



Australasian College for Emergency Medicine

Retired Fellows Orientation Guide

November 2023



These values define the organisation's guiding principles, and underpin the way ACEM works in order to meet its vision and mission of ensuring the highest standards are maintained in the training of emergency physicians, and in the provision of emergency care to the communities of Australia and New Zealand.

Find out more and complete the elearning module at acem.org.au/corevalues

Our Vision

Be the trusted authority for ensuring clinical, professional and training standards in the provision of quality, evidence-based, patient-centred emergency care.

Our Mission

Promote excellence in the delivery of quality emergency care to the community through our committed and expert members.

President's Welcome

Hello,

Firstly, I would like to extend my deepest thanks and gratitude for your work in pioneering our specialty and making it what it is today. Without your efforts, your mentorship and nurturing, we would not be here, and it is an honour to continue the work you began.

As a retired Fellow, ACEM deeply values your wisdom and experience, and we invite you to continue to engage with us as we work together to shape the future of our profession and honour the ongoing journey of our specialty.

And what will our profession's future look like?

I see ACEM advocating for solutions that will allow our trainees to attain satisfying and long-term careers in safe and supportive workplaces, providing the most effective care they can to everyone who presents at an ED. I see our diverse EM community celebrating and learning from one other, ensuring our membership and leadership is culturally safe, responsive to and reflective of the people we serve.

I see the College celebrating EM's unique status as a generalist specialty, the defining part of our identity.

We will promote the wonderful opportunities in rural, regional and remote medicine. We will work alongside, and in service of, Māori people in Aotearoa New Zealand and Aboriginal and Torres Strait Islander peoples in Australia to address Indigenous health inequity.

This work will, as always, be guided by ACEM's foundational core values: respect, integrity, collaboration and equity.

This guide provides an overview of some of the requirements and benefits you need to be aware of now as you commence your journey as a retired Fellow. It also shows where you can find support and how to stay involved in College life.

I encourage you to stay involved. It's a great way to have a say in where we are going and how we continue to evolve as a specialty. Please take the time to read through, and don't hesitate to contact the College if you need any help.

Congratulations on your career achievements, and I wish you all the best for your next steps as a retired Fellow. We look forward to continuing to work alongside you.

Thank you,
Dr Stephen Gourley

ACEM President



Key membership documents

ACEM has several policies and guidelines that you can and should refer to during your membership as a Retired Fellow.

Constitution

ACEM is governed by the principles outlined in our [Constitution](#).

Regulation A - Governance

[Regulation A](#) outlines the categories of membership; suspension, termination and reinstatement of membership; CoE; CAPP; ACEM Board; regional faculties; and networks.

Regulation E – Recertification

[Regulation E](#) outlines Fellowship recertification including CPD participation; compliance audits; failure to comply; additional requirements; and being of Good Standing with the College.

Conflicts of Interest Policy

The purpose of the [Conflict of Interest Policy](#) is to provide guidance in identifying and handling potential and actual conflicts of interest involving ACEM and its activities. It is the responsibility of each member to have regard to the particular circumstances of each case, and the application of this policy in each case.

Member/Staff Relations Policy

The purpose of the [Member/Staff Relations Policy](#) is to clarify the relationship between College members, whether as individuals or as members of any College entity, and College staff. This policy applies to all College members, trainees and staff.



Your benefits

Being an ACEM member is not just about the advancement of Emergency Medicine in Australia and Aotearoa New Zealand. It's about having access to a range of entitlements, benefits and support, including educational resources, a dedicated webpage on your wellbeing, and financial savings through various programs.



Retired Fellows Alumni

As a Retired Fellow you become part of the ACEM Retired Fellows Alumni which aims to provide opportunities to stay connected with ACEM peers, remain engaged in special interest groups, and provide support our Retired Fellows.

FACEM

FACEM postnominal

ACEM Retired Fellows remain entitled to use the post-nominal 'FACEM'.



