

Australasian College for Emergency Medicine

Regulation D EMC, EMD and EMAD Training Programs

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Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Dec-2016	Approved by Board
v2	Jan-2017	D1.1: eligibility to apply and to commence the EMC D2.1: eligibility to apply and to commence the EMD
v3	Apr-2018	Consequential revisions resulting from revised name of EMCD Committee
v4	Dec-2018	Revisions throughout to clarify those able to conduct assessments D2.1: direct entry into the EMD Training Program
v5	Feb-2019	D2.7.1: critical care pathway
v6	Oct-2019	D1.1.2, D2.1.2: eligibility to commence EMC and EMD
v7	Dec-2019	D1.7.7, D2.7.7: suspension from training approved by Board
v8	Feb-2020	D1.7.6, D2.7.6: amendments to clarify consideration for removal D1.7.7.1, D2.7.7.1: amendments to include failure to maintain registration D1.7.8, D2.7.8: approved by Board
v9	Apr-2020	D1.9, D2.9: amendments to WBA assessors
v10	Aug-2020	D1.2.2 and D2.2.2: approved by Board
v11	Feb-2021	D1.7.6, D2.7.6: amendments to grounds for removal from the Training Program D1.13.3, D2.13.3: approved by Board D3, D4, D5: approved by Board

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D1 Emergency Medicine Certificate Training Program

These regulations (D1) apply to trainees enrolled in the ACEM Emergency Medicine Certificate Training Program prior to 1 February 2021. Trainees enrolling in the ACEM Emergency Medicine Certificate Training Program from 1 February 2021, should refer to Regulation D3.

D1.1 Eligibility for the Emergency Medicine Certificate Training Program

- D1.1.1 To be eligible to enrol as a trainee in the ACEM Emergency Medicine Certificate (EMC) Training Program, medical practitioners must hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train.
- D1.1.2 To be eligible to commence the EMC Training Program, medical practitioners must:
- (a) be in their second or subsequent postgraduate year;
 - (b) in their first or subsequent post graduate year, have previously completed a minimum of 10 FTE weeks in an Emergency Department; and
 - (c) not be enrolled in the FACEM Training Program, EMD Training Program or SIMG Program.

D1.2 Enrolment as a Trainee

- D1.2.1 Applications to enrol in the EMC Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.
- D1.2.2 Former EMC trainees of the College who wish to re-enrol as a trainee in the EMC Training Program must do so pursuant to the provisions of the Policy on Former EMC and EMD Trainees Re-entering the EMC and EMD Training Programs.

D1.3 Medical Registration

- D1.3.1 Except as specified elsewhere in these Regulations, at all times while undertaking the EMC Training Program, trainees are required to hold:
- (a) General, provisional or limited registration with the MBA – for trainees in Australia;
 - (b) General or provisional scope registration with the MCNZ – for trainees in New Zealand; or
 - (c) the appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the EMC Training Program.
- D1.3.2 Trainees enrolled in the EMC Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D1.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.
- Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D1.3.1 apply to those undertaking the EMC Training Program in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.
- D1.3.3 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.

D1.4 Training Program Fees

- D1.4.1 Except as provided for elsewhere in these regulations, all EMC Training Program trainees, regardless of whether training full-time or part-time, must pay the full EMC Training Program fee at the time of enrolling in the program.
- D1.4.2 EMC trainees will not be eligible to attempt College assessments, and will not have their training time considered for certification nor receive their EMC qualification while the training fee or any other amounts

owing to the College remain unpaid.

D1.5 Satisfactory Completion of the EMC Training Program

D1.5.1 Trainees who successfully complete the EMC Training Program will have satisfactorily completed the following requirements within two (2) years of the date of commencement of training:

D1.5.1.1 six (6) FTE months of prospectively approved supervised training;

D1.5.1.2 the following three (3) online learning modules and their associated completion assessments:

- (a) Undertake initial assessment and management;
- (b) Manage common emergency presentations; and
- (c) Participate in clinical support activities and administration;

D1.5.1.3 the following Workplace-based Assessments:

- (a) five (5) Mini-Clinical Evaluation Exercise (Mini-CEX);
- (b) six (6) Direct Observation of Procedural Skills (DOPS);
- (c) two (2) Case-Based Discussion (CBD); and
- (d) Procedural Checklist;

D1.5.1.4 the following Emergency Skills workshops:

- (a) Basic Life Support (BLS);
- (b) Advanced Life Support (ALS);

D1.5.1.5 ten (10) Emergency Department written case reflections;

D1.5.1.6 the EMC Online Examination.

D1.6 Timeframe for Completion of the EMC Training Program

D1.6.1 Trainees must complete all requirements of the EMC Training Program and be eligible for election to membership of the College as a Certificant within two (2) years of the date of enrolment as a trainee. This two-year period is inclusive of all leave taken, and any periods of interrupted training.

D1.7 EMC Training

D1.7.1 Training Requirements

D1.7.1.1 Trainees must complete six (6) FTE months of prospectively approved supervised training.

D1.7.1.2 For the purposes of Regulation D1.7.1.1, ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.

D1.7.1.3 Cognisant of Regulation D1.6.1, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.

D1.7.1.4 With the prior approval of the College, training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required six (6) FTE months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the EMC Training Program.

D1.7.2 Part-Time Training

D1.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.5 FTE of the full-time position. Part-time training of less than 0.5 FTE will not be considered for certification.

D1.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion

of all requirements of the EMC Training Program as a whole.

D1.7.3 Leave from Training

- D1.7.3.1 Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.
- D1.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.
- D1.7.3.3 Periods of leave greater than that permitted under Regulation D1.7.1 require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D1.7.4 Supervision of Training

- D1.7.4.1 Trainees must be supervised by either:
- a Fellow of the Australasian College for Emergency Medicine (FACEM); or
 - a currently certified Diplomate of the Australasian College for Emergency Medicine (Dip EM (ACEM))
- who has satisfactorily completed the ACEM Clinical Teaching Course; an 'approved EMCD Supervisor'.
- D1.7.4.2 Not less than 30 per cent of a trainee's workplace practice must occur under the direct clinical supervision of an approved EMCD Supervisor(s) and/or FACEM.
- D1.7.4.3 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the EMC Training Program. Only an approved EMCD Supervisor is eligible to be the Primary Supervisor.

D1.7.5 Training Sites

- D1.7.5.1 EMC training may be undertaken in an emergency department with the following minimum staffing:
- (a) one (1) full-time equivalent Fellow of the College (i.e. FACEM), at least one (1) of whom is an approved EMCD Supervisor; or
 - (b) one (1) full-time equivalent Diplomate of the College and one (1) at least 0.5 FTE FACEM, both of whom are approved EMCD Supervisors; or
 - (c) subject to the prior approval of the College, a site with less than one (1) FTE FACEM that does not otherwise meet Regulation D1.7.1.5(b),
- D1.7.5.2 For the purposes of Regulation D1.7.5.1(c), prospective EMC trainees will need to demonstrate to the satisfaction of the College, appropriate arrangements to enable them to receive the supervision required pursuant to Regulation D1.7.4, which must include at least 80 hours working or observing at a site that meets the requirements of Regulation D1.7.5.1(a).

D1.7.6 Removal from the EMC Training Program

- D1.7.6.1 Unless the Emergency Medicine Certificate and Emergency Medicine Diploma (EMCD) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the EMC Training Program if they:
- (a) fail to complete the requirements of the EMC Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;
 - (b) do not pass the EMC Examination within the maximum three (3) attempts;
 - (c) fail to pay all applicable fees by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due;

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- (d) fail to maintain medical registration in accordance with Regulation D1.3;
- (e) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D1.7.6.2 At least 28 days prior to the meeting of the EMCD Committee at which a trainee is to be considered for removal from the EMC Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the EMC Training Program;
- the date on which their removal from the EMC Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;
- that any information they wish to have considered by the EMCD Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the EMC Training Program is to be considered.

D1.7.6.3 The EMCD Committee may make one of the following decisions:

- (a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the EMC Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.
- (b) That, on the basis of the materials presented to it, the trainee be removed from the EMC Training Program.

D1.7.7 Suspension from Training

D1.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the EMC Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the EMC Training Program, and shall not:

- (a) be entitled to undertake any assessment associated with the EMC Training Program;
- (b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the EMC Training Program;
- (c) hold themselves to be a trainee of the EMC Training Program; or
- (d) be entitled to any benefits or entitlements under the EMC Training Program.

D1.7.7.2 The Board or Council of Education may by resolution and upon an application by the trainee, lift a trainee's suspension from the EMC Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board or Council as applicable.

D1.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the EMC Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board or Council of Education resolves otherwise, be considered as an interruption to training.

D1.7.8 Termination of EMC Training

D1.7.8.1 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, shall automatically be removed from the EMC Training Program. Any removal from the EMC Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D1.8 EMC Online Learning Modules

D1.8.1 Trainees are required to complete the following three (3) online learning modules:

- Undertake initial assessment and management;
- Manage common emergency presentations; and
- Participate in clinical support activities and administration.

D1.9 Workplace-based Assessments

D1.9.1 EMC trainees are required to satisfactorily complete the following Workplace-based Assessments (WBAs):

- five (5) Mini-Clinical Evaluation Exercise (Mini-CEX);
- six (6) Direct Observation of Procedural Skills (DOPS);
- two (2) Case-Based Discussion (CBD); and
- Procedural Checklist.

D1.9.2 Mini-CEX and CbD WBAs must be assessed by a FACEM or approved EMCD supervisor.

D1.9.3 DOPS must be assessed by a FACEM, approved EMCD Supervisor or a registered specialist medical practitioner whose area of speciality relates to the applicable area of clinical practice. In the case of the latter the trainee's Primary Supervisor must approve the completed assessment.

D1.9.4 The Procedural Checklist must be signed-off by a FACEM, approved EMCD supervisor or any registered specialist medical practitioner whose area of speciality relates to the applicable area of clinical practice.

