



Position Title	Prehospital and Retrieval Medicine Support Officer
Department	Education and Training
Date Reviewed	March 2021

Incumbent Name	VACANT	
Signature		Date

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Education and Training Department has a number of strands of activity arranged into units, each of which is led by a General Manager who reports to the Executive Director, as follows:

Training

- *Training:* Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist. Trainee advocacy to provide support for trainees throughout their training program and management of the Trainee Research Requirement.

- *Diploma and Certificate Training Programs*: Responsible for training and assessment leading to the Emergency Medicine Certificate (EMC) and Diploma (EMD). Trainee advocacy to provide support for trainees throughout their training program.
- *Workplace-based Assessment (WBA)*: Responsible for the ongoing development and administration of the workplace-based assessment suite, and the progression and remediation pathways for the ACEM specialist and paediatric emergency medicine pathway.

Assessment and Professional Recertification

- *Examinations*: Responsible for the ongoing development and administration of activities to support the conduct of the ACEM Primary and Fellowship Examinations
- *Specialist International Medical Graduate*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand.

Accreditation, Continuing Professional Development and National Program

- *Accreditation*: Responsible for the accreditation of emergency departments to conduct training for ACEM training programs.
- *Continuing Professional Development*: Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.
- *National Program*: Responsible for all aspects of the conduct of Commonwealth Department of Health funded programs, including the Emergency Medicine Education and Training Program (EMET), the Specialist Training Program-Independent Rural Training Program (STP-IRTP) and other constituent programs.

Education Program Development

- *Educational Development*: Responsible for the review & evaluation, redesign and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.
- *Education Resources*: Responsible for the coordination and development of online education and training resources.

Position Purpose

The primary purpose of the role is to provide administrative support to the College's Diploma and Advanced Diploma in Pre-hospital and Retrieval Medicine (PHRM).

Key Responsibilities

Working closely with the Pre-hospital and Retrieval Medicine Coordinator, and other members of the Education and Training Department, the key responsibilities of the role shall include, but not be limited to:

- Respond to enquiries from current and prospective trainees, Training Supervisors, DipPHRM assessors and training sites.
- Administer processes and procedures for enrolment of trainees and approval of Training Supervisors.
- Administer processes associated with the accreditation of training sites for the Diploma, Advanced Diploma and ACEM SSP.
- Administer access to and maintenance of the Diploma and Advanced Diploma learning support resources on the ACEM eLearning site.
- Coordinate the admission of PHRM Diplomate and Advanced Diplomate members to ACEM.

- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Reconciliation Action Plan are met to a high standard.
- Ensure any allocated deliverables outlined in the ACEM Te Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities in the Promapp system.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.
- Other responsibilities as delegated by Management within the scope of this position.

Key Skills, Qualifications and Attributes

Essential

- Administrative experience in adult education, preferably in medical education.
- Highly developed verbal and written communication skills, particularly in regard to report writing and correspondence, to a high level of quality and with attention to detail.
- Highly developed planning, time management and organisational skills, including the ability to work in a flexible and evolving environment.
- Highly developed aptitude and knowledge of Information and Communication Technology, including learning management systems.
- An ability to work with minimal supervision, as a member of a team.
- High level of self-motivation, initiative, business planning and problem-solving skills.
- An interest in and the ability to grasp issues relating to emergency medicine.
- A commitment to professional client service.
- Recognition of and adherence to requirements for confidentiality.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Relationships

Reports to	Pre-hospital and Retrieval Medicine Coordinator
Supervision of	Nil
Internal Liaison	ACEM Employees
Committee Liaison	Conjoint Committee of PHRM, ACEM PHRM Section
External Liaison	Consultants, PHRM Services, Hospital staff, other specialist Medical Colleges

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Interstate and/or overseas travel may be required.