Voting rights

As a Retired Fellow you have the right to vote at the Annual General Meeting and on matters such as changes to the ACEM Constitution and Presidential Elections.



Wellbeing initiatives

There is a range of resources which aim to support you and your family throughout your retirement. Find out more [here](#).



Annual subscription

ACEM Retired Fellows are not required to pay the fellows' annual subscription fee.



EMA Journal

Emergency Medicine Australia (EMA) is the official journal of ACEM and the Australasian Society for Emergency Medicine. [Access EMA online](#).



Your ED magazine

Real stories about emergency medicine and the people that work in the discipline. [Access Your ED online](#).



Financial savings

Members are entitled to an extensive range of quality lifestyle and financial benefits through [Member Advantage](#) and [Travel Club](#) (available in Australia and Aotearoa New Zealand only)



Continuing Professional Development Home

ACEM Retired Fellows are not required to meet the recertification/Continuing Professional Development required of ACEM Fellows practising in the field of emergency medicine



Full list of benefits can be found at acem.org.au/benefits.

Your College, your responsibilities

As a Retired Fellow there are certain responsibilities and obligations you are expected to meet when holding this title.

As a Retired Fellow you are reminded to:

- **Inform the College in writing if you return to any work in the specialty of emergency medicine.**

A Retired Fellow is defined as a FACEM who:

(a) Has completely and permanently retired from practice, including related activities such as teaching and examining, as a specialist emergency physician, and

(b) Is no longer acting as an expert witness in the field of emergency medicine, except in:

- cases for which he/she has already provided an expert opinion prior to the date of signing the Retirement Declaration, and
- cases which deal with medical practices current during any time he/she was in active practice as a specialist emergency physician and prior to signing the Retirement Declaration.

- **Conduct yourself in accordance with the College's core values** of Respect, Integrity, Collaboration and Equity and its governing Constitution, Regulations and associated documents.

- **My ACEM portal**

Regularly visit the [My ACEM portal](#) and ensure the College has an accurate and current record of your contact and other details. Update your email address so that you can receive important College correspondence and other communications.

- **Seek assistance**

If you have any issues or concerns, seek assistance from the Membership and Culture Unit by contacting membership@acem.org.au.



Keep up with EM

Read the College newsletters which are developed and distributed regularly to keep members and trainees up to date with the College's activities and emergency medicine in Australia, Aotearoa New Zealand and internationally.

