



Workforce Wellbeing Network

A Network of the Council of Advocacy, Practice and Partnerships

1. Introduction

The Workforce Wellbeing Network (WWN) is established pursuant to Regulation A9 and reports through the Quality and Patient Safety Committee to the Council of Advocacy, Practice and Partnerships (CAPP). These terms of reference are established under, and are subordinate to, Regulation A9 and the *Policy on Networks* ('the Policy'). A good working knowledge of the Regulations and Policy is essential.

These terms of reference include details of the following:

- Membership — pursuant to the policy, some elements of membership may be varied by CAPP;
- Responsibility and authority — matters which are specific to the WWN; and
- Operational matters — where these have been varied by CAPP pursuant to the Policy.

Otherwise, refer to Regulation A9 and the Policy for details of all matters pertaining to the operation of the WWN.

2. Purpose

The Workplace Wellbeing Network is a community of practice that has been formed to develop, support, educate, research and advocate for the wellbeing of ACEM members, trainees, and College employees. The general role and responsibility of Networks (or 'purpose'), as it relates to the Network and its Executive are set out in College Regulation A9.3.6 and Section 5 of the Policy.

3. Membership

3.1 Network Membership

The WWN shall comprise the following:

- a minimum of 30 FACEMs and two (2) trainees with no limit on the maximum number of members or trainees;
- other members of the College, admitted pursuant to the applicable College regulations and policies;
- trainees enrolled in and undertaking the FACEM Training Program, the Emergency Medicine Certificate (EMC), the Emergency Medicine Diploma (EMD), Emergency Medicine Advanced Diploma (EMAD) and Diploma in Pre-Hospital Retrieval Medicine (DipPHRM), and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College;
- non-ACEM members holding a position as an Emergency Medicine Education and Training (EMET) Program Support Officer (PSO);
- ACEM employees who have an interest in wellbeing or where wellbeing is relevant to their work with ACEM trainees and members.

Applications for general membership of the WWN shall be submitted in writing in accordance with the provisions of Regulation A9 and the Policy, in the format approved by the ACEM Board from time to time, and must be accompanied by all additional information as requested.

3.2 Executive

Composition of Executive

The WWN Executive shall comprise:

- (a) Up to ten (10) ordinary members who hold Fellowship of ACEM and ordinarily reside in Australia and/or Aotearoa New Zealand.

- (b) Up to one (1) trainee enrolled in and currently undertaking the FACEM Training Program.
- (c) Up to one (1) ACEM member in a category other than that of Fellow.

At least one (1) ordinary FACEM member appointed to the Network Executive above shall be resident in each of Australia and Aotearoa New Zealand. The Network Executive may co-opt one (1) external member and/or one (1) supernumerary member; co-opted members do not have voting rights.

Office Bearers

During the period where the term of office of a Network Executive is due to cease, but no more than a maximum of three (3) months from the date of the end of that term, CAPP shall accept from the current WWN Executive a nomination from eligible members of the Network for the positions of Chair and Deputy Chair of the Network for the following term of office. Such nominations shall have been endorsed by at least a 75% majority of the current Network Executive.

Casual Vacancies

A casual vacancy arising in the Network Executive shall be filled in accordance with the provisions of Regulation A9.

Revocation of Membership

Pursuant to Regulation A9 and the Policy, the appointment of any member to the Network Executive and/or any office bearer position may be revoked at any time by resolution of a majority of members present at any meeting of CAPP of which notice had been circulated to all members of CAPP and the WWN Executive members at least fourteen (14) days prior to the meeting.

4. Role and Authority

4.1 Role

The role of the WWN includes, but is not limited to:

- Building a forum for Emergency Physicians and trainees engaged in workplace wellbeing initiatives to discuss, share and collaborate.
- Providing advice and leadership on standards of care that all affiliated emergency departments should adopt.
- Offering advice on the provision of educational and training opportunities in workplace wellbeing.
- Supporting and generating collaborative research opportunities in the wellbeing space.
- Building awareness, across ACEM and the wider community, of specific workplace issues related to individual, departmental and college-wide wellbeing by establishing a broad community of practice.
- With the approval of ACEM, collaborating with stakeholder groups such as AMA, CENA, RACGP, ACCRM, Ambulance services, Departments of Health, and others in furthering the goals and objectives of the College.
- Ensure that ACEM values and strategic intent are considered in all advice and recommendations.
- Highlight other issues or recommendations for the consideration of CAPP via the Network's parent committee (Quality and Patient Safety) as the source of expertise in workplace wellbeing.

4.2 Extent of Authority

The WWN may provide advice to ACEM Board, CAPP and COE regarding matters within its purview, but does not have authority with respect to decisions that are binding on the College or any of its entities, including in regard to the commitment of ACEM resources to WWN activities.

4.3 Reporting

The Network shall provide a written report to CAPP via its parent committee following each of its meetings.

5. Meeting Requirements

5.1 Meetings of the Executive

The WWN Executive shall meet at least once per year by electronic means, with the ability to meet more frequently where necessary. At the discretion of the Network Executive, the meeting may be open to all members of the Network to attend.

The College will provide full administrative support for one (1) half or full-day meeting of the Network Executive each year by videoconference or other approved electronic format.

Where circumstances allow, the Network Executive may choose to meet face-to-face or in a hybrid format at craft events. The Executive shall be entirely responsible for arranging any such meeting and no financial or administrative support will be provided by the College in order for meetings of this sort to occur.

A member of the Network Executive who has duties or interests that may be in conflict with their duties or interests of the Network, whether direct, indirect, financial, material or otherwise, declare a possible conflict of interest to the Chair in accordance with the *ACEM Conflict of Interest Policy* (COR139). Any conflicts of interest or perceived conflicts of interest will be handled in accordance with the provisions of that policy.

5.2 Meetings of the Network

In each calendar year, the Network Executive shall convene at least one (1) meeting of the Network membership. Such meetings shall be held by electronic means and in accordance with the requirements outlined in Regulation A9.5 and the Policy.

5.3 Quorum

The quorum for the transaction of business at a WW Network Executive meeting is a majority of Executive members, at least one (1) of whom must be either the Chair or Deputy Chair. Non-voting members do not contribute to the determination of a quorum based on those present.

The quorum for the transaction of business at a meeting of the Network is at least 15 members, including at least two (2) members of the WW Network Executive.

6. Document Review

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| Timeframe for review: | Every two (2) years, or earlier if required. |
| Document authorisation: | ACEM Board |
| Document implementation: | Executive Director Policy, Research and Partnerships |
| Document maintenance: | Manager, Governance and Standards |

7. Revision History

| Version | Date of Version | Pages revised / Brief Explanation of Revision |
|---------|-----------------|---|
| V1 | Dec-2022 | Approved by the Board. |
| V2 | Feb-2024 | Inclusion of Emergency Medicine Education and Training (EMET) Program Support Officers as members |