



Australasian College
for Emergency Medicine

Policy on Former DipPHRM Trainees Re-Entering the DipPHRM Training Program

College Policy and Procedure

Document review

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Revision history

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1. Definitions

“ACEM”

Means the Australasian College for Emergency Medicine.

“CCPHRM”

Means the Conjoint Committee of Pre-Hospital and Retrieval Medicine.

“Former Trainee”

Means a medical practitioner who was previously enrolled in the DipPHRM Training Program.

“Training Program”

Means the DipPHRM Training Program.

2. Purpose and scope

The purpose of this policy is to describe matters relating to CCPHRM processes associated with former DipPHRM trainees who wish to re-enter the DipPHRM Training Program. This policy should be read in conjunction with Regulation F.

3. Eligibility to Re-enter the DipPHRM Training Program

3.1 Eligibility to Apply

A former trainee who voluntarily withdrew from the DipPHRM Training Program is eligible to re-enrol into the program after a period of two (2) years (unless 3.2 (e) applies).

Applications for the DipPHRM Training Program will not ordinarily be accepted within two (2) years of the date on which enrolment as a trainee ceased. Former trainees able to demonstrate exceptional circumstances to the satisfaction of the CCPHRM may, at the discretion of the Committee, be considered within a shorter timeframe.

Applications for re-entry must be submitted on the DipPHRM enrolment form.

3.2 Ineligible to Apply

Former trainees will not be eligible to re-enrol into the DipPHRM Training Program in the following circumstances:

- a) the former trainee was removed from the DipPHRM Training Program for failure to pay outstanding fees;
- b) the former trainee was removed from the DipPHRM Training Program for clinical performance, malpractice, misconduct, unethical behaviour or similar grounds;
- c) the former trainee had been previously removed from a register of medical practitioners by a medical regulatory authority recognised by the ACEM Board for this purpose on the grounds of malpractice, misconduct, unethical behaviour or similar grounds;
- d) the former trainee does not meet the current eligibility requirements for entry into the DipPHRM Training Program as specified in Regulation F1.1;
- e) the former trainee voluntarily withdrew from the DipPHRM Training Program after an event that triggers any aspect of Regulation F2.3 has occurred, or after any process pursuant to Regulation F2.3 has commenced.

4. Recognition of Prior Learning

Where a former trainee re-enrols, they may wish to apply for recognition of prior learning (RPL) for previous training time or assessments completed in the DipPHRM Training Program.

Past training time and completed assessments that were undertaken within five (5) years of the date of the RPL application will be reviewed on a case-by-case basis by the CCPHRM to determine any RPL that can be granted toward the DipPHRM Training Program requirements.

Applications for RPL must be submitted on the applicable form, together with all information specified by the CCPHRM prior to enrolling in the DipPHRM Training Program.

5. Reconsideration, Review and Appeal

As with all College decisions, applicants have the right to seek reconsideration, review and/or appeal of a decision pursuant to the College's *Reconsideration, Reviews and Appeals Policy*, and associated processes, as applicable. These processes are handled confidentially and are conducted in accordance with the principles of natural justice and procedural fairness. Additionally, they serve to provide a mechanism by which any individual who is dissatisfied with a College decision can seek redress without fear of reprisal.

6. Associated documents

- Regulation F – DipPHRM Training Program
- DipPHRM Enrolment Form
- *Exceptional Circumstances and Special Consideration Policy (TA79)*
- *Policy for Recognition of Prior Learning Towards Training in the Diploma of Pre-Hospital and Retrieval Medicine (PHRM748)*
- *Reconsideration, Review and Appeals Policy (COR355)*