ACEM Bulletin *Weekly email*

- College updates
- Events

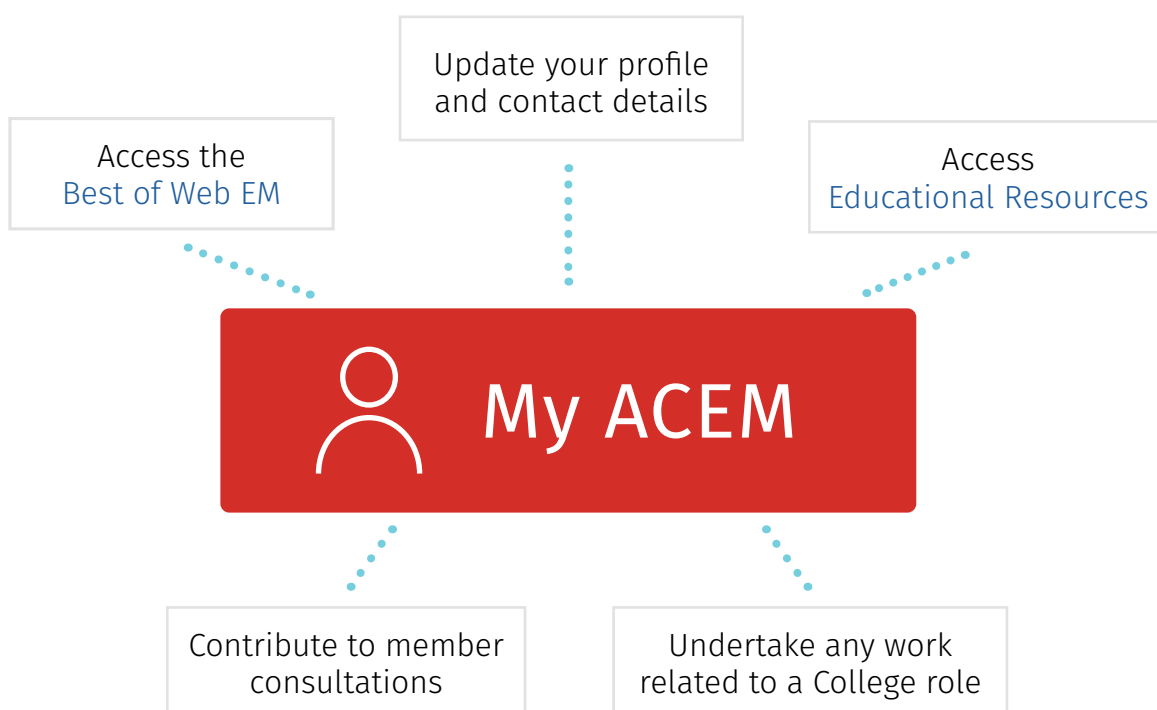
Faculty Update *Monthly email*

- Newsletters tailored to your region and country
- Region-based advocacy support, events, and other opportunities

My ACEM portal

You retain your login to the [My ACEM portal](#) used during your Fellowship. This login provides you with access to your contact details and the Educational Resources site.

In the My ACEM portal you can:



Keep your details up to date

It is important that you keep your contact details, details up to date on the portal. If you need any assistance logging in to your My ACEM account, contact the IT Helpdesk at helpdesk@acem.org.au.

Educational Resources

Educational Resources contains ACEM-developed modules and external resources curated by FACEMs.

As a past trainee of ACEM, you retain your login to the ACEM Educational Resources site. As a Retired Fellow, you retain your login to the ACEM Educational Resources site.



General EM Resources

A searchable collection of best practice resources.

[Click here](#)



ACEM Core Values Module

This module aims to describe the values and demonstrate ways in which the values can be applied.

[Click here](#)



Leadership

Learn about the key elements of leadership and how you may develop skills to lead more effectively

[Click here](#)



