



Australasian College
for Emergency Medicine

ACEM Honours Policy

V2 COR805

October 2024

acem.org.au

Document Review

Timeframe for review:	Every two years, or earlier if required
Document authorisation:	ACEM Board
Document implementation:	Manager, Membership and Culture
Document maintenance:	Manager, Membership and Culture

Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	March-2024	Approved by Board
v2	October-2024	Equity and Inclusion Award - name update

Copyright

2024. Australasian College for Emergency Medicine. All rights reserved.

1. Background and purpose

The Australasian College for Emergency Medicine (ACEM; the College) is the not-for-profit organisation responsible for the training of emergency physicians and advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

ACEM's mission is to promote excellence in the delivery of quality emergency care to all of its communities through dedicated and expert members and is committed to recognising and celebrating the continued development and delivery of initiatives and activities to support emergency physicians and emergency departments. ACEM also strives to recognise and celebrate the highest achieving candidates in clinical examinations.

This policy applies to all College Honours, excluding those that come under the remit of ACEM Foundation.

2. Terminology

ACEM/the College

means the Australasian College for Emergency Medicine.

ACEM Honour(s)

means all awards, grants, Honorary Fellowship, medals, prizes and scholarships bestowed by the Australasian College for Emergency Medicine, excluding those within the ACEM Foundation program.

Accolade

for the purposes of this policy means the physical award presented as acknowledgement of the bestowed honour.

College member

means a person admitted as a member of the College pursuant to the provisions of the ACEM Constitution and associated regulations.

Governing body

means the ACEM Board, the Council of Advocacy, Practice and Partnerships (CAPP), or the Council of Education (COE).

Submissions

means the application or nomination form and any other requirements specified in the corresponding policy for each Honour.

Trainee

an individual enrolled in an ACEM training program and, for the purposes of this policy, undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.

Recipient

Recipient means the person(s) to whom the honour is awarded. Where more than one person receives the honour, reference to 'recipient' includes a reference to all those recipients.

3. Priorities

All initiatives recognised via the ACEM Honours process will align with the current College strategic priorities, as determined by the Board.

4. Honours

ACEM acknowledges the following honours that are aligned to the strategic priorities of the College:

- ACEM Medal
- Aboriginal, Torres Strait Islander and Māori Health Research Award
- Aotearoa New Zealand Emergency Medicine Faculty Award for Sustainability
- Best Paper by a Fellow
- Best Paper by a Trainee
- Buchanan Prize
- Distinguished Service Award
- Equity and Inclusion Award
- Faculty awards
- Global Emergency Care Research Award
- Honorary Fellowship
- John Gilroy Potts Award
- Joseph Epstein Prize
- Teaching Excellence Award
- Tom Hamilton Oration
- Wellbeing Award

Bestowal of each Honour is determined on an annual basis, unless otherwise specified within the corresponding policy.

The ACEM entity that is responsible for the oversight of the adjudication and bestowal of each honour is defined within the corresponding policy.

5. Application/Nomination Process

Applicants for any Honour should also read the corresponding policy for the Honour.

ACEM Honours that result from being a highest scoring ACEM examination candidate are excluded from the requirement of having an application/nomination process.

5.1 Eligibility Criteria

All trainees and members applying, nominating, seconding or receiving an ACEM honour must be of good standing with the College as defined in ACEM Regulations.

Eligibility criteria shall be defined in the corresponding policy for each Honour.

52 Submissions

It is the responsibility of applicants/nominators to ensure that all eligibility and application requirements are met at the time of submission. While submissions will be checked to ensure validity, applicants will only be advised where requirements are not met if there is adequate time to do so in the context of normal administrative processes.

No extensions will be granted to the closing date and time where eligibility and application requirements are not met. All requirements and any accompanying information specified on the applicable form must be completed and submitted by the deadline specified by the College.

Incomplete submissions will be ineligible for consideration. Any requirement for a citation must be written by the nominator and submitted as part of the nomination process.

Any submission period will be set to 31 days unless specified in the corresponding policy for the Honour.

6. Selection Process

6.1 Selection Criteria

Honours will be assessed according to the extent to which the submission demonstrates evidence of having met any and all selection criteria as outlined in the corresponding policy.

6.2 Adjudication

A panel of three (3) or more assessors shall adjudicate the submission and recommend the recipient(s), based on the applicable criteria, for consideration and support by the entity responsible for the Honour.

The ACEM Board shall consider all recommendation(s) and determine the recipient(s) of the Honour. At its discretion, the ACEM Board may choose not to award the Honour(s) if it sees fit. The decision of the ACEM Board will be final and is not subject to the processes and avenues outlined in the College's *Reconsideration, Review and Appeals Policy* (COR355).

Where nominations are considered by CAPP and COE, a majority vote of the relevant Council (excluding any individual Council members under consideration) is required in order for the nomination to be forwarded for consideration to the ACEM Board.

Adjudication and bestowal of the Teaching Excellence Award is defined within the corresponding policy. It is at the discretion of COE to decide whether, and to whom the Teaching Excellence Award is bestowed.

All parts of the selection process must be conducted in accordance with the *College Conflict of Interest Policy* (COR139).

7. Nature of Honour

7.1 Accolade

Where the Honour is awarded to an individual person or has the involvement of individuals from a single site, one (1) accolade will be made for the site. Where the Honour has the involvement of multiple individuals across different sites, one (1) accolade will be issued to the individual nominated as the 'lead' of the associated initiative.

The nature of the accolade will be outlined in the corresponding policy of each Honour.

7.2 Presentation of Accolade

Honour recipients will have the opportunity to be presented with the accolade at the nominated College Ceremony held in conjunction with the ACEM Annual Scientific Meeting. Presentation of Honours cannot

be deferred or presented to a proxy; any recipients unable to attend the delegated event will be forwarded the accolade by post. Except where clearly outlined in the relevant policy, any expenses associated with attendance at an event to receive the accolade will be borne by the recipient(s).

73 Publication of Honour

ACEM may publish the name of all Honour recipient(s) on the College website and through other College sources, in order to promote and raise awareness of each contribution to the emergency medicine profession.

8. Associated documents

- Code of Conduct (COR235)
- Conflict of Interest Policy (COR139)
- Member-Staff Relations Policy (COR304)
- Privacy Policy (COR200)



Australasian College for Emergency Medicine

34 Jeffcott Street
West Melbourne VIC 3003
Australia
+61 3 9320 0444
admin@acem.org.au

acem.org.au