



Position Title	Training Officer (Certificate and Diploma)
Department	Education and Training
Date Reviewed	October 2020

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.

- *EM Certificate, EM Diploma and EM Advanced Diploma programs*: Responsible for training and assessment leading to the Emergency Medicine Certificate (EMC), Diploma (EMD) and Advanced Diploma (EMAD). 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 support to the Certificate and Diploma Unit. This includes the Emergency Medicine Certificate (EMC), Diploma (EMD) and Advanced Diploma (EMAD) training programs and the Clinical Supervision Course. The position also provides support for the Emergency Medicine Education and Training (EMET) Program Support Officers (PSOs) and the wider EMET Network as it relates to the EMC, EMD and EMAD training programs.

### **Key Responsibilities**

The key responsibilities of the role shall include, but not be limited to:

#### **Program Administration:**

Administration of the EMC, EMD, EMAD and Clinical Supervision Course including:

- Processing EMC, EMD and EMAD enrolments;
- Registering EMC, EMD and EMAD trainees for exams;
- Processing Certificant/Diplomate membership applications;
- Registering participants for workshops;
- Updating spreadsheets, databases and the eLearning site;

- Collating materials for training workshops;
- Updating Documentation;
- Communication.

**Providing advice to:**

- Trainees regarding eligibility, training and assessment requirements.
- Supervisors reading the EMC, EMD and EMAD training programs and supervision requirements.
- EMET PSOs regarding the EMC, EMD and EMAD training programs and assessment recording.

**Other:**

- 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 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**

- Tertiary level qualification or equivalent workplace experience.
- Demonstrated planning, program administration and organisational skills.
- High level of accuracy, attention to detail and understanding of working with sensitive and confidential information.
- Competence with relevant computer systems and an intermediate level with MS Word, Outlook, Internet, Excel, PowerPoint, and Adobe Pro.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

**Desirable**

- Experience in working with physicians and/or other health care clinicians.
- Experience in a membership organisation or academic institution.

## **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	Training Coordinator (Certificate and Diploma)
Supervision of	Nil
Internal Liaison	All ACEM Employees
Committee Liaison	EMCD Committee
External Liaison	EMC, EMD and EMAD Trainees, FACEMs, EMET PSOs

## Additional Information

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