

Australasian College for Emergency Medicine

Regulation G FACEM Training Program

(Trainees Commencing from 2022 Training Year)

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Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Jun-2021	Approved by Board
v2	Oct-2021	Appendix A: amendment to permitted specialties and clarification of duration of combined discipline limit in medical administration

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The Regulations

Introduction

Pursuant to the College Constitution, the Board of the Australasian College for Emergency Medicine (ACEM; the College) has approved this set of Regulations pertaining to the specialist Training Program that leads to award of Fellowship of the Australasian College for Emergency Medicine (FACEM). These Regulations are to be read in conjunction with all relevant College policies and guidelines as from time to time they are approved and updated. To the extent that there is any inconsistency, the Regulations shall prevail.

These Regulations are applicable to all trainees enrolling in the FACEM Training Program from the 2022 Medical Training Year. Trainees who enrolled in the FACEM Training Program prior to the 2022 medical training year are governed by and should instead refer to Regulation B.

The College may amend these Regulations from time to time and will promulgate all amendments via the ACEM website or other mechanism(s) considered appropriate from time to time. Amendments may change, alter, add or remove any provisions of the Regulations and, if made, will apply with effect from the date they are approved by the Board (unless otherwise stated).

ACEM may interpret these Regulations, including to address any inconsistencies, inaccuracies or unclear provisions. ACEM may promulgate any interpretation of these Regulations via the College website or other mechanism(s) considered appropriate from time to time. Such interpretation shall apply with effect from the date of promulgation (unless otherwise stated).

A reference to the College Board or Council of Education (COE) includes a reference to their approved delegate(s).

The notes that appear throughout these Regulations do not form part of the substantive provisions of the Regulation to which they are attached. Rather, the notes are provided to either expand upon or offer an explanation of the substantive provisions in question.

Terminology

The following terms and their corresponding meaning are applicable throughout these Regulations.

Accreditation	The process by which sites in Australia and Aotearoa New Zealand are authorised by ACEM to offer specialist training for ACEM trainees, initially through a granting of 'provisional' accreditation or, following a satisfactory site visit, 'ongoing' accreditation.
Accreditation, level of	Refers to the period of training time and accreditation type an emergency department is accredited - e.g. for Tier 1 (36 months) Tier 2 (24 months) or Tier 3 (12 months) (as appropriate).
Accredited	A term used in relation to training sites in Australia and New Zealand that have successfully completed and maintained: <ul style="list-style-type: none">• ACEM accreditation - in relation to emergency medicine placements and Category 'A' special skills placements; or• accreditation by one of the specialist medical colleges specified in Regulation G3.2.6 (non-ED specialist placements) – as appropriate to the discipline.
ACEM Assessor	A FACEM working in an accredited ED or a FRACP working in an accredited Paediatric Emergency Department. A currently certified FACEM or, in a Paediatric Emergency Department, a currently certified FRACP or Fellow as defined by the FACEM Training Program Accreditation Requirements that is appointed by the Local WBA Coordinator at the site.