D1.9.5 The Mini-CEX, DOPS, CbD and Procedural Checklist may be completed by telemedicine.

D1.10 Emergency Skills Workshops

D1.10.1 Trainees are required to satisfactorily complete the Basic Life Support (BLS) workshop or attain exemption from this requirement.

D1.10.2 Trainees are required to satisfactorily complete the Advanced Life Support (ALS) workshop or attain exemption from this requirement.

D1.10.3 Workshop Exemption

D1.10.3.1 Trainees seeking an exemption under Regulation D1.10.1 or Regulation D1.10.2 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).

D1.10.3.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to entry to the EMC Training Program.

D1.10.4 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to their Primary Supervisor.

D1.11 Written Case Reflections

D1.11.1 Trainees are required to submit ten (10) written case reflections regarding cases encountered in the Emergency Department in the course of their training.

D1.11.2 Written case reflections must be submitted via the trainee's ePortfolio and may be submitted at any stage in the course of the six (6) FTE months of training.

D1.11.3 Written case reflections are assessed by the trainee's Primary Supervisor and must be assessed prior to submission of the statement of attainment.

D1.12 Statement of Attainment

D1.12.1 Following completion of all assessments other than the EMC Online Examination, the Primary Supervisor must submit a statement to the College confirming the completion of all applicable assessments and the trainee's eligibility to sit the EMC Online Examination.

D1.12.2 The statement of attainment may be submitted prior to completion of the required six (6) FTE months of prospectively approved training.

D1.13 EMC Online Examination

D1.13.1 Eligibility

D1.13.1.1 To be eligible to sit the EMC Online Examination, trainees must have successfully completed:

- (a) a minimum of four (4) FTE months of prospectively approved supervised training;
- (b) the required online learning modules and their associated assessments;
- (c) all required WBAs;
- (d) the BLS and ALS workshops or exemption from this requirement; and
- (e) all required written case reflections.

D1.13.1.2 The candidate must also:

- (a) be a registered EMC trainee of the College;
- (b) have no financial debts to the College; and
- (c) have a satisfactory statement of attainment.

D1.13.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the examination are able to apply to sit the next scheduled examination.

D1.13.2 Examination Arrangements

D1.13.2.1 The EMC Online Examination is held four times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D1.13.2.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D1.13.3 Examination Attempts

D1.13.3.1 From 1 June 2021, the maximum number of attempts at the EMC examination will be three (3).

D1.13.3.2 For those candidates who have, prior to 1 June 2021, been unsuccessful in a previous attempt(s) at the EMC examination, any such attempt(s) will not be considered for the purposes of D1.13.3.1.

D1.14 Certification and Certification Fee

D1.14.1 To be eligible to apply for election to membership of the College as a Certificant, trainees must have satisfactorily completed the requirements of Regulation D1.5.

D1.14.2 It is the responsibility of the trainee to submit an application for certification to the College.

D1.14.3 An application for certification must be made using the appropriate form, together with payment of the required certification fee. Applications for Certification will not be processed until the application fee has been processed.

D1.14.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Certificants.

D1.15 Recertification and Annual Subscription Fees

Refer to Regulation E2.

D2 Emergency Medicine Diploma Training Program

These regulations (D2) apply to trainees enrolled in the ACEM Emergency Medicine Diploma Training Program prior to 1 February 2021. Trainees enrolling in the ACEM Emergency Medicine Diploma Training Program from 1 February 2021, should refer to Regulation D4.

D2.1 Eligibility for the Emergency Medicine Diploma Training Program

D2.1.1 To be eligible to enrol as a trainee in the ACEM Emergency Medicine Diploma (EMD) Training Program, medical practitioners must hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train.

D2.1.2 To be eligible to commence the EMD Training Program, medical practitioners must, at the time of application:

D2.1.2.1 be in their third or subsequent postgraduate year; and

D2.1.2.2 meet at least one of the following:

- (a) have successfully completed the ACEM Emergency Medicine Certificate (EMC); or
- (b) be a Fellow of the Royal Australian College of General Practitioners (RACGP); or
- (c) be a Fellow of the Australian College of Rural and Remote Medicine (ACRRM); or
- (d) have successfully completed the RACGP Advanced Rural Skills Training (ARST) in Emergency Medicine; or
- (e) have successfully completed the ACRRM Advanced Specialised Training (AST) in Emergency Medicine; or
- (f) within the last five years, have worked at least two (2) FTE years in an Emergency Department of which at least three (3) months was undertaken in Australia or New Zealand; and

D2.1.2.3 not be enrolled in the FACEM Training Program, EMC Training Program or the SIMG Program.

D2.1.2.4 Medical practitioners applying under D2.1.2.2(b), (c) or (f) must:

- (a) provide evidence, signed by a FACEM or Diplomate with whom they have worked (either directly or within a network) in the last three years, of completion during that period, whether by clinical practice or simulation, of at least 80% of the procedures listed in the EMC Procedural Checklist, including all mandatory procedures; and
- (b) provide evidence of a current Advanced Life Support certificate; and
- (c) provide proof of currency of clinical practice; and
- (d) and all other information specified by the College.

D2.2 Enrolment as a Trainee

D2.2.1 Applications to enrol in the EMD Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.

D2.2.2 Former EMD trainees of the College who wish to re-enrol as a trainee in the EMD Training Program must do so pursuant to the provisions of the Policy on Former EMC and EMD Trainees Re-entering the EMC and EMD Training Programs.

D2.3 Medical Registration

D2.3.1 Except as specified elsewhere in these Regulations, at all times while undertaking the EMD Training Program, trainees are required to hold:

- (a) General registration with the MBA – for trainees in Australia;
- (b) General scope registration with the MCNZ – for trainees in New Zealand;
- (c) the appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the EMD Training Program.

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D2.3.2 Trainees enrolled in the EMD Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D2.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D2.3.1 apply to those undertaking EMD training in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.

D2.3.3 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.

D2.4 Training Program Fees

D2.4.1 Except with the prior approval of the College, EMD Training Program trainees, regardless of whether training full-time or part-time, must pay the full EMD Training Program fee at the time of enrolling in the program.

D2.4.2 EMD Trainees may apply to the College to pay the EMD Training Program fee by six-monthly instalments.

D2.4.3 EMD trainees will not be eligible to attempt College assessments, and will not have their training time considered for certification nor receive their EMD qualification while the annual training fee or any other amounts owing to the College remain unpaid.

D2.5 Satisfactory Completion of the EMD Training Program

D2.5.1 Trainees who successfully complete the EMD Training Program will have satisfactorily completed the following requirements within five (5) years of the date of commencement of training:

D2.5.1.1 12 FTE months of prospectively approved supervised training in an Emergency Department;

D2.5.1.2 six (6) FTE months of prospectively approved supervised training comprising either:

- (a) a six (6) FTE month anaesthetics term; or
- (b) a three (3) FTE month anaesthetics term and a three (3) FTE month ICU term; or
- (c) a six (6) FTE month emergency department term and the Alternate Critical Care Pathway addendum logbook.

D2.5.1.3 the following three (3) online learning modules and their associated completion assessments:

- (a) Manage complex emergency presentations;
- (b) Participate in advanced clinical support activities; and
- (c) Demonstrate advanced professional, legal and ethical practice;

D2.5.1.4 the following Workplace-based Assessments:

- (a) eight (8) Mini-Clinical Evaluation Exercise (Mini-CEX);
- (b) nine (9) Direct Observation of Procedural Skills (DOPS);
- (c) four (4) Case-Based Discussion (CBD);
- (d) Procedural Checklist; and
- (e) Audit;

D2.5.1.5 certification in two (2) of the following workshops:

- (a) Advanced Paediatric Life Support (APLS) or Advanced Paediatric Emergency Medicine (APEM);
- (b) Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM);
- (c) Advanced and Complex Medical Emergencies (ACME);
- (d) Effective Management of Anaesthetic Crisis (EMAC);

D2.5.1.6 12 Emergency Department written case reflections;

D2.5.1.7 the EMD Online Examination.

D2.6 Timeframe for Completion of the EMD Training Program

D2.6.1 Trainees must complete all requirements of the EMD Training Program and be eligible for election to membership of the College as a Diplomate within five (5) years of the date of enrolment as a trainee. This five-year period is inclusive of all leave taken and any periods of interrupted training.

D2.7 EMD Training

D2.7.1 Training Requirements

D2.7.1.1 Trainees must complete 18 FTE months of prospectively approved supervised training, comprising:

- (a) 12 FTE months in an Emergency Department; and
- (b) a six (6) FTE month anaesthetics term; or
- (c) a three (3) FTE month anaesthetics term and a three (3) FTE month ICU term; or
- (d) a six (6) FTE month emergency department term and the Alternate Critical Care Pathway addendum logbook.

D2.7.1.2 For the purposes of Regulation D2.7.2.1, ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.

D2.7.1.3 Cognisant of Regulation D2.6.1, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.

D2.7.1.4 With the prior approval of the College, training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required 18 FTE months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the EMD Training Program.

D2.7.2 Part-Time Training

D2.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.5 FTE of the full-time position. Part-time training of less than 0.5 FTE will not be considered for certification.

D2.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the EMD Training Program as a whole.

D2.7.3 Leave from Training

D2.7.3.1 Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.

D2.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.

D2.7.3.3 Periods of leave greater than that permitted under Regulation D2.7.1 require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D2.7.4 Supervision of Training

D2.7.4.1 Trainees must be supervised by either:

- a Fellow of the Australasian College for Emergency Medicine (FACEM); or
- co-supervision by a currently certified Diplomate of the Australasian College for Emergency Medicine (Dip EM (ACEM)) and a FACEM

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who has satisfactorily completed the ACEM Clinical Teaching Course; an 'approved EMCD Supervisor'.

