



SELECTION INTO FACEM TRAINING (SIFT) SUBCOMMITTEE

Council of Education

1. INTRODUCTION

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Subcommittee members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the SIFT Subcommittee (i.e. role and responsibility)
- membership specifications (including any variations to the policy permitted by the Council of Education (COE), and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the subcommittee.

2. MEMBERSHIP

The SIFT Subcommittee consists of the following members:

- (a) Ex-officio members
 - Censor-in-Chief
 - Deputy Censor-in-Chief
- (b) Up to 10 'ordinary' FACEM members [inclusive of two Deputy Chairs (one from Australia and one from New Zealand), but exclusive of the Chair] comprising:
 - a minimum of two (2) FACEMs resident in New Zealand
 - a minimum of two (2) FACEMs from Australian Remoteness Areas (RA)2 to RA5 or New Zealand equivalent
 - ideally, one (1) FACEM of Aboriginal, Torres Strait Island or Māori origin
- (c) One (1) trainee undertaking late phase Advanced Training nominated by the Trainee Committee
- (d) One (1) external community member appointed for this purpose by COE
- (e) One (1) health jurisdiction representative nominated by the Health Workforce Principal Committee and/or the New Zealand Ministry of Health.

In attendance (non-voting):

- Executive Director, Education and Training (or staff delegate)
- Manager, Training
- Education Development Manager
- Selection Co-ordinator

ACEM staff members in attendance do not have voting rights.

Requirements of Membership

Members of the subcommittee are expected to keep abreast of changes to and the requirements of the FACEM Training Program, as well as requirements and standards in relation to selection into specialist training and general medical registration set by the relevant regulatory bodies in Australia and New Zealand.

3. SELECTION CRITERIA

Essential

- a thorough understanding of the requirements and standards of the relevant regulatory bodies in Australia and New Zealand in relation to selection into specialist training
- a thorough understanding of emergency medicine training, including current issues and challenges
- a thorough understanding of the FACEM Training Program structure and its alignment to the levels of competence described in the ACEM Curriculum Framework
- a thorough understanding of the requirements of the relevant regulatory bodies in Australia and New Zealand in relation to the registration of medical practitioners and the College's role in the associated processes

Desirable

- actively involved in emergency medicine education
- experience and/or interest in College processes
- demonstrated diligence and organisational skills
- experience in employment interviewing and selection

4. RESPONSIBILITIES AND AUTHORITY

The primary role of the subcommittee is to oversee the selection of eligible medical practitioners into the FACEM Training Program, including consideration of applications from former trainees, and the consideration of applications for Recognition of Prior Learning (RPL)/Credit Transfer (CT) in accordance with approved College regulations, policies and guidelines, and the requirements of relevant regulatory bodies in Australia and New Zealand. The role of the subcommittee is both operational and strategic. Strategic matters do, however, require the consideration and approval of COE.

4.1 Responsibilities

Note: Where timeliness of a response or performance of a function is referred to in these responsibilities, this usually means within 10 business days or such other time set by the requestor.

The role of the subcommittee is to work with ACEM staff:

(a) Selection into FACEM Training (SIFT)

- To monitor the College's processes for the selection of trainees for entry into the FACEM Training Program in Australia and New Zealand in accordance with the requirements and standards of the relevant regulatory bodies.
- To assess applications for SIFT pursuant to relevant College policies and regulations.
- To monitor the outcomes of the SIFT process through reporting, audit, surveys or other means as approved or required by STAC and/or COE, and provide regular reports on these matters to STAC, COE and/or the Board as applicable.

- To communicate or recommend as necessary to STAC and COE any modifications to the SIFT policies, processes and regulations based on evolving best evidence.
- (b) Recognition of Prior Learning (RPL) / Credit Transfer (CT)
- To consider formal applications by trainees for Recognition of Prior Learning and/or Credit Transfer, pursuant to relevant College policies and guidelines.
 - To communicate or recommend as necessary to STAC and COE any modifications to the College’s policies and guidelines relating to Recognition of Prior Learning /Credit Transfer

4.2 Extent of authority

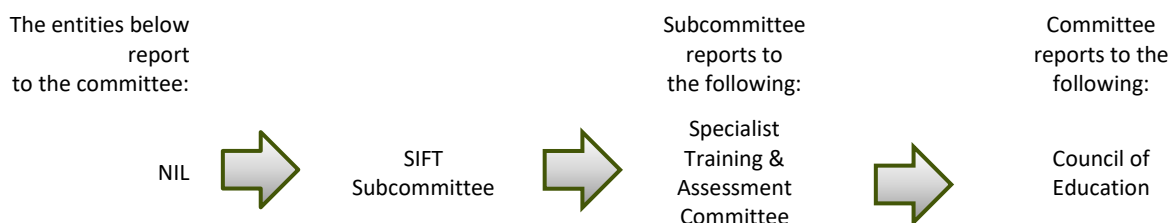
The subcommittee has authority to make decisions that constitute ‘routine’ matters and shall make recommendations to COE regarding strategic matters in accordance with the above provisions.

The subcommittee must not, however, exercise its decision-making authority in the following circumstances:

- if there is insufficient relevant information to enable it to make an informed decision – *refer to STAC*
- if the subcommittee members are unable to reach a decision on a specific matter – *refer to STAC*
- if the proposed decision would not conform with College regulations, policies or guidelines – *refer to STAC*
- if the matter has any bearing on governance or strategic issues – *refer to COE*
- if the matter involves a significant risk to the College – *refer to COE*

Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole subcommittee as required. Matters dealt with by the Chair will be tabled at the next meeting of the subcommittee.

4.3 Line of Reporting



5. MEETING REQUIREMENTS

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. Any such allowed variations are specified below. See clause 8 of the policy for full details of meeting requirements.

(a) Frequency of Meetings

These requirements of the policy are varied to the following extent only:

- An annual face-to-face meeting is approved. Other meetings and out-of-session processes shall ordinarily be conducted via electronic media (e.g. teleconference, e-voting).
- There is no requirement for the subcommittee to meet three times per year; meetings shall be convened as required to progress the work and functions of the subcommittee.

(a) Voting Rights

These requirements of the policy are varied to the following extent only:

- Ex-officio staff members do not have voting rights.

6. DOCUMENT REVIEW

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

6.1 Responsibilities

Document authorisation: Council of Education
 Document implementation: Executive Director of Education and Training / Manager of Training
 Document maintenance: Governance and Standards Manager

6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Sep-2017	Approved by COE
v2	Nov-2018	Update of staff position titles, and responsibilities