



# Australasian College for Emergency Medicine

## Director of Emergency Medicine Training

### Position Description

#### 1. Introduction

All trainees currently enrolled in and undertaking the Australasian College for Emergency Medicine (ACEM; the College) specialist training program – FACEM Training Program – are supervised by a Director of Emergency Medicine Training (DEMT).

DEMTs play an important educational role within the College and, through their knowledge and skills, and in conjunction with Regional Censors, Regional Deputy Censors, Regional Trainee Progression Review Panel Chairs and other relevant College delegates, provide support to trainees within their training site(s) in relation to the requirements and delivery of the FACEM Training Program.

DEMTs supervise and assess all trainees at their site(s) and are expected to be available to their trainees. As part of a site's accreditation with ACEM, there must be at least one (1) DEMT appointed within the Emergency Department (ED).

The appointment of a Network DEMT is not a requirement for sites.

#### 2. Appointment and tenure

##### 2.1 Appointment process

Where a vacancy arises, suitably qualified College Fellows may self-nominate for the position of DEMT or Network DEMT (See section 3.4), using the applicable College nomination form.

As part of the application, nominees are required to address the pre-defined selection criteria. Once completed by the nominee, the form is then seconded by the Director of Emergency Medicine (DEM) at the applicable site and submitted to the College, together with a brief CV of the nominee.

Eligible nominations are forwarded to the relevant Regional Censor/Regional Deputy Censor for review and recommendation, based on a structured interview with the proposed DEMT. For nominees who have held a DEMT role within the last three (3) years or will be appointed for a period of less than 6 months, a structured interview is not required.

Appointments are ratified by the Specialist Training and Assessment Committee (STAC) pursuant to the STAC Terms of Reference.

A single DEMT may be appointed to an ED or the role may be shared, provided that each Fellow is at least 0.5 FTE in the applicable ACEM-accredited department. Sharing of the DEMT role enables individuals to take a particular focus to their respective roles and may also assist in succession planning.



# Director of Emergency Medicine Training

## Position Description

### 2.2 Duration of appointment

DEMTs, and Network DEMTs, are appointed for a period of three (3) calendar years. If it is not possible for a training site to nominate an applicant for the DEMT role, who is able to make a commitment for this minimum time period, this should be made clear in writing at the time of application, along with an explanation as to why this is the case.

### 2.3 Review of appointments

Subject to satisfactory review by the relevant Regional Censor/Regional Deputy Censor at the conclusion of each three (3) calendar year term and continuing to meet the eligibility requirements, individuals may be eligible for reappointment as a DEMT or Network DEMT.

### 2.4 Eligibility criteria

#### A prospective DEMT must:

- Currently have an appointment 0.5 FTE or greater at the relevant ACEM-accredited ED, and work clinically at least 0.25 FTE or a minimum of one (1) clinical shift per week within that ED.
- Be at least three (3) years post attaining Fellowship\* (unless a site has co-DEMTs and the other DEMT is at least three (3) years post attaining Fellowship+)
- Be of Good Standing with the College (i.e. have no outstanding financial debts to the College, not be subject to any disciplinary or other investigations by the College, and have met all ACEM Recertification requirements).
- Not be applying to be the sole DEM at the site and/or the local WBA Coordinator and/or the sole Coordinator of a local mentoring program.
- Not be currently undertaking Stage 3 Joint PEM training to achieve their FACEM qualification.
- Not be currently undertaking Stage 2 Joint PEM training with ACEM.
- Have completed the three (3) AECM Assessing Cultural Competency Modules:
  - Foundations of Assessing Cultural Competence Module;
  - Assessing Cultural Self-Awareness & Cultural Adaptability Module; and
  - Assessing Cultural Literacy & Cultural Bridging Module.
- Have completed the ACEM Core Values Module.

\*A Specialist International Medical Graduate (SIMG) who attained FACEM less than three (3) years prior to application, may have this eligibility criteria waived. These applications will be considered on a case-by-case basis by the Deputy Censor-in-Chief in consultation with the relevant Regional Censor and may require additional information to be supplied to the College for review.