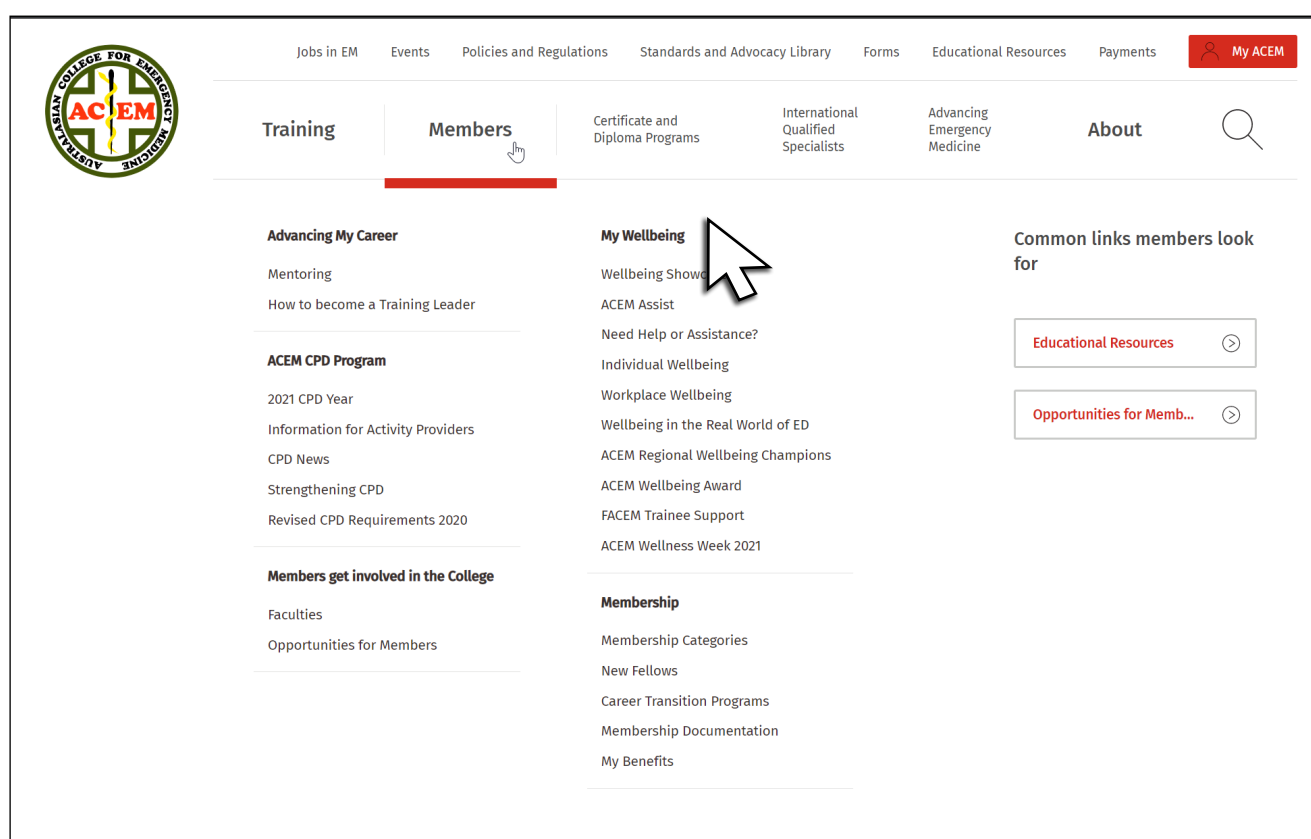
Mentoring

Strengthen your capacity for mentoring through a range of formal and structured, or informal and self-directed, training programs.

[Click here](#)

ACEM website

The ACEM website provides comprehensive information, useful resources, opportunities to get involved in College activities and support for members' health and wellbeing. To easily access the items most relevant to you, visit the [Members webpage](#).



The screenshot shows the ACEM website's navigation and content structure. The top navigation bar includes links for Jobs in EM, Events, Policies and Regulations, Standards and Advocacy Library, Forms, Educational Resources, Payments, and a My ACEM button. The main navigation menu has 'Members' selected. The 'Members' page is organized into three columns:

- Advancing My Career:** Mentoring, How to become a Training Leader.
- ACEM CPD Program:** 2021 CPD Year, Information for Activity Providers, CPD News, Strengthening CPD, Revised CPD Requirements 2020.
- Members get involved in the College:** Faculties, Opportunities for Members.
- My Wellbeing:** Wellbeing Show, ACEM Assist, Need Help or Assistance?, Individual Wellbeing, Workplace Wellbeing, Wellbeing in the Real World of ED, ACEM Regional Wellbeing Champions, ACEM Wellbeing Award, FACEM Trainee Support, ACEM Wellness Week 2021.
- Membership:** Membership Categories, New Fellows, Career Transition Programs, Membership Documentation, My Benefits.
- Common links members look for:** Educational Resources, Opportunities for Memb...

The Members webpage contains links to:

- How to get involved in the College
- Member benefits
- Wellbeing resources
- Membership documentation
- The Educational Resources site

Member support, wellbeing and mentoring

ACEM will represent and support you in your retirement from the specialty of emergency medicine.



FACEM Dr Andy Tagg, Regional Wellbeing Champion VIC

Wellbeing

You can source information, resources and initiatives that support members via the [ACEM website](#). Discover wellbeing events and campaigns, become a mentor and obtain insight into what your ACEM peers are doing to support themselves and each other.