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Additional Training Time	A period of training resulting from a trainee being reviewed and assessed as having not yet achieved the standard expected for their stage of training of the FACEM Training Program. This may be as a result of failure to complete specified requirement(s) of the program in the relevant timeframe or failure to achieve or maintain the standard required. Through this period of additional training time, the trainee is afforded further opportunity(ies) to achieve the required standard.
Approved	Where used in relation to training placements, a term that requires the prior approval of the Council of Education/approved delegate on an individual basis.
Board	The ultimate governing body of ACEM.
Certified	A term used in relation to training (at an accredited site or in an approved placement) that results in time being accrued towards completion of training time requirements.
Council of Education (COE)	The educational governing body of ACEM, which is responsible for educational strategic direction delivery and promoting improvements in education and has oversight of all facets of the College's educational activities, including examinations and election to Fellowship, the College's various training programs, accreditation, SIMG pathway and continuing professional development programs.
Emergency medicine network	Consists of an approved group of emergency departments, of which each participating ED holds standard accreditation (irrespective of the level) which have formally agreed to a co-ordinated education and training program for emergency medicine trainees within the network.
Full-Time Equivalent (FTE)	<p>Any reference to minimum term duration requirements is a reference to the FTE duration. Full-time work (1.0 FTE) is determined by reference to the hours and conditions applicable in the relevant jurisdiction; 0.5 FTE refers to half those full-time hours.</p> <p>Accordingly, at 0.5 FTE, it would take six (6) consecutive months to complete a placement with a minimum duration requirement of three (3) months at 1.0 FTE.</p>
Host Emergency Department	An emergency department with standard accreditation (irrespective of the level) which provides education and training resources not otherwise available at the site to which it is formally linked, and which may form part of an emergency medicine network.
In-Training Assessment (ITA)	ITAs are completed by supervisors of training and provide an holistic assessment of the trainee's development and progression towards Fellowship. ITAs are completed every three (3) calendar months at the end of each medical term and at other times as specified in relevant College policies and these regulations.
Linked Emergency Department	One which does not meet the minimum requirements for standalone accreditation, but which is formally linked to a 'host site'. These will be classified as Tier 3 sites.
Maintenance Pathway (Maintenance)	<p>A trainee placed in maintenance has been assessed by the COE/approved delegate as being at the required standard for their stage of training but has not yet completed all assessment requirements and/or non-Core ED training time of that stage.</p> <p>The trainee remains in maintenance until all assessment requirements and/or non-Core ED training time of the applicable stage have been satisfactorily completed.</p>
Mentor	A mentor provides direct access to expert knowledge and skills in an environment that promotes rapid learning. A mentor's role does not include performance management, which is the role of the DEMT. The mentoring relationship will be confidential and any information disclosed during mentoring meetings will not be used as part of a performance appraisal process.

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Paediatric Patient	Means a patient who has not yet reached their 16th birthday (i.e. aged up to 15 years and 364 days).
Paediatric Patient Encounter	For the purposes of the paediatric emergency requirement, 'encounter' includes: <ul style="list-style-type: none">attending a patient for all of the following purposes – taking a history; physical examination; participation in management and disposition decisions; and documenting the encounter in the patient's medical record by the trainee; andthe patient was assessed and managed whilst training in the following certified placements:<ul style="list-style-type: none">a paediatric emergency department accredited for Specialist Paediatric Emergency Medicine training (specialist); and/ora mixed emergency department accredited by ACEM for the Paediatric Emergency Requirement (non-specialist).
Placement	A placement is a term of training undertaken at a designated site.
Placement, Category 'A'	A placement that has been accredited by the COE/approved delegate following an inspection by an ACEM accreditation team (e.g. retrieval medicine, hyperbaric medicine etc.). For this purpose, 'accredited' includes 'provisionally accredited', where an initial review of documentation supports the interim accreditation of the placement pending a formal accreditation inspection.
Placement, Category 'T'	A placement that has been approved by the COE/approved delegate as a 'one-off' training placement for a specific individual trainee who has applied for and obtained prior approval to undertake the placement and to have it considered for certification in due course (e.g. research).
Relevant Site	A relevant site is the site at which a trainee is training and not another site or host site within an ED network or linked ED respectively.
Site	A site is the location at which the trainee completes ED and non-ED training towards achieving Fellowship.
Surplus Training Time	Training at 0.5 FTE or above in an accredited training post (ED or non-ED) where the accumulated training time is unable to be certified towards outstanding training time requirements in the FACEM Training Program. This period will be considered an Interruption to Training. Trainees have a maximum allowance of 18 months of Surplus Training Time available. Surplus Training Time does not extend the timeframes for completion of the requirements of the FACEM Training Program.
Term	A term is a period of time during which a trainee undertakes training in an accredited or approved site. There is a minimum term duration of three (3) calendar months for core and elective ED placements and three (3) FTE months for all other placements.
Time Check	Time checks occur every six (6) to seven (7) weeks at specified dates published on the College website. ACEM's online training system is updated at each time check, based on the training time completed by the trainee, according to the trainee's recorded placement details.
Trainee Agreement	A document signed by the prospective trainee at the time of enrolment and annually by enrolled trainees, which contains commitments, rights and responsibilities when undertaking the training program.
Training Year	The 12 consecutive months, usually commencing in early February, the specific details of which are published on the College website each year.