D2.7.4.2 Not less than 30 per cent of a trainee's EMD training must occur under the direct clinical supervision of an approved EMCD Supervisor and/or FACEM.

D2.7.4.3 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the EMD Training Program. Only an approved EMCD Supervisor is eligible to be the Primary Supervisor.

D2.7.5 Training Sites

D2.7.5.1 EMD training may be undertaken in a hospital with the following minimum staffing in the emergency department:

- (a) one (1) full-time equivalent Fellow of the College (i.e. FACEM), at least one (1) of whom is an approved EMCD Supervisor; or
- (b) subject to the prior approval of the College, a site with less than one (1) FTE FACEM that does not otherwise meet Regulation D2.7.5.1(a).

D2.7.5.2 For the purposes of Regulation D2.7.5.1(b), prospective EMD trainees will need to demonstrate to the satisfaction of the College, appropriate arrangements to enable them to receive the supervision required pursuant to Regulation D2.7.4 and undertake at least 320 hours working at a multi-FACEM (i.e. not less than 2.5FTE FACEM) site where at least one (1) FACEM is an approved EMCD Supervisor.

D2.7.6 Removal from the EMD Training Program

D2.7.6.1 Unless the Emergency Medicine Certificate and Emergency Medicine Diploma (EMCD) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the EMD Training Program if they:

- (a) fail to complete the requirements of the EMD Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;
- (b) do not pass the EMD Examination within the maximum three (3) attempts;
- (c) fail to pay all applicable fees by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due;
- (d) fail to maintain medical registration in Australia or New Zealand in accordance with Regulation D2.3;
- (e) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D2.7.6.2 At least 28 days prior to the meeting of the EMCD Committee at which a trainee is to be considered for removal from the EMD Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the EMD Training Program;
- the date on which their removal from the EMD Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;
- that any information they wish to have considered by the EMCD Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the EMD Training Program is to be considered.

D2.7.6.3 The EMCD Committee may make one of the following decisions:

- (a) That, on the basis of the materials presented to it, the trainee be permitted to remain

in the EMD Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.

- (b) That, on the basis of the materials presented to it, the trainee be removed from the EMD Training Program.

D2.7.7 Suspension from Training

D2.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the EMD Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the EMD Training Program, and shall not:

- (a) be entitled to undertake any assessment associated with the EMD Training Program;
- (b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the EMD Training Program;
- (c) hold themselves to be a trainee of the EMD Training Program; or
- (d) be entitled to any benefits or entitlements under the EMD Training Program.

D2.7.7.2 The Board or Council of Education may by resolution and upon an application by the trainee, lift a trainee's suspension from the EMD Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board or Council as applicable.

D2.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the EMD Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board or Council of Education resolves otherwise, be considered as an interruption to training.

D2.7.8 Termination of EMD Training

D2.7.8.1 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, shall automatically be removed from the EMD Training Program. Any removal from the EMD Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D2.8 EMD Online Learning Modules

D2.8.1 Trainees are required to complete the following three (3) online learning modules:

- Manage complex emergency presentations;
- Participate in advanced clinical support activities; and
- Demonstrate advanced professional, legal and ethical practice.

D2.9 Workplace-based Assessments

D2.9.1 EMD trainees are required to satisfactorily complete the following Workplace-based Assessments (WBAs):

- eight (8) Mini-Clinical Evaluation Exercise (Mini-CEX);
- nine (9) Direct Observation of Procedural Skills (DOPS);
- four (4) Case-Based Discussion (CBD); and
- Procedural Checklist; and
- Audit

D2.9.2 Mini-CEX and Cbd WBAs must be assessed by a FACEM or approved EMCD Supervisor.

D2.9.3 DOPS must be assessed by a FACEM, approved EMCD Supervisor or a registered specialist medical practitioner whose area of speciality relates to the applicable area of clinical practice. In the case of the latter, the trainee's Primary Supervisor must approve the completed assessment.

D2.9.4 The Audit must be assessed by the Primary Supervisor.

D2.9.5 The Procedural Checklist must be signed-off by a FACEM, approved EMCD supervisor or any registered specialist medical practitioner whose area of speciality relates to the applicable area of clinical practice.

D2.9.6 The Mini-CEX, DOPS, CbD and Procedural Checklist may be completed by telemedicine

D2.10 Workshops

D2.10.1 Trainees are required to satisfactorily complete and attain certification in two (2) of the following workshops:

- (a) Advanced Paediatric Life Support (APLS) or Advanced Paediatric Emergency Medicine (APEM);
- (b) Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM);
- (c) Advanced and Complex Medical Emergencies (ACME);
- (d) Effective Management of Anaesthetic Crisis (EMAC).

D2.10.2 Workshop Exemption

D2.10.2.1 Trainees seeking an exemption under Regulation D2.10.1 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).

D2.10.2.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to entry to the EMD Training Program.

D2.10.3 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to their Primary Supervisor

D2.11 Written Case Reflections

D2.11.1 Trainees are required to submit 12 written case reflections regarding cases encountered in the Emergency Department in the course of their training.

D2.11.2 Written case reflections must be submitted via the trainee's ePortfolio and may be submitted at any stage in the course of the 18 FTE months of training.

D2.11.3 Written case reflections are assessed by the trainee's Primary Supervisor and must be assessed prior to submission of the statement of attainment.

D2.12 Statement of Attainment

D2.12.1 Following completion of all assessments other than the EMD Online Examination, the Primary Supervisor must submit a statement to the College confirming the completion of all applicable assessments and the trainee's eligibility to sit the EMD Online Examination.

D2.12.2 The statement of attainment may be submitted prior to completion of the required 18 FTE months of prospectively approved training.

D2.13 EMD Online Examination

D2.13.1 Eligibility

D2.13.1.1 To be eligible to sit the EMD Online Examination, trainees must have successfully completed:

- (a) a minimum of 10 FTE months of prospectively approved supervised ED training;
- (b) the required online learning modules and their associated assessments;
- (c) all required WBAs;
- (d) all required workshops or exemption from this requirement; and
- (e) all required written case reflections.

D2.13.1.2 The candidate must also:

- (a) be a registered EMD trainee of the College; and
- (b) have no financial debts to the College.

D2.13.1.3 Subject to continuing to meet all eligibility requirements, candidates unsuccessful in an attempt at the examination are able to apply to sit the next scheduled examination.

D2.13.2 Examination Arrangements

D2.13.2.1 The EMD Online Examination is held four times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D2.13.2.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D2.13.3 Examination Attempts

D2.13.3.1 From 1 June 2021, the maximum number of attempts at the EMD Examination will be three (3).

D2.13.3.2 For those candidates who have, prior to 1 June 2021, been unsuccessful in a previous attempt (s) at the EMD examination, any such attempt(s) will not be considered for the purposes of D2.13.3.1.

D2.14 Certification and Admission Fee

D2.14.1 To be eligible to apply for certification as a Diplomate of the College, trainees must have satisfactorily completed the requirements of Regulation D2.5.

D2.14.2 It is the responsibility of the trainee to submit an application for admission as a Diplomate to the College.

D2.14.3 An application for admission as a Diplomate must be made using the appropriate form, together with payment of the required fee. Applications for admission as a Diplomate will not be processed until the application fee has been processed.

D2.14.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Diplomates.

D2.15 Recertification and Annual Subscription Fees

Refer to Regulation E2.

D2.16 Recognition of Prior Learning and Exemption

D2.16.1 Recognition of Prior Training

D2.16.1.1 Subject to maximum course requirements, Recognition of Prior Learning (RPL) may be granted for anaesthetic and/or ICU terms as applicable, where the trainee has previously completed:

- (a) an anaesthetic term of at least three (3) FTE months; or
- (b) a three (3) FTE month ICU term.

D2.16.1.2 Applications for RPL must be made in accordance with the *ACEM Policy on Recognition of Prior Learning and Credit Transfer*.

D3 Emergency Medicine Certificate (EMC) Training Program

These regulations (D3) apply to trainees enrolling in the ACEM Emergency Medicine Certificate Training Program from 1 February 2021. For trainees who enrolled in the ACEM Emergency Medicine Certificate Training Program prior to 1 February 2021, the relevant regulation is Regulation.

D3.1 Eligibility for the Emergency Medicine Certificate Training Program

- D3.1.1 To be eligible to enrol as a trainee in the ACEM Emergency Medicine Certificate (EMC) Training Program, medical practitioners must hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train.
- D3.1.2 To be eligible to enrol in the EMC Training Program, medical practitioners must:
- (a) be in their second or subsequent postgraduate year; and
 - (b) not be enrolled in the FACEM Training Program, EMD Training Program, EMAD Training Program, or Diploma of Pre-hospital and Retrieval Medicine (DipPHRM) Training Program or be an ACEM SIMG undertaking a pathway to Fellowship of the College through the processes of the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ).

D3.2 Enrolment as a Trainee

- D3.2.1 Applications to enrol in the EMC Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.
- D3.2.2 Former EMC, EMD or EMAD trainees of the College who wish to re-enrol as a trainee in the EMC Training Program must do so pursuant to the provisions of the *Policy on Former EMC, EMD and EMAD Trainees Re-entering the EMC, EMD and EMAD Training Programs*.

D3.3 Medical Registration

- D3.3.1 Except as specified elsewhere in these Regulations, at all times while undertaking the EMC Training Program, trainees are required to hold:
- (a) General, provisional or limited registration with the MBA – for trainees in Australia;
 - (b) General or provisional scope registration with the MCNZ – for trainees in New Zealand; or
 - (c) appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the EMC Training Program.
- D3.3.2 Trainees enrolled in the EMC Training Program in Australia or New Zealand and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D3.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.
- Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D3.3.1 apply to those undertaking the EMC Training Program in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.
- D3.3.3 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.
- D3.3.4 Trainees who, for whatever reason, fail to maintain registration with the MBA or the MCNZ as applicable pursuant to this regulation, Regulation D3.3, and whose registration is not otherwise suspended, terminated, cancelled or has a condition(s) applied that restricts their ability to undertake fully the requirements of the EMC Training Program, by a regulatory body empowered to do so, shall be unable to attempt College assessments or have any training time certified for a maximum period of three (3) calendar months from the date on which their registration lapsed. Should registration with the MBA or MCNZ not be regained by

the end of that three (3) month period, the trainee will be automatically removed from the EMC Training Program.

