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| Position Title | Pre-Hospital and Retrieval Medicine Support Officer |
| Department | Education and Training |
| Date Reviewed | October 2021 |

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| 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 Aotearoa 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 Department has several strands of activity arranged into Units, each of which is led by a General Manager or Manager, who reports to the Executive Director, as follows:

Education Assessment

- *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.

Continuing Professional Development

- *Continuing Professional Development:* Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.

Education Development

- *Education Development:* Responsible for the review & evaluation, redesign, and implementation of revised curriculum initiatives, including specific activities undertaken by ACEM as discrete educational projects.

Educational Resources

- *Educational Resources:* Responsible for the coordination and development of online education and training resources and delivery of online examinations.

Position Purpose

The primary purpose of the role is to provide administrative support to the College's 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 Departments, 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 and ACEM Special Skills Placement.
- Administer access to and maintenance of the Diploma learning support resources on the ACEM eLearning site.
- Coordinate the admission of PHRM 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

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| Reports to | Pre-Hospital and Retrieval Medicine Coordinator |
| Supervision of | Nil |
| Internal Liaison | ACEM Employees Members and trainees of the College |
| Committee Liaison | Conjoint Committee of PHRM ACEM PHRM Network |
| 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.