# Director of Emergency Medicine Training

## Position Description

+ It is recommended that a co-DEMT be not less than 12 months post attaining Fellowship to provide the opportunity for the new FACEM to establish their consultant level skills and avoid any potential issues of the new FACEM having to supervise and provide challenging feedback to recent trainee colleagues.

### Selection criteria:

In the context of the requirements of the role and obligations of a DEMT, a prospective DEMT should be able to demonstrate:

- An understanding of the requirements of the FACEM Training Program;
- Engagement in education activities within the ED in which they work;
- Experience in the delivery of clinical education programs at postgraduate level;
- Capacity to meet all required ACEM assessment and feedback deadlines; and
- Prior experience with mentoring, supervising and/or assessing junior doctors, including the provision of honest, appropriate and timely feedback.

## 3. Role of the DEMT

The role of DEMT relates to operational matters and does not have a strategic role within the College. DEMTs support the learning and development of FACEM Training Program trainees by providing high-quality supervision, along with providing unbiased, honest and objective feedback to promote progression through the FACEM Training Program.

### 3.1 Administration of training

A DEMT is expected to:

3.1.1 Maintain knowledge of the current training and assessment requirements of the FACEM Training Program, including but not limited to:

- College Regulations;
- ACEM Curriculum Framework; and
- Emergency Medicine Workplace-Based Assessment (EM-WBA) requirements.



# Director of Emergency Medicine Training

## Position Description

- 3.1.2 Engage proactively with trainees undertaking the FACEM Training Program to:
- provide guidance at the start of the placement in relation to a trainee's learning plans and desired training outcomes;
  - assist in the writing of a Learning Development Plan (LDP) if/as required;
  - meet regularly with the trainee to provide formative ongoing and structured feedback;
  - ensure required In-Training Assessments (ITAs) are completed with and for the trainee according to College requirements, having obtained the necessary information required for completion of the ITAs from an appropriate range of medical and other health professionals; and
  - debrief with the trainee at each ITA assessment point to provide feedback.
- 3.1.3 Meet all College training, assessment, administration and feedback timelines as required by the College, including responding to and actioning requests from College staff in a timely manner.
- 3.1.4 Respond to any trainee requests for the completion of Structured References by the specified due date.
- 3.1.5 Advise and consult with others holding a relevant College role(s) (e.g. relevant Regional Censor or Regional Deputy Censor, Local WBA Coordinator), as applicable, regarding any trainee at their site experiencing difficulty in meeting the requirements of the FACEM Training Program.
- 3.1.6 Actively engage in ACEM evaluation processes as requested.
- 3.1.7 Where applicable, respond to prospective trainee requests for the completion of Selection References by the specified due date.
- 3.1.8 If required, assist in the facilitation of Institutional References as part of the selection process for prospective FACEM Training Program trainees.
- 3.2 Local coordination of training**
- ED training**
- A DEMENT is expected to:
- 3.2.1 Where there is more than one (1) DEMENT at the site, work with the co-DEMENT to arrange a shared approach to the duties, roles and responsibilities of the position.
- 3.2.2 Allocate appropriate clinical support time to perform the responsibilities, associated with the role, pursuant to the requirements specified by the College in the ACEM Accreditation Standards.
- 3.2.3 Work with the Local WBA Coordinator(s) to ensure the timely completion of EM-WBAs.
- 3.2.4 Ensure appropriate succession planning for the role of DEMENT at the site.



# Director of Emergency Medicine Training

## Position Description

### Non-ED training

A DEMENT is expected to:

- 3.2.5 Maintain oversight of all FACEM trainees at their site, including those undertaking non-ED training.
- 3.2.6 Intervene and support any trainee who may experience difficulty maintaining progress during a non-ED placement, including negotiation of assessment submissions.
- 3.2.7 Assist trainees to plan and access appropriate non-ED placements relevant to their learning needs and the requirements of the FACEM Training Program.