D3.4 Training Program Fees

- D3.4.1 Except as provided for elsewhere in these regulations, all EMC Training Program trainees, regardless of whether training full-time or part-time, must pay the full EMC Training Program fee at the time of enrolling in the program.
- D3.4.2 EMC trainees will not be eligible to attempt College assessments and will not have their training time considered for certification nor be deemed to have completed the requirements of the EMC program while the training fee or any other amounts owing to the College remain unpaid.

D3.5 Satisfactory Completion of the EMC Training Program

- D3.5.1 Trainees who successfully complete the EMC Training Program will have satisfactorily completed the following requirements within two (2) years of the date of commencement of training:
- D3.5.1.1 six (6) FTE months of supervised ED training;
 - D3.5.1.2 online learning modules and associated completion requirements as prescribed (refer Regulation D3.8):
 - D3.5.1.3 Workplace-based Assessments (WBAs) as prescribed (refer Regulation D3.9)
 - D3.5.1.4 Emergency Skills workshop(s) as prescribed (refer Regulation D3.10):
 - D3.5.1.5 meetings and associated completion requirement as prescribed (refer Regulation D3.11):
 - D3.5.1.6 the EMC Examination; and
 - D3.5.1.7 any other requirements or variations to the above as prescribed from time to time.

D3.6 Timeframe for Completion of the EMC Training Program

- D3.6.1 Enrolment as a trainee commences in accordance with Regulation D3.2 and continues until the trainee satisfactorily completes the requirements of the EMC and is eligible to become a Certificant of the College, formally withdraws from the EMC Training Program or is removed from the EMC Training Program.
- D3.6.2 Trainees must complete all requirements of the EMC Training Program and be eligible for election to membership of the College as a Certificant within two (2) calendar years of the date of enrolment as a trainee. This two-year period is inclusive of all leave taken, and any periods of interrupted training.

D3.7 EMC Training

D3.7.1 Training Requirements

- D3.7.1.1 Trainees must complete six (6) FTE months of supervised training in an Emergency Department.
- D3.7.1.2 For the purposes of Regulation D3.7.1.1, ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.
- D3.7.1.3 Cognisant of Regulation D3.6.1, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.
- D3.7.1.4 Training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required six (6) FTE months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the EMC Training Program.

D3.7.2 Part-Time Training

- D3.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.25 FTE. Part-time training of less than 0.25 FTE will not be considered for certification.

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D3.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the EMC Training Program as a whole.

D3.7.3 Leave from Training

D3.7.3.1 Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.

D3.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.

D3.7.3.3 Periods of leave greater than that permitted under Regulation D3.7.3.1 require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D3.7.4 Supervision of Training

D3.7.4.1 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the EMC Training Program. The Primary Supervisor must:

- be a Fellow of the Australasian College for Emergency Medicine (FACEM), working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and who is compliant with the requirements of the ACEM CPD Program; **or**
- be an ACEM Advanced Diplomate with a minimum of two (2) FTE years ED experience post EMAD qualification, working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and who is compliant with the requirements of the ACEM CPD Program; **or**
- be an ACEM Diplomate with a minimum of two (2) FTE years ED experience post EMD qualification, working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and is compliant with the requirements of the ACEM CPD Program; **and**
- have satisfactorily completed the ACEM EMCD Supervisor Course.

D3.7.4.2 Not less than 30 percent of a trainee's EMC training must occur under the direct clinical supervision of an ACEM member who may or may not be the trainee's Primary Supervisor. A Direct Clinical Supervisor must be:

- a FACEM; or
- a currently certified Diplomate of the Australasian College for Emergency Medicine (Dip EM (ACEM)) who has satisfactorily completed the ACEM EMCD Supervisor Course; or
- a currently certified Advanced Diplomate of the Australasian College for Emergency Medicine (Dip EM Adv (ACEM)) who has satisfactorily completed the ACEM EMCD Supervisor Course.

D3.7.5 Training Sites

D3.7.5.1 EMC training may be undertaken in an emergency department with the following minimum staffing:

- (a) one (1) Fellow of the College (i.e. FACEM) who works 1.0 FTE in the department, or the equivalent, where at least one (1) FACEM has met the requirements to be a Primary Supervisor as outlined in D3.7.4.1; or
- (b) one (1) Diplomate or Advanced Diplomate of the College who works 1.0 FTE in the emergency department and one (1) FACEM who works not less than 0.5 FTE in the emergency department, both of whom meet the requirements to be a Primary Supervisor as outlined in D3.7.4.1; or
- (c) subject to the prior approval of the College, a site that does not otherwise meet regulation D3.7.1.5 (a) or (b), prospective EMC trainees will need to demonstrate to the satisfaction of the College, appropriate arrangements to enable them to receive the supervision required pursuant to Regulation D3.7.4, which must include at least 80 hours working at a site that

meets the requirements of Regulation D3.7.5.1 (a).

D3.7.6 Removal from the EMC Training Program

D3.7.6.1 Unless the Emergency Medicine Certificate and Emergency Medicine Diploma (EMCD) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the EMC Training Program if they:

- (a) fail to complete the requirements of the EMC Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;
- (b) do not pass the EMC Examination within the maximum three (3) attempts;
- (c) fail to maintain medical registration in accordance with Regulation D3.3;
- (d) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D3.7.6.2 A trainee who fails to pay any applicable fee(s) by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due will be dismissed from the EMC Training Program without further notice.

D3.7.6.3 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, or whose registration is subject to any condition or undertaking that prevents them from practicing medicine shall automatically be removed from the EMC Training Program. Any removal from the EMC Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D3.7.6.4 At least 28 days prior to the meeting of the EMCD Committee at which a trainee is to be considered for removal from the EMC Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the EMC Training Program;
- the date on which their removal from the EMC Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;
- that any information they wish to have considered by the EMCD Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the EMC Training Program is to be considered.

D3.7.6.5 The EMCD Committee may make one of the following decisions:

- (a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the EMC Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.
- (b) That, on the basis of the materials presented to it, the trainee be removed from the EMC Training Program.

D3.7.7 Suspension from Training

D3.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the EMC Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the EMC Training Program, and shall not:

- (a) be entitled to undertake any assessment associated with the EMC Training Program;

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- (b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the EMC Training Program;
- (c) hold themselves to be a trainee of the EMC Training Program; or
- (d) be entitled to any benefits or entitlements under the EMC Training Program.

D3.7.7.2 The Board or Council of Education may by resolution and upon an application by the trainee, lift a trainee's suspension from the EMC Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board or Council as applicable.

D3.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the EMC Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board or Council of Education resolves otherwise, be considered as an interruption to training.

D3.8 Online Learning Modules

D3.8.1 Trainees are required to complete the following online learning modules:

- the ACEM Indigenous Health and Cultural Competency; online learning modules as from time to time updated by the College;

D3.9 Workplace-based Assessments

D3.9.1 EMC trainees are required to satisfactorily complete the following Workplace-based Assessments (WBAs):

- five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)*;
- six (6) Direct Observation of Procedural Skills (DOPS)#;
- two (2) Case-Based Discussion (CBD); and
- Procedural Checklist^.

* Refer Mini-CEX requirements as set out in Emergency Medicine Certificate Curricula

Refer DOPS requirements as set out in Emergency Medicine Certificate Curricula

^ Refer Procedural Checklist as set out in Emergency Medicine Certificate Curricula

D3.9.2 Mini-CEX and CbD WBAs must be assessed by a FACEM, the Primary Supervisor or a Direct Clinical Supervisor.

D3.9.3 DOPS must be assessed by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor, or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. In the case of the latter the trainee's Primary Supervisor must approve the completed assessment.

D3.9.4 Individual procedures on the Procedural Checklist must be signed-off by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor, or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. The Primary Supervisor must approve the completed procedural checklist.

D3.9.5 The Mini-CEX, DOPS, CbD and Procedural Checklist may be completed by telemedicine.

D3.10 Emergency Skills Workshops

D3.10.1 Trainees are required to satisfactorily complete the Advanced Life Support 2 (ALS2) workshop, or equivalent for trainees based in New Zealand or outside of Australasia, or attain exemption from this requirement.

D3.10.2 Workshop Exemption

D3.10.1.1 Trainees seeking an exemption under Regulation D3.10.1 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).

D3.10.1.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to commencing the EMC Training Program.

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D3.10.3 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to the College.

D3.11 Required Meetings

D3.11.1 Trainees are required to complete a Start of Placement Meeting with their Primary Supervisor and submit the required form to the College within the first two (2) weeks of each individual placement to ascertain learning needs, goals, potential challenges and strategies.

D3.11.2 Trainees are required to complete a Reflection Meeting with their Primary Supervisor and submit the required form to the College at the end of each three-calendar month period while undertaking supervised training.

D3.11.3 Where a trainee fails to submit the relevant forms by the required deadline(s) the relevant placement may not be certified towards meeting their training time requirements.

D3.12 EMC Examination

D3.12.1 Eligibility

D3.12.1.1 To be eligible to sit the EMC Examination, trainees must have successfully completed a minimum of four (4) FTE months of supervised training pursuant to regulation D3.7.1.1.

D3.12.1.2 The candidate must also:

- (a) be a registered EMC, EMD or EMAD trainee of the College; and
- (b) have no financial debts to the College.

D3.12.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the EMC Examination are able to apply to sit the next scheduled examination.

