



Australasian College  
for Emergency Medicine

# Policy on exemption from the ACEM CPD Program

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v11 CPD499

July 2023  
[acem.org.au](http://acem.org.au)

## Document Review

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Timeframe for review:	Every two years, or earlier if required
Document authorisation:	Council of Education
Document implementation:	Executive Director, Education
Document maintenance:	Manager, Governance and Standards

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
v1	Mar-2017	Approved by Council of Education
v2	Jun-2017	Inclusion of exemption criteria for Non-Specialist CPD Program
v3	Jul-2017	Inclusion of CPD Programs deemed substantially equivalent to that of ACEM
v4	Jul-2017	Change of reference of 'overseas travel' to 'extended travel'. Temporary exemptions will only be granted if the participant has not practiced medicine in any capacity during the exemption period
v5	Jul-2017	Revision to 3.1 to require annual provision of documentary evidence for procedural skills exemption
v6	Jan-2018	Revision to 3.1 to: Give the CPD Committee authority to deem overseas programs as substantially equivalent and determine any accompanying Specialist CPD Program requirements
v7	Jun-2021	Revision to reflect transition to a single CPD program. Inclusion of College Support in point 8.
v8	Dec-2021	Updated Responsibilities
v9	Feb-2022	Revising eligibility for temporary exemption from the requirements of the program if the participant has not practiced medicine in any capacity for between four (4) months and less than nine (9) months duration.
v10	Feb-2022	Inclusion of criteria for 'Dual' and 'Other' Fellowship exemptions.
v11	July 2023	Revised to reflect the change to a one-year CPD program

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## 1. Purpose and Background

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The Australasian College for Emergency Medicine (ACEM; the College) provides a Continuing Professional Development (CPD) program ('ACEM CPD Program') to ensure medical practitioners practicing in the field of emergency medicine maintain and improve their knowledge and skills as applicable to their professional practice. The ACEM CPD Program is designed to meet the requirements of the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ) for the purposes of individual practice.

The purpose of this policy is to outline the circumstances under which an exemption from participation in the ACEM CPD Program may be approved by the College.

## 2. Terminology

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### ***ACEM; the College***

means the Australasian College for Emergency Medicine.

### ***College member***

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

### ***CPD***

means Continuing Professional Development.

### ***MBA***

means the Medical Board of Australia.

### ***MCNZ***

means the Medical Council of New Zealand.

### ***Overseas authority***

means the body in a country other than Australia or Aotearoa New Zealand that is responsible for the conduct of recertification of specialist emergency medicine physicians.

### ***ACEM CPD Program***

means the CPD program for all ACEM CPD participants.

### ***Recording period***

means the CPD Year and a one-month period immediately following the end of the CPD Year during which the participation in approved CPD activities can be recorded by participants.

## 3. Exemption from Participation in the ACEM CPD Program

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Satisfactory participation in an ACEM-approved CPD program is a mandatory requirement for ongoing membership of the College in a range of membership categories. Appropriate CPD compliance is also a requirement of the MBA and the MCNZ for the maintenance of specialist or vocational registration in emergency medicine in Australia or Aotearoa New Zealand (as appropriate).

ACEM may approve an exemption from all or part of the requirements of the ACEM CPD Program upon written application by a CPD participant, pursuant to the provisions of this policy. Any participant considering applying for an exemption from the requirements of the ACEM CPD Program should ensure they are familiar with the re-entry requirements associated with the applicable exemption category.

## 3.1 Grounds for Exemption

### 3.1.1 Temporary Exemption

- (a) Participants may apply for a temporary exemption from the requirements of the ACEM CPD Program on the following grounds:
  - full-time study;
  - extended travel;
  - parental leave;
  - prolonged carers leave;
  - prolonged illness; or
  - cultural responsibilities
- (b) A temporary exemption from the requirements of the ACEM CPD Program will only be approved if the participant will not be practising medicine in any capacity during the period for which the exemption is sought and on the basis of the ground upon which the application was made.
- (c) A temporary exemption from the requirements of the ACEM CPD Program may be approved for a period of either six (6) calendar months or 12 calendar months in any given CPD Year.
- (d) For the purposes of determining the temporary exemption period:
  - where the participant will not be practising medicine in any capacity on the basis of the ground nominated under 3.1.1(a) for a period of nine (9) months to 12 months, an exemption from the full annual CPD requirements (12 calendar months in any given CPD Year) may be approved.
  - where the participant will not be practising medicine in any capacity on the basis of the ground nominated under 3.1.1(a) for at least four (4) months and not more than nine (9) months, an exemption from half the hours component in each CPD category in any given CPD Year may be approved (i.e., the CPD requirements for six (6) months of the CPD Year). In such instances, ACEM CPD Program requirements must be completed by the participant for the remaining six (6) months of the CPD Year to which the exemption does not apply.
  - If the exemption period would be less than four (4) months duration, no exemption will be granted and an application should not be made.