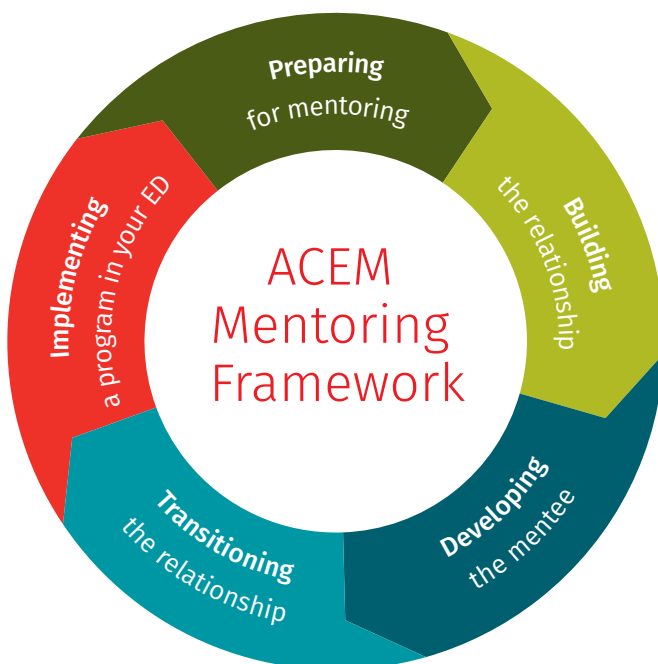
Membership and Culture Unit

The Membership and Culture Unit can connect you with external support services, resources, initiatives and advocates in your region. They can also advise how the College can support you directly, based on your individual circumstances. Contact them on +61 3 8679 8860 or wellbeing@acem.org.au.

Mentor Connect

Mentor Connect is a service offered by ACEM to connect mentors and mentees outside their current place of employment. To get involved as a mentor, contact mentorconnect@acem.org.au or find more information at acem.org.au/mentoring.

Becoming a mentor provides you an opportunity to give back to the profession by sharing your experience with trainees, FACEMs and those in their later career. In order to assist you grow as a mentor, the [ACEM Mentoring Course](#) has been developed with brief, focused online mentoring modules.



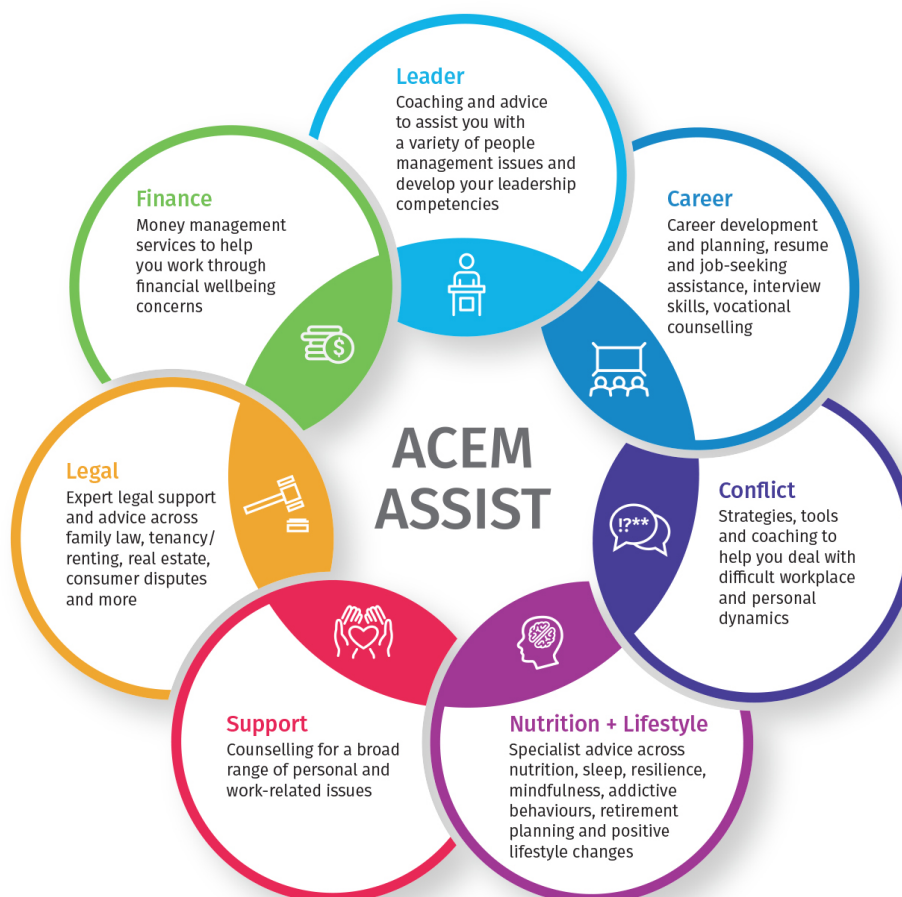
ACEM offers a free, confidential and independent assistance service called ACEM Assist. As a member, you have access to this service providing counselling and coaching on a variety of topics.