D3.12.2 Examination Applications

D3.12.2.1 Applications to attempt the EMC Examination must be made on the appropriate prescribed form and must be accompanied by:

- (a) payment of the prescribed examination fee, if applicable, and
- (b) any other documentation specified on the application form.

D3.12.2.2 Candidates are required to submit a new application for each attempt they make at the EMC Examination.

D3.12.2.3 Applications must reach the College by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous work day.

D3.12.3 Examination Arrangements

D3.12.3.1 The EMC Examination is held three (3) times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D3.12.3.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D3.12.4 Examination Attempts

D3.12.4.1 The maximum number of attempts at the EMC Examination will be three (3).

D3.13 Certification and Certification Fee

D3.13.1 To be eligible to apply for election to membership of the College as a Certificant, trainees must have satisfactorily completed the requirements of Regulation D3.5.

D3.13.2 It is the responsibility of the trainee to submit an application for certification to the College.

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D3.13.3 An application for certification must be made using the appropriate form, together with payment of the required certification fee. Applications for Certification will not be progressed until the application fee has been processed.

D3.13.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Certificants.

D3.14 Recertification and Annual Subscription Fees

Refer to Regulation E2.

D4 Emergency Medicine Diploma (EMD) Training Program

These regulations (D4) apply to trainees enrolling in the ACEM Emergency Medicine Diploma Training Program from 1 February 2021. For trainees who enrolled in the ACEM Emergency Medicine Diploma Training Program prior to 1 February 2021, the relevant regulation is Regulation D2.

D4.1 Eligibility for the Emergency Medicine Diploma Training Program

D4.1.1 To be eligible to enrol as a trainee in the ACEM Emergency Medicine Diploma (EMD) Training Program, medical practitioners must hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train.

D4.1.2 To be eligible to enrol in the EMD Training Program, medical practitioners must, at the time of application meet at least one of the following:

- D4.1.2.1 (a) have successfully completed the ACEM Emergency Medicine Certificate (EMC);
- (b) have successfully completed the RACGP Advanced Rural Skills Training (ARST) in Emergency Medicine;
- (c) have successfully completed the ACRRM Advanced Specialised Training (AST) in Emergency Medicine;
- (d) be a Fellow of the Royal Australian College of General Practitioners (RACGP);
- (e) be a Fellow of the Royal New Zealand College of General Practitioners (RNZCGP);
- (f) be a Fellow of the Australian College of Rural and Remote Medicine (ACRRM);
- (g) be a Fellow of the Royal New Zealand College of Urgent Care (RNZCUC);
- (h) be a Fellow of the Division of Rural Hospital Medicine of New Zealand (DRHMNZ);
- (i) within the last five (5) years, have worked at least two (2) FTE years in an Emergency Department, of which at least three (3) months was undertaken in Australia or New Zealand;

D4.1.2.1.1 Medical practitioners applying under D4.1.2.1 (d), (e), (f), (g), (h) or (i) must also:

- (a) provide evidence, signed by a FACEM or ACEM Advanced Diplomate with whom they have worked (either directly or within a network) in the last three (3) years, of completion during that period, whether by clinical practice or simulation, of at least 80% of the procedures listed in the EMC Procedural Checklist, including all mandatory procedures; and
- (b) provide evidence of a current Advanced Life Support 2 (ALS2) certificate or equivalent for trainees based in New Zealand; and
- (c) provide proof of currency of clinical practice; and
- (d) provide evidence, signed by a FACEM or ACEM Advanced Diplomate with whom they have worked (either directly or within a network) in the last three years, of the applicant's knowledge of the EMC Curriculum. The endorsee must be reasonably satisfied that the applicant has the skills and knowledge applicable to the curriculum of all three units of the EMC; and
- (e) all other information specified by the College on the application form.

D4.1.2.2 be in their second or subsequent postgraduate year.

D4.2 Enrolment as a Trainee

D4.2.1 Applications to enrol in the EMD Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.

D4.2.2 Former EMC, EMD or EMAD trainees of the College who wish to re-enrol as a trainee in the EMD Training Program must do so pursuant to the provisions of the *Policy on Former EMC, EMD and EMAD Trainees Re-*

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entering the EMC, EMD and EMAD Training Programs.

- D4.2.3 To be eligible to commence the EMD, medical practitioners must not be enrolled in the FACEM Training Program, EMC Training Program, EMAD Training Program, or Diploma of Pre-hospital and Retrieval Medicine (DipPHRM) Training Program or be an ACEM SIMG undertaking a pathway to Fellowship of the College through the processes of the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ).

D4.3 Medical Registration

- D4.3.1 Except as specified elsewhere in these Regulations, at all times while undertaking the EMD Training Program, trainees are required to hold:

- (a) General registration with the MBA – for trainees in Australia;
- (b) General scope registration with the MCNZ – for trainees in New Zealand; or
- (c) the appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the EMD Training Program.

- D4.3.2 Trainees enrolled in the EMD Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D4.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D4.3.1 apply to those undertaking EMD training in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.

- D4.3.3 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.

- D4.3.4 Trainees who, for whatever reason, fail to maintain registration with the MBA or the MCNZ as applicable pursuant to this regulation, Regulation D4.3, and whose registration is not otherwise suspended, terminated, cancelled or has a condition(s) applied that restricts their ability to undertake fully the requirements of the EMD Training Program, by a regulatory body empowered to do so, shall be unable to attempt College assessments or have any training time certified for a maximum period of three (3) calendar months from the date on which their registration lapsed. Should registration with the MBA or MCNZ not be regained by the end of that three (3) month period, the trainee will be automatically removed from the EMC Training Program.

D4.4 Training Program Fees

- D4.4.1 Except with the prior approval of the College, EMD Training Program trainees, regardless of whether training full-time or part-time, must pay the full EMD Training Program fee at the time of enrolling in the program.

- D4.4.2 EMD trainees may apply to the College to pay the EMD Training Program fee by instalments.

- D4.4.3 EMD trainees will not be eligible to attempt College assessments and will not have their training time considered for certification nor be deemed to have completed the requirements of the EMD program while the training program fee or any other amounts owing to the College remain unpaid.

D4.5 Satisfactory Completion of the EMD Training Program

- D4.5.1 Except as specified elsewhere in these Regulations, trainees who successfully complete the EMD Training Program will have satisfactorily completed the following requirements:

D4.5.1.1 all requirements of the EMC Training Program as set out in regulation D3.5.1, and

D4.5.1.2 six (6) FTE months of supervised training in an Emergency Department;

D4.5.1.3 online learning modules and associated completion requirements as prescribed (refer Regulation D4.8):

D4.5.1.4 Workplace-based Assessments (WBAs) as prescribed (refer Regulation D4.9):

D4.5.1.5 certification in prescribed workshops (refer Regulation D4.10):

D4.5.1.6 meetings and associated completion requirement as prescribed (refer Regulation D4.11):

D4.5.1.7 the EMD Examination; and

D4.5.1.8 any other requirements or variations of the above as prescribed from time to time.

D4.5.2 Trainees who enter the EMD Training Program pursuant to Regulation D4.1.2.1 are exempt from the requirement to complete the requirements of Regulation D4.5.1.1.

D4.6 Timeframe for Completion of the EMD Training Program

D4.6.1 Enrolment as a trainee commences in accordance with Regulation D4.2 and continues until the trainee satisfactorily completes the requirements of the EMD and is eligible to become a Diplomate, formally withdraws from the EMD Training Program or is removed from the EMD Training Program.

D4.6.2 Trainees entering the EMD Training program pursuant to regulation D4.1.2.1 must complete all requirements of the program and be eligible for election to membership of the College as a Diplomate within two (2) calendar years of the date of enrolment as a trainee. This two-year period is inclusive of all leave taken and any periods of interrupted training.

D4.6.3 Trainees entering the EMD Training program pursuant to regulation D4.1.2.2 must complete all requirements of the program and be eligible for election to membership of the College as a Diplomate within four (4) years of the date of enrolment as a trainee. This four-year period is inclusive of all leave taken and any periods of interrupted training.

D4.7 EMD Training

D4.7.1 Training Time Requirements

D4.7.1.1 Trainees must complete six (6) FTE months of supervised training in an Emergency Department

D4.7.1.2 For the purposes of Regulation D4.7.1.1, ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.

D4.7.1.3 Cognisant of Regulation D4.6, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.

D4.7.1.4 Training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the EMD Training Program.

D4.7.1.5 To be eligible to have a placement certified, trainees must satisfactorily complete at least 80% of their time in that placement in an Emergency Department, with the remaining 20% permitted to be spent in approved theatre, intensive care unit or anaesthetics setting(s).

D4.7.2 Part-Time Training

D4.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.25 FTE. Part-time training of less than 0.25 FTE will not be considered for certification.

D4.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the EMD Training Program as a whole and as applicable to their circumstances.

D4.7.3 Leave from Training

D4.7.3.1 Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.

D4.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.

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D4.7.3.3 Periods of leave greater than that permitted under Regulation D4.7.3.1. require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D4.7.4 Supervision of Training

D4.7.4.1 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the EMD Training Program. The Primary Supervisor must:

- be a Fellow of the Australasian College for Emergency Medicine (FACEM); working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and who is compliant with the requirements of the ACEM CPD Program; **or**
- be an ACEM Advanced Diplomate with a minimum of two (2) FTE years ED experience post EMAD qualification, working at a minimum of 0.5 FTE in the emergency department at the same health service and, where applicable, site as the trainee and is compliant with the requirements of the ACEM CPD Program; **and**
- have satisfactorily completed the ACEM EMCD Supervisor Course.

D4.7.4.2 Not less than 30 per cent of a trainee's EMD training must occur under the direct clinical supervision of an ACEM Member who may or may not be the trainee's Primary Supervisor. A Direct Clinical Supervisor must be:

- a FACEM; or
- a currently certified Advanced Diplomate of the Australasian College for Emergency Medicine (Dip EM Adv (ACEM)) who has satisfactorily completed the ACEM EMCD Supervisor Course; or
- a currently certified Diplomate of the Australasian College for Emergency Medicine (Dip EM (ACEM)) who has satisfactorily completed the ACEM EMCD Supervisor Course.