### Additional Training Time Periods

A DEMENT is expected to:

- 3.2.8 Be available to discuss the requirements of any Additional Training Time period with the regional chair of the TPR panel and trainee or have arranged for a cover DEMENT, as required, in the event of extended leave (See 4.3 below).
- 3.2.9 Engage with trainees to ensure completion of their requirements during a period of Additional Training Time as stipulated in the individual TPR panel report, including completion of the Learning Development Plan (LDP).
- 3.2.10 Provide support, feedback and structure for a trainee over the course of an Additional Training Time period.
- 3.2.11 Provide advice to trainees regarding potential recourses to decisions that lead to a period of Additional Training Time and/or direct them to the appropriate college resource or team.

### General

A DEMENT is expected to:

- 3.2.12 Participate and assist with the design and delivery of regional or local training programs.
- 3.2.13 Maintain current and detailed knowledge of the College's requirements in relation to ACEM-accredited training sites and placements, and an understanding of the interconnect between arrangements at the site and the performance of individuals, working at that site, for decisions on ACEM-accreditation.
- 3.2.14 Participate in ACEM accreditation processes and inspections to continuously review and enhance educational quality within the ED and any local non-ED placements.

### 3.3 Trainee advocacy and support

A DEMENT is expected to:

- 3.3.1 Discuss with and counsel prospective trainees regarding career choice and the requirements and objectives of the FACEM Training Program.
- 3.3.2 Facilitate the attendance of trainees at appropriate educational opportunities such as regional faculty courses.



# Director of Emergency Medicine Training

## Position Description

- 3.3.3 Monitor trainee welfare, including access to mentoring and support services as appropriate, and assist in the provision of such where requested or required.
- 3.3.4 In conjunction with College and regional support mechanisms, counsel any trainee who fails an attempt at an ACEM examination (Primary Examination (Written), Primary Examination (Viva), Fellowship Examination (Written), Fellowship Examination (Clinical)) or is placed into or is undertaking Additional Training Time.
- 3.3.5 Work closely with College staff and in conjunction with relevant College delegates as applicable, oversee the provision of support to a trainee undergoing College review or processes associated with possible removal from the FACEM Training Program.
- 3.3.6 Notify ACEM when significant systematic conditions arise within their hospital or Emergency Medicine Training Network (EMTN) that adversely affects trainee welfare, and/or may require a review of the accreditation status of that hospital or EMTN.

### 3.4 Network DEMTs

Network DEMTs are appointed where this is an Emergency Medicine Training Network (EMTN) recognised by ACEM. A Network DEMT does not also need to hold a DEMT role at a site within the Network, but ideally have previously been a DEMT, or demonstrate suitability through other experience.

Network DEMTs are subject to the same appointment, re-appointment processes and tenure limits of DEMTs as outlined in section 2.1, 2.2 and 2.3 and the same eligibility criteria as outlined in section 2.4 with the following revision;

- Currently have an appointment 0.5 FTE or greater *at one of the ACEM-accredited EDs within the Network*, and work clinically at least 0.25 FTE or a minimum of one (1) clinical shift per week within that ED.

Network DEMTs are also required to attend a DEMT Induction and Orientation workshop within the first twelve months of appointment, unless they have already attended one, and attend any meetings scheduled by the Regional Censor or Regional Deputy Censor to discuss regional matters.

Network DEMTs must inform the College if they are resigning from the position via the same process as outlined in section 4.4.

A Network DEMT has the following responsibilities, which may be additional if also undertaking a DEMT role:

- 3.4.1 Maintain oversight of the delivery of the FACEM Training Program across their Network.
- 3.4.2 Coordinate the delivery of education programs across their Network.
- 3.4.3 Ensure consistent quality in the training and education delivered to all trainees within their Network.
- 3.4.4 Coordinate centrally and maintain oversight of the allocation of rotations to trainees across the network to ensure that trainees' needs are met.
- 3.4.5 Review each trainee's progress in consultation with the site DEMT(s), particularly to assist with trainees in difficulty.



# Director of Emergency Medicine Training

## Position Description

A site is not required to provide the same amount of clinical support time for the Network DEMENT role to meet accreditation standards, but sufficient clinical support time is recommended to complete the above responsibilities..