### 3.1.2 Procedural Skills exemption

- (a) FACEM participants who are no longer in active clinical practice may apply for an exemption from the Procedural Skills component of the ACEM CPD Program, including High Level Requirements.
- (b) Non-FACEM participants who are no longer in active clinical practice may apply for an exemption from the Procedural Skills component of the ACEM CPD Program.
- (c) An exemption from the Procedural Skills component of the ACEM CPD Program on the grounds listed in section 3.1.1(a) shall be ongoing until the individual resumes clinical practice.
- (d) A participant who is granted an exemption from the Procedural Skills component is required to meet all other requirements of the ACEM CPD Program.
- (e) A participant who is granted an exemption from the Procedural Skills component of the ACEM CPD Program must provide documented evidence of their current non-clinical position on an annual basis and within the Recording Period .
- (f) A participant to whom a clinical skills exemption has been granted under this clause shall notify ACEM in writing at the earliest opportunity of the date on which they intend to resume clinical practice, prior to the resumption of any clinical practice.

### 3.1.3 Dual and other Fellowship exemption

The following exemption requirements apply to ACEM CPD Program participants registered to practice in Australia and/or Aotearoa New Zealand.

- (a) Participants may apply for a 'Dual' or 'Other' Fellowship exemption from the ACEM CPD Program if:
  - they hold Fellowship of another specialist medical college whose CPD program has been approved by the ACEM Board; and
  - they are meeting the CPD requirements of that other specialist medical college.
- (b) Participants to whom a Dual or Other Fellowship exemption is granted pursuant to section 3.1.3(a) must:
  - meet the minimum requirements of the Procedural Skills component and any other high level requirements of the ACEM CPD Program;
  - provide evidence of full completion of the annual requirements of the other specialist medical college's CPD program within the Reporting Period; and
  - notify ACEM in writing immediately if they discontinue participation in another specialist medical college's CPD program.

### 3.1.4 Ongoing CPD exemption for Certificants and Diplomates enrolled in the FACEM Training Program

Certificant or Diplomate CPD participants who are enrolled and actively participating in the FACEM Training Program may apply for an ongoing exemption from the ACEM CPD Program while they remain enrolled in the FACEM Training Program.

## 4. Special Consideration

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The College may grant a temporary exemption from the requirements of the ACEM CPD Program for other circumstances not covered within this policy. All such requests should be made in accordance with the provisions of the ACEM *Exceptional Circumstances and Special Consideration Policy* (TA79) and will be considered on a case-by-case basis.

## 5. Applications for Exemption

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### 51 Application Process

Any application for an exemption must be made on the ACEM *Member Exemption/Concession Application* (COR696) form, including all specified information and documentation.

The application must be received by ACEM not less than two (2) weeks prior to the period for which the exemption sought. Retrospective applications for exemption *may* be considered by the College on a case-by-case basis.

ACEM may request further information or documentation from the applicant prior to making a determination.

### 52 Application Outcome

Applications will be considered in accordance with the provisions of this policy, with one of the following outcomes:

- approved; or
- declined; or
- further information sought before a decision is made.

The applicant will be notified in writing of the outcome of the application. Where an application is approved,

notification will specify any requirements unaffected by the exemption and provide details of the terms on which the exemption was approved by ACEM.

Any exemption granted shall relate to the CPD Year in question only, except where otherwise stated or permitted by this policy.

Decisions made in relation to applications for exemption under this policy are subject to the *ACEM Reconsideration, Review and Appeals Policy (COR355)*.

## 6. Return to Practice after a Period of Exemption – Re-Entry Requirements

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Participants to whom an exemption is granted are required to meet the re-entry to practice requirements as set out in the *ACEM Policy on Re-entry to Practice following a Period of Absence (CPD307)* prior to resuming clinical practice. The requirements of this policy align with the *MBA Recency of Practice Standard* and the *MCNZ Policy on doctors returning to medical practice after an absence from practice for three years or more*.

## 7. College Support

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ACEM is committed to providing its members structured support that is consistent, transparent and robust. The College acknowledges the importance of the wellbeing of its members and their right to a learning environment of professionalism, collegiality and respect.

ACEM recognises the difficulties practitioners may experience on re-entering the specialist workforce following an extended period of absence, and will seek to support returning members. Requests for such support should be made in writing to the CPD Unit or the Membership and Engagement Department. Members have ongoing access to ACEM Assist, the College member assistance program.

## 8. Associated Documents

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- ACEM Constitution
- ACEM Regulations
- ACEM Exceptional Circumstances and Special Consideration Policy (TA79)
- ACEM Member Exemption/Concession Application (COR696)
- ACEM Policy on Re-entry to Practice following a Period of Absence (CPD307)
- ACEM Reconsideration, Review and Appeals Policy (COR355)
- MBA Recency of Practice Standard
- MCNZ Policy on doctors returning to medical practice after an absence from practice for three years or more



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