ACEM Assist offers coaching and counselling services to support you in personal matters. Through this service you have access to qualified professionals, including psychologists, social workers and management coaches. The holistic approach aims to support all aspects of your wellbeing.

ACEM Assist is available to all members at no charge and provides up to four sessions for each issue per year (**up to two sessions for Legal**). Your attendance and the content of your discussion is not shared with ACEM or your workplace.

All members and trainees can access ACEM Assist using the login details at acem.org.au/acem-assist.

For further information, you can contact the ACEM Membership and Culture team at wellbeing@acem.org.au.



ACEM Assist does not replace Crisis/Trauma Counselling

ACEM Events and activities

Events

The [ACEM Event Calendar](#) is the place to find out about upcoming events, such as conferences and workshops hosted by ACEM, or the wider Emergency Medicine network.

Conferences, workshops and symposia

There are a number of ACEM events that members are encouraged to attend and take part in. Held around Australia and Aotearoa New Zealand throughout the year, they provide opportunities for education, upskilling and networking.

Annual Scientific Meeting

ACEM's Annual Scientific Meeting (ASM) is the leading educational and social gathering of the College's membership across Australia and Aotearoa New Zealand. The ASM provides an opportunity to learn about recent advances in the field of emergency medicine and to participate in hands-on workshops. Meetings are designed for the professional development of ACEM members and the learning needs of emergency medicine trainees. These meetings also offer delegates the opportunity to share experiences, develop networks and mix socially.

Networking

Throughout the year ACEM is committed to providing networking opportunities for Retired Fellows to meet with each other and share their knowledge with other members.

Activities

Remaining involved with the work of the College is a rewarding experience and can enhance the value of your membership.

Faculties

Faculties meet approximately three times a year. You're welcome to attend these meetings, as they offer an excellent opportunity to network with colleagues and raise issues with elected members of the College Board and Councils. For more information visit the [Faculties webpage](#) or contact faculties@acem.org.au

