



Australasian College
for Emergency Medicine

Member/Staff Relations Policy

College Policy

Document Review

Timeframe for review: every two years, or earlier if required.
Document authorisation: ACEM Board
Document implementation: ACEM Chief Executive Officer
Document maintenance: General Manager, Governance and Standards

Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Sep-2014	Approved by the Board
v2	Jun-2016	Revisions to definition of 'member' and strengthening of wording contained in Section 3.1
v3	Aug-2018	Revised by the Board
v4	Oct-2020	Minor administrative revisions resulting from two-yearly review

1. Purpose

The effective administration of the functions of the Australasian College for Emergency Medicine (ACEM; the College) and the development of effective working relationships between College entities and College staff rely in large part on co-operation, goodwill and communication between all parties concerned.

The purpose of this policy is to clarify the relationship between College members, whether as individuals or as members of any College entity, and College staff. This policy applies to all College members and staff.

2. Definitions

College entity

refers generically to the various types of entity created under the jurisdiction of a governing body, and includes any committee, subcommittee or other entity authorised to carry out any activity or function of the College.

Governing Body

means the ACEM Board, the Council of Advocacy, Practice and Partnerships and/or the Council of Education.

Member

means a person designated as a 'member' in the ACEM Constitution and associated regulations; and, for the purposes of this policy, includes also a trainee and any other person serving on any College entity or as a College representative.

Trainee

means trainees enrolled in and undertaking the FACEM Training Program and, for the purposes of this policy, also includes Emergency Medicine Certificate, and Emergency Medicine Diploma, Emergency Medicine Advanced Diploma and Diploma of Pre-Hospital and Retrieval Medicine (DipPHRM) trainees, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship.

3. Principles

3.1 Administrative support of entities

With a few exceptions, College entities are entitled to administrative support from members of College staff necessary for the performance of their responsibilities. The Chief Executive Officer (CEO) is responsible for all decisions regarding the implementation and level of administrative support to College entities.

It is expected that members and staff operate as a partnership in which mutual trust and respectful behaviour to each other is demonstrated in the best interests of the College.

Management of College staff is the responsibility of the CEO. In order to ensure clarity of accountability and reporting, members should ensure that they do not engage in direct supervision or management of College staff. Authority to instruct the CEO is reserved for the ACEM Board.

3.2 Assistance from staff members

College staff shall use their best endeavours to assist members wherever possible. However, the roles and responsibilities of staff members are determined by the CEO, with delegations through other members of the College Executive Leadership Team. Should any member require information or assistance that falls outside the normal purview of the staff member's stated responsibilities, appropriate authorisation should be obtained. Should the request be considered inappropriate, the CEO or delegate may refuse the request.

3.3 Concerns or complaints about a staff member

Should any member have concerns regarding the performance or behaviour of a staff member or believes that there are grounds to criticise or discipline a staff member, the matter must be referred to the CEO.

3.4 Concerns or Complaints about a member

Should any staff member have concerns regarding the performance or behaviour of a member, the matter must be referred to the CEO utilising the relevant College policy(ies).



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