrimination, Bullying and Sexual Harassment Complaints (COR135)
- Procedures for Submission and Resolution of Complaints (CPR656);
- Progression in Training Policy (TA544)
- Reconsideration, Review and Appeals Policy (COR355) Forms
- Local WBA Coordinator Appointment/Resignations Form (TA461)

7. Document review

Timeframe for review: every three (3) years, or earlier if required.

7.1 Responsibilities

Document authorisation:	Council of Education
Document implementation:	Manager, Training
Document maintenance:	Manager, Governance and Standards

7.2 Revision history

Version	Date	Pages revised / Brief Explanation of Revision
v1	Dec-2016	Approved by Council of Education
v2	Jul-2020	Revisions to eligibility and selection criteria and the addition of appointment process. Further Revisions also made to the role and obligations of a Local LBA Coordinator
v3	Sept-2020	Minor revision to section 2.2 and the addition of section 4.5
v4	Apr-2021	Revisions to section 2.1, 2.3 and 2.4
v5	Oct-2022	Revisions to sections 2.1, 2.4, 4.1 and 6
v6	Jul-2023	Revisions to 3.1 and 4.2 and removal of 3.3
v7	Oct-2024	Revisions to sections 3.1, 3.2 and 4.1

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