



Pre-Hospital and Retrieval Medicine (PHRM) Network

A Network of the Council of Advocacy, Practice and Partnerships

1. Introduction

The Pre-Hospital and Retrieval Medicine (PHRM) Network is established pursuant to Regulation A9 and reports through the Standards and Endorsement 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 PHRM Network
- 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 PHRM Network.

2. Purpose

The PHRM Network is community of practice promoting PHRM in the daily practice and delivery of emergency medical care throughout Australia and Aotearoa New Zealand and facilitating greater networking and mentoring opportunities amongst College members and trainees working in or with an interest in PHRM.

The general role and responsibility of Networks (or 'purpose'), as it relates to the Network, its Executive and office bearers are set out in College Regulation A9.3.6 and Section 5 of the Policy on Networks.

3. Membership

3.1 Network Membership

The PHRM Network shall comprise the following:

Ordinary members

- 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.

Applications for general membership of the PHRM Network 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 PHRM Network 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.

Of the maximum 12 members appointed to the PHRM Network Executive pursuant to section 3.2(a) to (c) above, at least one (1) member shall be resident in each of Australia and Aotearoa New Zealand. The PHRM 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 PHRM Network 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 PHRM Network Executive members at least fourteen (14) days prior to the meeting.

4. Role and Authority

4.1 Role

The role of the PHRM Network 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.

4.2 Extent of Authority

The PHRM Network 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 PHRM Network activities.

4.3 Reporting

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

5. Meeting Requirements

5.1 Meetings of the Executive

The PHRM Network 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-day or one (1) 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.

5.2 Meetings of the Network

In each calendar year, the Network Executive shall convene at least one 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 PHRM Network Executive meeting is a majority of Executive members, at least one (1) of who 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 PHRM Network Executive.

6. Document Review

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:	General Manager, Governance and Standards

7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
V1	Nov-2019	Approved by CAPP
V2	Jun-2022	Revisions to reflect review of Sections and alignment with revised requirements of Networks. Approved by Board.