### 4. Obligations of the DEMENT

#### 4.1 General

A DEMENT is expected to:

- 4.1.1 Diligently discharge their duties as a DEMENT.
- 4.1.2 Comply with all applicable ACEM policies, including but not limited to:
  - ACEM Core Values;
  - *Code of Conduct (COR235)*;
  - *Conflict of Interest Policy (COR13)*;
  - *Discrimination, Bullying and Sexual Harassment Policy (COR133)*;
  - *Member/Staff Relations Policy (COR304)*;
  - *Policy on Procedural Fairness (COR140)*;
  - *Privacy Policy (COR200)*.
- 4.1.3 Maintain an objective and professional relationship with their trainees. Where there is a potential conflict of interest based on a personal relationship with a trainee under their supervision, notify the College and the Regional Censor, and make arrangements for alternative supervision and assessment of the trainee.
- 4.1.4 Except where otherwise required by regulatory bodies or professional duties, maintain the privacy and confidentiality of trainees at all times.
- 4.1.5 Ensure that trainees receive adequate supervision appropriate to their professional competence and are afforded an increasing and appropriate level of responsibility commensurate with their professional abilities.
- 4.1.6 Promote and support evidence-based practice in emergency medicine, and work with the DEM to ensure that the practice of emergency medicine within the site conforms to contemporary standards.
- 4.1.7 Represent education at a departmental level including input to management discussions.
- 4.1.8 Conduct themselves as a role model and having regard to the domains of the ACEM Curriculum Framework and the ACEM Core Values.
- 4.1.9 Within their site, advocate for and represent education at a departmental level, providing input to management discussions.



# Director of Emergency Medicine Training

## Position Description

### 4.2 DEMENT training and development

A DEMENT is:

- 4.2.1 Required to attend the DEMENT Orientation workshop within 12 months of the date of appointment as a DEMENT and subsequently attend online sessions and/or workshops for information sharing or calibration purposes, as required by the Council of Education, or delegate.
- 4.2.2 Expected to attend meetings scheduled by the Regional Censor or Regional Deputy Censor to discuss local/regional matters.
- 4.2.3 Expected to refer matters of concern related to education or training at the site to the Regional Censor or Deputy Regional Censor.
- 4.2.4 Expected to attend workshops as needed to upskill in areas that will assist in fulfilling the duties of the role.
- 4.2.5 Expected to keep abreast of emerging EM literature and practices.
- 4.2.6 Expected to utilise the ACEM DEMENT network including online discussion forum and resources to:
  - keep abreast of changes to the FACEM Training Program;
  - undertake DEMENT orientation and training;
  - provide advice and support to other DEMENTs; and
  - upskill in areas of teaching and assessment methods relevant to ACEM training.

### 4.3 Leave/absences

A DEMENT who intends to be absent from their post for greater than four (4) consecutive weeks is required to:

- 4.3.1 Make appropriate arrangements, including access to assessment, to ensure that management of the FACEM Training Program continues in their absence.
- 4.3.2 Notify trainees in advance of their period of leave.
- 4.3.3 Submit their leave dates to the College via email ([training@acem.org.au](mailto:training@acem.org.au)) at least two (2) weeks prior and:
  - nominate a FACEM/FRACP to act as DEMENT during their absence or, where there is more than one (1) DEMENT at the site, the other DEMENT may agree to cover the temporary period of absence; and
  - ensure the ACEM Leave Notification form is co-signed by the DEM and nominated temporary DEMENT.





# Director of Emergency Medicine Training

## Position Description

A DEMENT who intends to be absent from their post for less than four (4) consecutive weeks is required to:

- 4.3.4 Make appropriate arrangements, including access to assessment and training time verification to ensure that management of the FACEM Training Program continues in their absence.
- 4.3.5 Notify trainees in advance of their period of leave.
- 4.3.6 Notify the College via email ([training@acem.org.au](mailto:training@acem.org.au)) of arrangements to cover DEMENT duties for periods of leave between two (2) to four (4) weeks.
- 4.3.7 Notify the College of their leave dates via email ([training@acem.org.au](mailto:training@acem.org.au)) with at least two (2) weeks' notice.