Networks and Engagement

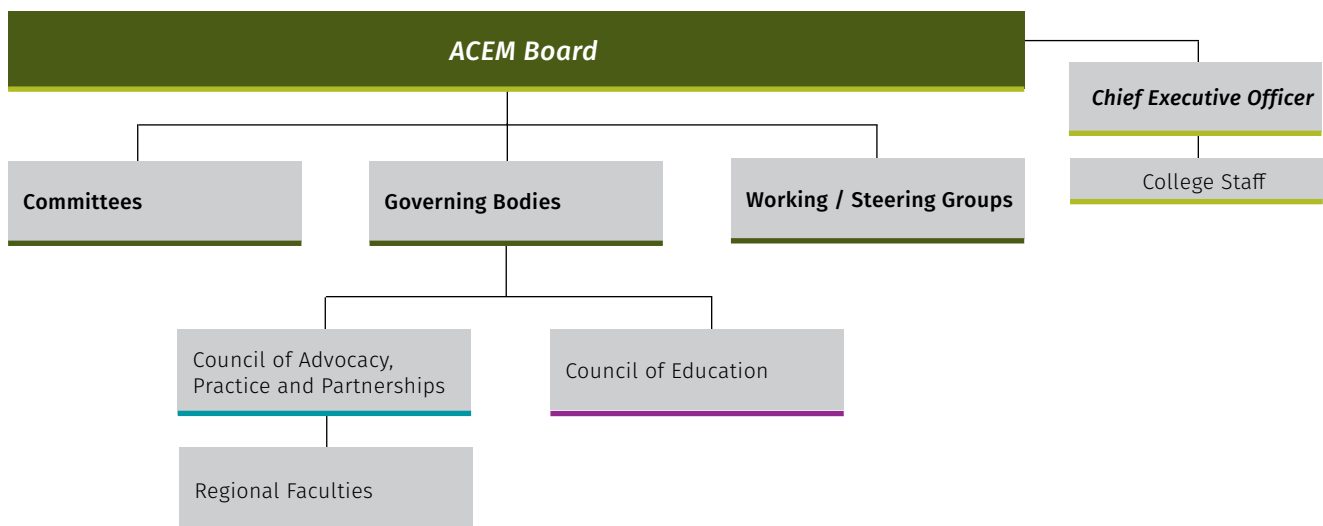
There are opportunities for Retired Fellows to remain engaged through College Networks. Retired Fellows can also contribute to relevant Consultations and support College Educational activities.

Structure and governance

As a membership-based organisation our work is progressed by physicians and clinicians who volunteer their time, in partnership with stakeholders and professional staff employed at the College.

ACEM Board

ACEM is governed by a Board, the members of which are the Company Directors. The Board delegates some powers to its two councils, the Council of Advocacy, Practice and Partnerships and the Council of Education, and their subordinate entities.



Council of Education

The Council of Education (COE) is the educational governing body of ACEM overseeing all of the College's education and training activities, including FACEM continuing professional development (CPD).

Council of Advocacy, Practice and Partnerships

The Council of Advocacy, Practice and Partnerships (CAPP) represents members' interests through the development of standards, advocacy and policy on major issues affecting Emergency Medicine.

Regional Faculties

All ACEM Fellows belong to Regional Faculties - state, territory or country-based groups that represent ACEM on local issues and report to CAPP. Faculties provide an opportunity for Fellows to discuss issues and receive advice from members in their jurisdiction. We encourage you to join your Faculty's meetings, held 3-4 times a year, to get involved.

ACEM Foundation

Established in 2012, the ACEM Foundation contributes philanthropically towards three pillars: Emergency Medicine Research, Global Emergency Care and Supporting Aboriginal, Torres Strait Islander and Māori doctors undertaking emergency medicine training.

Contacts

Key ACEM contacts

Membership and Culture	This team provides a range of assistance for Fellows including member documentation, mentoring, etc. Contact membership@acem.org.au
Wellbeing	If you require any support, please contact wellbeing@acem.org.au
Mentor Connect	If you are interested in being or having a mentor, contact mentorconnect@acem.org.au
Finance	If you have any fee or payment enquiries, please contact accounts@acem.org.au
Educational Resources Helpdesk	If you have any technical difficulties with the New Fellows Network site, a forum or other Educational Resources items, contact elarning@acem.org.au
IT Helpdesk	If you have any technical difficulties with your My ACEM member portal, contact helpdesk@acem.org.au

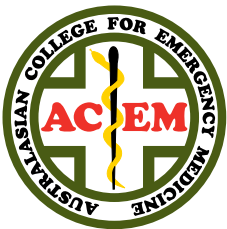
ACEM social media

You can also follow ACEM on Facebook, Twitter and LinkedIn for updates:

 [facebook.com/ACEMonline](https://www.facebook.com/ACEMonline)

 [@acemonline](https://twitter.com/acemonline)

 [ace.mn/linkedin](https://www.linkedin.com/company/ace.mn/linkedin)



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