D4.7.5 Training Sites

D4.7.5.1 EMD training may be undertaken in an emergency department with the following minimum staffing:

- (a) one (1) Fellow of the College (i.e. FACEM), who works 1.0 FTE in the department, or the equivalent, where at least one (1) FACEM meets the requirements to be a Primary Supervisor as outlined in D4.7.4.1; or
- (b) subject to the prior approval of the College, a site with less than one (1) FTE FACEM, but which does not otherwise meet Regulation D4.7.5.1 (a), prospective EMD trainees will need to demonstrate to the satisfaction of the College, appropriate arrangements to enable them to receive the supervision required pursuant to Regulation D4.7.4 which must include at least 160 hours working at a multi-FACEM (i.e. not less than 2.5FTE FACEM) site where at least one (1) FACEM meets the requirements to be a Primary Supervisor as outlined in D4.7.4.1.

D4.7.6 Removal from the EMD Training Program

D4.7.6.1 Unless the Emergency Medicine Certificate and Emergency Medicine Diploma (EMCD) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the EMD Training Program if they:

- (a) fail to complete the requirements of the EMD Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;
- (b) do not pass the EMD Examination within the maximum three (3) attempts;
- (c) fail to maintain medical registration in Australia or New Zealand in accordance with Regulation D4.3;

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- (d) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D4.7.6.2 A trainee who fails to pay any applicable fee(s) by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due will be dismissed from the EMD Training Program without further notice.

D4.7.6.3 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, or whose registration is subject to any condition or undertaking that prevents them from practicing medicine shall automatically be removed from the EMD Training Program. Any removal from the EMD Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D4.7.6.4 At least 28 days prior to the meeting of the EMCD Committee at which a trainee is to be considered for removal from the EMD Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the EMD Training Program;
- the date on which their removal from the EMD Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;
- that any information they wish to have considered by the EMCD Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the EMD Training Program is to be considered.

D4.7.6.5 The EMCD Committee may make one of the following decisions:

- (a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the EMD Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.
- (b) That, on the basis of the materials presented to it, the trainee be removed from the EMD Training Program.

D4.7.7 Suspension from Training

D4.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the EMD Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the EMD Training Program, and shall not:

- (a) be entitled to undertake any assessment associated with the EMD Training Program;
- (b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the EMD Training Program;
- (c) hold themselves to be a trainee of the EMD Training Program; or
- (d) be entitled to any benefits or entitlements under the EMD Training Program.

D4.7.7.2 The Board or Council of Education may by resolution and upon an application by the trainee, lift a trainee's suspension from the EMD Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board or Council as applicable.

D4.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the EMD Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board or Council of Education resolves otherwise, be considered as an interruption to training.

D4.8 Online Learning Modules

D4.8.1 Trainees are required to complete the following online learning modules:

- the ACEM Indigenous Health and Cultural Competency: online learning modules as from time to time updated by the College

D4.9 Workplace-Based Assessments

D4.9.1 Trainees are required to satisfactorily complete the following Workplace-based Assessments (WBAs):

- five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)*;
- five (5) Direct Observation of Procedural Skills (DOPS)#;
- two (2) Case-Based Discussion (CBD)⁺; and
- Procedural Checklist[^].

* Refer Mini-CEX requirements as set out in Emergency Medicine Diploma Curricula

Refer DOPS requirements as set out in Emergency Medicine Diploma Curricula

+ Refer CBD requirements as set out in Emergency Medicine Diploma Curricula

^ Refer Procedural Checklist as set out in Emergency Medicine Diploma Curricula

D4.9.2 Mini-CEX and CbD WBAs must be assessed by a FACEM, the Primary Supervisor or a Direct Clinical Supervisor

D4.9.3 DOPS must be assessed by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. In the case of the latter, the trainee's Primary Supervisor must approve the completed assessment

D4.9.4 Individual procedures on the Procedural Checklist must be signed-off by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. The Primary Supervisor must approve the completed procedural checklist.

D4.9.5 The Mini-CEX, DOPS, CbD and Procedural Checklist may be completed by telemedicine.

D4.10 Emergency Skills Workshops

D4.10.1 Trainees are required to satisfactorily complete and attain certification in the two (2) following workshops:

- (a) Advanced Paediatric Life Support (APLS); and
- (b) Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM);

D4.10.2 Workshop Exemption

D4.10.2.1 Trainees seeking an exemption under Regulation D4.10.1 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).

D4.10.2.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to commencing the EMD Training Program.

D4.10.3 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to the College.

D4.11 Required Meetings

D4.11.1 Trainees are required to complete a *Start of Placement Meeting* with their Primary Supervisor and submit the required form to the College within the first two (2) weeks of each individual placement to ascertain learning needs, goals, potential challenges and strategies.

D4.11.2 Trainees are required to complete a *Reflection Meeting* with their Primary Supervisor and submit the required form to the College at the end of each three-calendar month period while undertaking supervised training.

D4.11.3 Where a trainee fails to submit the relevant form(s) by the required deadline(s) the relevant placement may not be certified towards meeting their training time requirements.

D4.12 EMD Examination

D4.12.1 Eligibility

D4.12.1.1 To be eligible to sit the EMD Examination, trainees must have successfully completed:

- (a) a minimum of four (4) FTE months of supervised ED training pursuant to regulation D4.7.1.1 and,
- (b) for trainees entering the program pursuant to regulation D4.1.2.2, the EMC examination and completion of six (6) FTE months of supervised ED training outlined in regulation D3.7.1.1.

D4.12.1.2 The candidate must also:

- (a) be a registered EMD or EMAD trainee of the College; and
- (b) have no financial debts to the College.

D4.12.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the EMD Examination are able to apply to sit the next scheduled examination.

D4.12.2 Examination Applications

D3.12.2.1 Applications to attempt the EMD Examination must be made on the appropriate prescribed form and must be accompanied by:

- (a) payment of the prescribed examination fee, if applicable, and
- (b) any other documentation specified on the application form.

D3.12.2.2 Candidates are required to submit a new application for each attempt they make at the EMD Examination.

D3.12.2.3 Applications must reach the College by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous work day.

D4.12.3 Examination Arrangements

D4.12.3.1 The EMD Examination is held three (3) times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D4.12.3.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D4.12.4 Examination Attempts

D4.12.4.1 The maximum number of attempts at the EMD Examination will be three (3).

D4.13 Certification and Admission Fee

D4.13.1 To be eligible to apply for certification as a Diplomate of the College, trainees must have satisfactorily completed the requirements of Regulation D4.5.

D4.13.2 It is the responsibility of the trainee to submit an application for admission as a Diplomate to the College.

D4.13.3 An application for admission as a Diplomate must be made using the appropriate form, together with payment of the required fee. Applications for admission as a Diplomate will not be progressed until the application fee has been processed.

D4.13.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Diplomates.

D4.14 Recertification and Annual Subscription Fees

Refer to Regulation E2.

D5 Emergency Medicine Advanced Diploma (EMAD) Training Program

D5.1 Eligibility for the Emergency Medicine Advanced Diploma Training Program

Note regarding eligibility for enrolment in the EMAD Training Program and associated program completion requirements.

*Eligibility for enrolment in the EMAD Training Program is through meeting fully one of the conditions outlined in Regulations 5.1.3 to 5.1.6 below. Potential trainees are advised that the requirements for completion of the EMAD Training Program (including maximum allowable timeframes for completion of the program) differ for trainees entering under each of the different regulations. These requirements are outlined in Regulations D5.5 and D5.6 and potential trainees are **strongly** advised to consider these regulations in conjunction with the eligibility requirements outlined in these regulations D5.1.*

- D5.1.1 To be eligible to enrol as a trainee in the ACEM Emergency Medicine Advanced Diploma (EMAD) Training Program, medical practitioners must hold appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they are intending to train.
- D5.1.2 To be eligible to enrol in the EMAD Training Program, medical practitioners must, at the time of application, meet all the requirements as outlined in one of D5.1.3 to D5.1.6 below.
- D5.1.3 Be in their third or subsequent postgraduate year **and** have successfully completed the ACEM Emergency Medicine Diploma (EMD).
- D5.1.4 Be in their third or subsequent postgraduate year **and** have successfully completed the RACGP Advanced Rural Skills Training (ARST) in Emergency Medicine or the ACRRM Advanced Specialised Training (AST) in Emergency Medicine **and** within the last five years, have worked at least two (2) FTE years in an Emergency Department of which at least three (3) months was undertaken in Australia or New Zealand. Additionally, they must also:
- (a) be a Fellow of the Royal Australian College of General Practitioners (RACGP); **or**
 - (b) be a Fellow of the Royal New Zealand College of General Practitioners (RNZCGP) **or**
 - (c) be a Fellow of the Australian College of Rural and Remote Medicine (ACRRM).
- D5.1.4.1 Medical practitioners applying under D5.1.4 must also:
- (a) provide evidence, signed by a FACEM with whom they have worked (either directly or within a network) in the last three (3) years, of completion during that period, whether by clinical practice or simulation, of at least 80% of the procedures listed in the EMC and EMD Procedural Checklist, including all mandatory procedures; **and**
 - (b) provide evidence of a current Advanced Life Support 2 (ALS2) certificate, or equivalent for trainees based in New Zealand, Advanced Paediatric Life Support (APLS) and Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM); **and**
 - (c) provide proof of currency of clinical practice; **and**
 - (d) provide evidence, signed by a FACEM with whom they have worked (either directly or within a network) in the last three (3) years, of the applicant's knowledge of the EMC and EMD Curriculum. The endorsee must be reasonably satisfied that the applicant has the skills and knowledge applicable to the curriculum of all six units of the EMC and EMD; **and**
 - (e) all other information specified by the College on the application form.
- D5.1.5
- (a) be in their third or subsequent post graduate year **and** have successfully completed the ACEM Emergency Medicine Certificate (EMC); **or**
 - (b) be in their third or subsequent post graduate year **and** have successfully completed the RACGP Advanced Rural Skills Training (ARST) in Emergency Medicine; **or**
 - (c) be in their third or subsequent post graduate year **and** have successfully completed the ACRRM Advanced Specialised Training (AST) in Emergency Medicine; **or**

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- (d) be a Fellow of the Royal Australian College of General Practitioners (RACGP); **or**
- (e) be a Fellow of the Royal New Zealand College of General Practitioners (RNZCGP) **or**
- (f) be a Fellow of the Australian College of Rural and Remote Medicine (ACRRM); **or**
- (g) be a Fellow of the Royal New Zealand College of Urgent Care (RNZCUC); **or**
- (h) be a Fellow of the Division of Rural Hospital Medicine of New Zealand (DRHMNZ); **or**
- (i) be in their third or subsequent post graduate year and within the last five (5) years, have worked at least two (2) FTE years in an Emergency Department, of which at least three (3) months was undertaken in Australia or New Zealand.