#### 4.4 Resignations

A DEMENT who intends to resign from their position as a DEMENT is required to:

- 4.4.1 Notify the College in writing of the replacement DEMENT.
- 4.4.2 Ensure the duly completed DEMENT Appointment/Resignation Form, signed by the nominated DEMENT, DEM and supporting FACEMs, as required, together with any additional information requested on that form is submitted to the College via email ([training@acem.org.au](mailto:training@acem.org.au)) not less than two (2) weeks prior to the date of ceasing as a DEMENT.

#### 4.5 Removal from role

- 4.5.1 At the discretion of the Council of Education or approved delegate, should a DEMENT not perform their duties or meet their obligations as a DEMENT as outlined in this Position Description, they may be considered for removal from the role.

## 5. College obligations

#### 5.1 Teacher training and support

The College will:

- 5.1.1 Regularly update DEMENTs on changes to the FACEM Training Program including associated regulations, policies, guidelines and procedures.
- 5.1.2 Seek feedback from DEMENTs to assist in educational planning and inform quality improvement processes.
- 5.1.3 Provide information to DEMENTs of educational activities relating to their role as well as other such opportunities for their trainees.
- 5.1.4 Facilitate discussion on the ACEM DEMENT Network on eLearning.
- 5.1.5 Provide teacher training materials and other supporting resources to assist DEMENTs in their role.
- 5.1.6 Invite DEMENTs to participate in training exercises and workshops.



# Director of Emergency Medicine Training

## Position Description

5.1.7 Respond to queries, including processing of leave and resignation applications within ten (10) business days.

### 5.2 Notifications to training site

5.2.1 The College will keep the DEM of the training site for which a DEMENT appointment is made informed on the outcome of any performance reviews of the DEMENT conducted by the College, as well as concerns that may arise in relation to the performance of the DEMENT in relation to their conduct of the DEMENT role.

5.2.2 The College will notify the DEM when the DEMENT is being considered for re-appointment, and the outcome of that consideration.

## 6. Associated documents

- *ACEM Curriculum Framework*
- *ACEM Regulations*
- *ACEM Core Values*
- *Code of Conduct (COR235)*
- *Complaints Policy (COR166)*
- *Conflict of Interest Policy (COR139)*
- *DEMENT Appointment/Resignation Form*
- *Discrimination, Bullying and Sexual Harassment Policy (COR133)*
- *Member/Staff Relations Policy (COR304)*
- *Policy on College Entities (COR334)*
- *Policy on Procedural Fairness (COR140)*
- *Procedures for Submission and Resolution of Complaints (CPR656)*
- *Exceptional Circumstances and Special Consideration Policy (TA79)*
- *Reconsideration, Review and Appeals Policy (COR355)*
- *Progression in Training Policy (TA544)*
- *Accreditation Requirements for Emergency Medicine Specialist Training Providers (AC549)*



# Director of Emergency Medicine Training

## Position Description

### 7. Document review

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

#### 7.1 Responsibilities

Document authorisation: Council of Education  
Document implementation: Executive Director, Training  
Document maintenance: Lead, Training Governance

#### 7.2 Revision history

Version	Date	Pages revised / Brief Explanation of Revision
v1	Jun-2015	Approved by Council of Education.
v2	Feb-2017	Approved by Council of Education.
v3	Aug-2018	Revision to responsibilities of network DEMENTs.
v4	Jul-2019	Revisions to incorporate changes to DEMENT selection process; general update.
v5	Jul-2020	Addition of 4.5, revisions to section 6 and 2.2 and 2.3; increase to duration of appointment; general update.
v6	Jun-2021	Revision to eligibility criteria including addition of ACEM Core Values Modules; minor updates
v7	Dec-2022	Revisions throughout for consideration of Council of Education
v8	Jul-2023	Revisions to workshop requirements in section 4.2
V9	Jun 2024	Revisions to section 3.4 Network DEMENT

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