



PRE-HOSPITAL AND RETRIEVAL MEDICINE (PHRM) SECTION

Council of Advocacy Practice and Partnerships

1. INTRODUCTION

The Pre-Hospital and Retrieval Medicine (PHRM) Section is a Section of 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 Sections* ('the Policy').

These Terms of Reference include the following:

- matters specific to the PHRM Section (i.e. role and responsibility);
- membership specifications (including any variation permitted by CAPP); and
- operational matters where these have been varied by CAPP pursuant to the *Policy on College Entities*.

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

2. MEMBERSHIP

2.1 Section Membership

The PHRM Section shall comprise the following:

- a) Ordinary members:
 - a minimum of 30 FACEMs with no limit on the maximum number of members;
 - other members of the College, admitted pursuant to the applicable College regulations and policies; and
 - trainees enrolled in and undertaking the FACEM Training Program, the Emergency Medicine Certificate, the Emergency Medicine Diploma, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of obtaining eligibility for election to Fellowship of the College.

Applications for membership of the PHRM Section 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.

2.2 Executive

The PHRM Executive shall comprise a minimum of four (4) and a maximum of (6) ordinary FACEM members at least one (1) of whom shall reside in Australia and one (1) in New Zealand.

Members of the PHRM Section Executive shall be appointed by CAPP, on the nomination of the College members of PHRM Section, for a period of two (2) years pursuant to processes set out in Regulation A9. Nomination to the Executive shall follow the outcome of an election by a process outlined in Regulation A9.

The Chair and Deputy Chair shall be appointed by CAPP following the appointment of the PHRM Section Executive in accordance with the provisions of Regulation A9 and the Policy.

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

Pursuant to Regulation A9 and the Policy, the appointment of any member to the 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 Section Executive members at least fourteen (14) days prior to the meeting.

3. ROLE AND AUTHORITY

3.1 Role

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

- facilitating, developing and promoting PHRM in the daily practice and delivery of emergency medical care throughout Australia and Aotearoa New Zealand;
- providing advice and guidance to CAPP, the Conjoint Committee of Pre-Hospital and Retrieval Medicine (CCPHRM) and other ACEM entities and governing bodies as required, on matters relating to the practice and delivery of PHRM;
- advocating for issues that specifically affect FACEMs, other College members and trainees working in PHRM, in order to inform development of College and CCPHRM policy and practice;
- facilitating mentoring opportunities for FACEMs, other College members and trainees working in or with an interest in PHRM; and
- facilitating greater networking opportunities amongst FACEMs, other College members and trainees working in or with an interest in PHRM.

3.2 Extent of Authority

The PHRM Section may provide advice to CAPP and through it the ACEM Board 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 College resources to PHRM Section activities.

The Section may also provide advice to CCPHRM regarding matters within its purview.

3.3 Reporting

The following report to the Section:

n/a



PHRM Section Executive



The Section reports to the following:

Council of Advocacy, Practice and Partnerships

The Section shall report to CAPP following each of its meetings.

4. MEETING REQUIREMENTS

4.1 Meetings of the Executive

Meetings of the PHRM Section Executive shall be held at least twice a year, and more frequently where necessary and with the prior approval of CAPP. One (1) of these meetings shall be held face-to-face, and the remainder by teleconference.

4.2 Quorum

The required quorum for the transaction of business at an Executive meeting is as follows:

- Where the Executive consists of four (4) or five (5) members – three (3) members.
- Where the Executive consists of six (6) members – four (4) members.

4.3 Voting Rights

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

- Ex-officio members do not have voting rights
- Staff members in attendance at meetings do not have voting rights.

5. DOCUMENT REVIEW

Every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation: CAPP
Document implementation: Executive Director Policy and Strategic Partnerships
Document maintenance: General Manager, Governance and Standards

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Nov-2019	Approved by CAPP