D5.1.5.1 Medical practitioners applying under D.5.1.5 (d), (e), (f), (g), (h) or (i) must also:

- (a) provide evidence, signed by a FACEM or Advanced Diplomate with whom they have worked (either directly or within a network) in the last three (3) years, of completion during that period, whether by clinical practice or simulation, of at least 80% of the procedures listed in the EMC Procedural Checklist, including all mandatory procedures; **and**
- (b) provide evidence of a current Advanced Life Support 2 (ALS2) certificate or equivalent for trainees based in New Zealand; **and**
- (c) provide proof of currency of clinical practice; **and**
- (d) provide evidence, signed by a FACEM or Advanced Diplomate with whom they have worked (either directly or within a network) in the last three years, of the applicant's knowledge of the EMC Curriculum. The endorsee must be reasonably satisfied that the applicant has the skills and knowledge applicable to the three units of the EMC; **and**
- (e) all other information specified by the College on the application form.

D5.1.6 Be in their third or subsequent postgraduate year and not meet the requirements outlined in any of D5.1.3 to D5.1.5.

D5.2 Enrolment as a Trainee

D5.2.1 Applications to enrol in the EMAD Training Program must be made using the prescribed application form and include all required documentation as specified on that form, together with payment of the applicable fee.

D5.2.2 Former EMC, EMD or EMAD trainees of the College who wish to re-enrol as a trainee in the EMAD Training Program must do so pursuant to the provisions of the *Policy on Former EMC, EMD and EMAD Trainees Re-entering the EMC, EMD and EMAD Training Programs*.

D5.2.3 To be eligible to commence the EMAD, medical practitioners must not be enrolled in the FACEM Training Program, EMC Training Program, EMD Training Program, or Diploma of Pre-hospital and Retrieval Medicine (DipPHRM) Training Program or be an ACEM SIMG undertaking a pathway to Fellowship of the College through the processes of the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ).

D5.3 Medical Registration

D5.3.1 Except as specified elsewhere in these Regulations, at all times while undertaking the EMAD Training Program, trainees are required to hold:

- (a) General registration with the MBA – for trainees in Australia;
- (b) General scope registration with the MCNZ – for trainees in New Zealand; or
- (c) the appropriate registration with the relevant regulatory body as applicable for the jurisdiction in which they will be undertaking the EMAD Training Program.

D5.3.2 Trainees enrolled in the EMAD Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation D5.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

Corresponding exceptions to the need to hold appropriate registration with the relevant regulatory authority pursuant to Regulation D5.3.1 apply to those undertaking EMAD training in countries other than Australia or New Zealand and who undertake a temporary absence from medical practice.

- D5.3.3 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA, MCNZ or other authority as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended or conditions are imposed, or if they receive notice of any complaint to any medical registration authority.
- D5.3.4 Trainees who, for whatever reason, fail to maintain registration with the MBA or the MCNZ as applicable pursuant to this Regulation D5.3 and whose registration is not otherwise suspended, terminated, cancelled or has a condition(s) applied that restricts their ability to undertake fully the requirements of the EMAD Training Program, by a regulatory body empowered to do so, shall be unable to attempt College assessments or have any training time certified for a maximum period of three (3) calendar months from the date on which their registration lapsed. Should registration with the MBA or MCNZ not be regained by the end of that three (3) month period, the trainee will be automatically removed from the EMAD Training Program.

D5.4 Training Program Fees

- D5.4.1 Except with the prior approval of the College, EMAD Training Program trainees, regardless of whether training full-time or part-time, must pay the full EMAD Training Program fee at the time of enrolling in the program.
- D5.4.2 EMAD trainees may apply to the College to pay the EMAD Training Program fee by instalments.
- D5.4.3 EMAD trainees will not be eligible to attempt College assessments and will not have their training time considered for certification nor be deemed to have completed the requirements of the EMAD program while the training program fee or any other amounts owing to the College remain unpaid.

D5.5 Satisfactory Completion of the EMAD Training Program

- D5.5.1 Except as specified elsewhere in these Regulations, trainees who successfully complete the EMAD Training Program will have satisfactorily completed the following requirements:
- D5.5.1.1 all requirements as outlined in regulation D3.5.1, unless entering the program pursuant to Regulation D5.1.3 **or** Regulation D5.1.4 **or** D5.1.5; and
 - D5.5.1.2 all requirements as outlined in regulation D4.5.1, unless entering the program pursuant to regulation D5.1.3 **or** Regulation D5.1.4; and
 - D5.5.1.3 six (6) FTE months of supervised training in an Emergency Department, including at least 320 hours working at a multi-FACEM (i.e. not less than 2.5 FTE FACEM) site where at least one (1) FACEM meets the requirements of a Primary Supervisor as outlined in D5.7.4.1;
 - D5.5.1.4 online learning modules and associated completion requirements as prescribed (refer Regulation D5.8);
 - D5.5.1.5 Workplace-based Assessments as prescribed (refer Regulation D5.9);
 - D5.5.1.6 certification in prescribed workshops (refer Regulation D5.10);
 - D5.5.1.7 meetings and associated completion requirements as prescribed (refer Regulation D5.11);
 - D5.5.1.6 the EMAD Examination; and
 - D5.5.1.7 any other requirements or variations of the above as prescribed from time to time.

D5.6 Timeframe for Completion of the EMAD Training Program

- D5.6.1 Enrolment as a trainee commences in accordance with Regulation D5.2 and continues until the trainee satisfactorily completes the requirements of the EMAD and is eligible to become an Advanced Diplomat, formally withdraws from the EMAD Training Program or is removed from the EMAD Training Program.

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- D5.6.2 Trainees entering the EMAD Training Program pursuant to D5.1.3 **or** Regulation D5.1.4 must complete all requirements of the program and be eligible for election to membership of the College as an Advanced Diplomate within two (2) calendar years of the date of enrolment as a trainee. This two (2) year period is inclusive of all leave taken and any periods of interrupted training.
- D5.6.3 Trainees entering the EMAD Training Program pursuant to regulation D5.1.5 must complete all requirements of the program and be eligible for election to membership of the College as an Advanced Diplomate within four (4) calendar years of the date of enrolment as a trainee. This four (4)-year period is inclusive of all leave taken and any periods of interrupted training.
- D5.6.4 Trainees entering the EMAD Training Program pursuant to regulation D5.1.6 must complete all requirements of the program and be eligible for election to membership of the College as an Advanced Diplomate within six (6) calendar years of the date of enrolment as a trainee. This six (6)-year period is inclusive of all leave taken and any periods of interrupted training.

D5.7 EMAD Training

D5.7.1 Training Time Requirements

- D5.7.1.1 Trainees must complete six (6) FTE months of supervised training in an Emergency Department
- D5.7.1.2 For the purposes of Regulation D5.7.1.1 ACEM regards a 1.0 FTE load to comprise a minimum of 38 hours per week.
- D5.7.1.3 Cognisant of Regulation D5.6, training may be undertaken on either a full-time or a part-time basis, as the trainee may choose. Any changes to a trainee's FTE status must be notified to the College.
- D5.7.1.4 Training may be undertaken in blocks of not less than six (6) FTE weeks. Trainees who complete the required months of training in blocks of training must also remain within the maximum limits allowed for completion of all requirements of the EMD Training Program.
- D5.7.1.5 To be eligible to have a placement certified, trainees must satisfactorily complete at least 80% of their time in that placement in an Emergency Department with the remaining 20% permitted to be spent in approved theatre, intensive care unit or anaesthetics setting(s).
- D5.7.1.6 Trainees must complete at least 320 hours of supervised training in an emergency department at a multi-FACEM (i.e. not less than 2.5 FTE FACEM) site where at least one (1) FACEM who meets the requirements to be a Primary Supervisor as outlined in D5.7.4.1.

D5.7.2 Part-Time Training

- D5.7.2.1 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.5 FTE. Part-time training of less than 0.5 FTE will not be considered for certification.
- D5.7.2.2 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of the EMAD Training Program as a whole and as applicable to their circumstances.

D5.7.3 Leave from Training

- D5.7.3.1 Trainees training full-time are permitted up to three (3) weeks' leave per six (6) FTE month training period.
- D5.7.3.2 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.
- D5.7.3.3 Periods of leave greater than that permitted under Regulation D5.7.3.1. require the prospective approval of the College. Any such application must be submitted using the applicable form and received by the College not less than two (2) weeks prior to the date of commencement of the proposed period of leave.

D5.7.4 Supervision of Training

- D5.7.4.1 Each trainee shall have a 'Primary Supervisor' who is responsible for the oversight of that trainee's progression through the EMAD Training Program. The Primary Supervisor must be a Fellow of the

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D5.7.4.2 Not less than 30 per cent of a trainee's EMAD training must occur under the direct clinical supervision of an ACEM Member who may or may not be the trainee's Primary Supervisor. A Direct Clinical Supervisor must be:

- a FACEM or
- an Advanced Diplomate who has satisfactorily completed the ACEM EMCD Supervisor Course.

D5.7.5 Training Sites

D5.7.5.1 EMAD training may be undertaken in an emergency department with at least one (1) Fellow of the College (i.e. FACEM), or the equivalent, where at least one (1) of whom meets the requirements to be a Primary Supervisor as outlined in D5.7.4.1.

D5.7.6 Removal from the EMAD Training Program

D5.7.6.1 Unless the Emergency Medicine Certificate and Emergency Medicine Diploma (EMCD) Committee accepts that exceptional circumstances exist, a trainee shall be considered for removal from the EMAD Training Program if they:

- (a) fail to complete the requirements of the EMAD Training Program within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for the requirements to be completed within the specified timeframe;
- (b) do not pass the EMAD Examination within the maximum three (3) attempts;
- (b) fail to pay all applicable fees by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due;
- (c) fail to maintain medical registration in Australia or New Zealand in accordance with Regulation D5.3;
- (d) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

D5.7.6.2 A trainee who fails to pay any applicable fee(s) by the date on which they are due and/or any associated late payment fees or portions thereof remain outstanding within three (3) months of the date on which the original fee was due will be dismissed from the EMAD Training Program without further notice.

D5.7.6.3 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so, or whose registration is subject to any condition or undertaking that prevents them from practicing medicine shall automatically be removed from the EMAD Training Program. Any removal from the EMAD Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

D5.7.6.4 At least 28 days prior to the meeting of the EMCD Committee at which a trainee is to be considered for removal from the EMAD Training Program, they will be informed in writing and advised:

- of the ground(s) on which they may be removed from the EMAD Training Program;
- the date on which their removal from the EMAD Training Program is to be considered;
- that they are entitled to provide a written submission for consideration of any exceptional circumstances (as described in the College's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;

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- that any information they wish to have considered by the EMCD Committee should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the EMAD Training Program is to be considered.

D5.7.6.5 The EMCD Committee may make one of the following decisions:

- (a) That, on the basis of the materials presented to it, the trainee be permitted to remain in the EMAD Training Program and the revised timeframe in which they are required to complete the requirements of this pathway.
- (b) That, on the basis of the materials presented to it, the trainee be removed from the EMAD Training Program.

D5.7.7 Suspension from Training

D5.7.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the EMAD Training Program, or who fail, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable, shall automatically be suspended from the EMAD Training Program, and shall not:

- (a) be entitled to undertake any assessment associated with the EMAD Training Program;
- (b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the EMAD Training Program;
- (c) hold themselves to be a trainee of the EMAD Training Program; or
- (d) be entitled to any benefits or entitlements under the EMAD Training Program.

D5.7.7.2 The Board or Council of Education may by resolution and upon an application by the trainee, lift a trainee's suspension from the EMAD Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board or Council as applicable.

D5.7.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the EMAD Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board or Council of Education resolves otherwise, be considered as an interruption to training.

D5.8 Online Learning Modules

D5.8.1 Trainees are required to complete the following online learning modules:

- the ACEM Indigenous Health and Cultural Competency online learning modules as from time to time updated by the College.

D5.9 Workplace-Based Assessments

D5.9.1 Trainees are required to satisfactorily complete the following Workplace-Based Assessments (WBAs):

- three (3) Mini-Clinical Evaluation Exercise (Mini-CEX)*;
- three (3) Direct Observation of Procedural Skills (DOPS)#;
- Procedural Checklist^;
- one (1) Direct Observation of Communication Skills;
- two (2) Clinical Lead Shift reports; and
- one (1) Quality Improvement Activity.

* Refer Mini-CEX requirements as set out in Emergency Medicine Advanced Diploma Curricula

Refer DOPS requirements as set out in Emergency Medicine Advanced Diploma Curricula

^ Refer Procedural Checklist as set out in Emergency Medicine Advanced Diploma Curricula

D5.9.2 Mini-CEX and Cbd WBAs must be assessed by a FACEM, the Primary Supervisor or a Direct Clinical Supervisor.

- D5.9.3 DOPS must be assessed by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. In the case of the latter, the trainee's Primary Supervisor must approve the completed assessment.
- D5.9.4 Individual procedures on the procedural checklist must be signed-off by a FACEM, the Primary Supervisor, a Direct Clinical Supervisor or a registered specialist medical practitioner whose area of specialty relates to the applicable area of clinical practice. The Primary Supervisor must approve the completed procedural checklist.
- D5.9.5 The Mini-CEX, DOPS, CbD and Procedural Checklist may be completed by telemedicine.
- D5.9.6 The Direct Observation of Communication Skills must be assessed by a FACEM, the Primary Supervisor, or a Direct Clinical Supervisor
- D5.9.7 The Clinical Lead Shift Report must be assessed by a FACEM, the Primary Supervisor, or a Direct Clinical Supervisor.
- D5.9.8 The Quality Improvement Activity can be completed in one of the following three ways:
- an Audit, which must be assessed by the trainee's Primary Supervisor; or
 - a Clinical Pathway/Guideline/Policy update or development, which must be assessed by the trainee's Primary Supervisor; or
 - a Morbidity and Mortality (M&M) Meeting Presentation, which may be assessed by a trainee's Primary Supervisor or a Direct Clinical Supervisor.

5.10 Emergency Skills Workshops

- D5.10.1 Trainees are required to satisfactorily complete and attain certification in the two (2) following workshops:
- (a) Ultrasound course as related to the curriculum; and
 - (b) ACEM Clinical Supervisor Course.
- D5.10.2 Workshop Exemption
- D5.10.2.1 Trainees seeking an exemption under Regulation D5.10.1 must provide documented evidence confirming their attendance and completion of the applicable workshop(s).
- D5.10.2.2 An exemption will only be granted if the workshop(s) certification, as evidenced on the certificate of completion, is current or, where no period is specified, if the workshop(s) was completed in the five (5) years prior to commencing the EMAD Training Program.
- D5.10.2.3 Trainees must present original certificates, including those received by electronic correspondence, as evidence of workshop completion, to the College

5.11 Required Meetings

- D5.11.1 Trainees are required to complete a *Start of Placement Meeting* with their Primary Supervisor and submit the required form to the College within the first two (2) weeks of each individual placement to ascertain learning needs, goals, potential challenges and strategies.
- D5.11.2 Trainees are required to complete a *Reflection Meeting* with their Primary Supervisor and submit the required form to the College at the end of each three-calendar month period while undertaking their supervised training.
- D5.11.3 Where a trainee fails to submit the relevant form(s) by the required deadline(s) the relevant placement may not be certified towards meeting their training time requirements.

5.12 EMAD Examination

5.12.1 Eligibility

- D5.12.1.1 To be eligible to sit the EMAD Examination:

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- (a) trainees entering the program pursuant to regulation D5.1.3 **or** D5.1.4 must have completed a minimum of four (4) FTE months of supervised training as per regulation D5.7.1.1.
- (b) trainees entering the program pursuant to regulation D5.1.5 must have successfully completed:
 - the EMD Examination;
 - a minimum of four (4) FTE months of supervised ED training as per regulation D5.7.1.1; and
 - six (6) FTE months of supervised training as per regulation D4.7.1.1.
- (c) trainees entering the program pursuant to regulation D5.1.6 must have successfully completed:
 - the EMC Examination;
 - the EMD Examination;
 - a minimum of four (4) FTE months of supervised ED training as per regulation D5.7.1.1;
 - six (6) FTE months of supervised training as per regulation D4.7.1.1; and
 - six (6) FTE months of supervised training as per regulation D3.7.1.1.

D5.12.1.2 The candidate must also:

- (a) be a registered EMAD trainee of the College; and
- (b) have no financial debts to the College.

D5.12.1.3 Subject to continuing to meet all eligibility requirements, candidates who are unsuccessful in an attempt at the examination are able to apply to sit the next scheduled examination.

D5.12.2 Examination Applications

D3.12.2.1 Applications to attempt the EMAD Examination must be made on the appropriate prescribed form and must be accompanied by:

- (a) payment of the prescribed examination fee, and
- (b) any other documentation specified on the application form.

D3.12.2.2 Candidates are required to submit a new application for each attempt they make at the EMAD Examination.

D3.12.2.3 Applications must reach the College by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous work day.

D5.12.3 Examination Arrangements

D5.12.3.1 The EMAD Examination is held three times per year on dates specified by the College and must be sat at the candidate's training hospital under supervision arrangements approved by the College.

D5.12.3.2 The College reserves the right to approve or reject any proposed invigilator(s) for candidates in the examination.

D5.12.4 Examination Attempts

D5.12.4.1 The maximum number of attempts at the EMAD Examination will be three (3).

D5.13 Certification and Admission Fee

D5.13.1 To be eligible to apply for certification as an Advanced Diplomat of the College, trainees must have satisfactorily completed the requirements of Regulation D5.5.

D5.13.2 It is the responsibility of the trainee to submit an application for admission as an Advanced Diplomat to the College.

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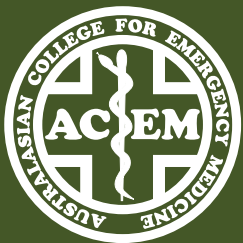
- D5.13.3 An application for admission as an Advanced Diplomat must be made using the appropriate form, together with payment of the required fee. Applications for admission as an Advanced Diplomat will not be processed until the application fee has been processed.
- D5.13.4 Following approval by the Council of Education, the trainee will then be listed on the Register of Advanced Diplomates.

D5.14 Recertification and Annual Subscription Fees

Refer to Regulation E2.

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