G1 General Requirements of the FACEM Training Program

G1.1 Eligibility for the FACEM Training Program

G1.1.1 To apply for selection into the FACEM Training Program, medical practitioners must, at the time of application:

G1.1.1.1 Possess an approved Australian or New Zealand primary medical degree, have successfully completed the requirements necessary to obtain the Australian Medical Council (AMC) certificate or general registration with the Medical Board of Australia via the Competent Authority Pathway, or be a graduate in Medicine and Surgery of a Medical School recognised by the Medical Council of New Zealand (MCNZ) for the purposes of registration.

G1.1.1.2 Have citizenship or be granted permanent residency status in the country of application or have the necessary approvals to undertake training by the date of commencement of training, including an appropriate visa.

G1.1.1.3 Hold general registration with the Medical Board of Australia (MBA) or registration in a general scope of practice with the Medical Council of New Zealand (MCNZ) as applicable for the country in which they are intending to train, with no suspension, condition, restriction or undertaking imposed that limits their having unconditional medical registration in Australia or New Zealand as applicable.

G1.1.1.4 Have completed or be currently undertaking Post Graduate Year (PGY) 3.

G1.1.1.5 Have completed the following placements:

- (a) a minimum of six (6) FTE months in an Emergency Department in Australia and/or New Zealand, during or after PGY2, of which each contributing placement must have a minimum duration of two (2) consecutive FTE months and be completed entirely within twelve (12) months of application; and
- (b) a minimum of three (3) full postgraduate terms in three (3) different disciplines other than emergency medicine, at least one (1) of which must be completed during or after PGY2, where a full term is defined as a minimum of eight (8) FTE weeks of continuous clinical work.

G1.1.2 Incomplete applications for selection into the FACEM Training Program and those received after the date and time specified by the College will not be considered.

G1.1.3 Medical practitioners who have been previously enrolled in the FACEM Training Program should consult the *College Policy on Former Trainees Applying for Selection into the FACEM Training Program* for additional information to determine their eligibility.

G1.2 Enrolment as a Trainee

G1.2.1 Medical practitioners successful in the Selection into FACEM Training process will be invited by ACEM to enrol in the FACEM Training Program, and must apply for enrolment as a trainee in accordance with the provisions of the *Trainee Enrolment Policy*.

G1.2.2 Former trainees of the College who wish to re-enrol as a trainee in the FACEM Training Program must first apply for Selection into the FACEM Training Program in accordance with the *Policy on Former Trainees Applying for Selection into the FACEM Training Program*. If successful in the Selection into FACEM Training process, these former trainees will be invited to re-enrol in the FACEM Training Program in accordance with the *Trainee Enrolment Policy*.

G1.2.3 An application for enrolment/re-enrolment will only be accepted if the applicant completes and satisfactorily addresses all requirements specified as part of the enrolment process, including:

- (a) evidence of all necessary approvals to commence training in Australia or New Zealand as applicable, including any visa requirements;

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- (b) all other information and documentation specified on the enrolment form and by the College; and
- (c) payment of the annual training fee for the applicable training year and the entrance registration fee.

G1.2.4 Following receipt by the College of a complete application to enrol, submission of the Trainee Agreement, and payment of all applicable fees by the applicable deadline(s) specified by the College, an applicant has successfully enrolled and is deemed a FACEM Training Program trainee.

G1.2.5 Following enrolment, a trainee is eligible to commence training at the start of the next medical training year.

G1.2.6 Unless credit transfer has been granted, all training and assessment requirements specified by the College may only be completed subsequent to commencing as a trainee.

G1.2.7 To be eligible to commence the FACEM Training Program, medical practitioners must:

- (a) be enrolled as a trainee in the FACEM Training Program;
- (b) not be enrolled in either the EMC, EMD and/or EMAD Training Program(s); and
- (c) not be enrolled in a vocational medical training program other than one recognised by ACEM for the purposes of joint training.

G1.3 Medical Registration

G1.3.1 Except as specified elsewhere in these Regulations, at all times while undertaking the FACEM Training Program, trainees are required to hold:

- (a) General registration from the Medical Board of Australia (MBA) – for trainees in Australia, or
- (b) General scope registration from the Medical Council of New Zealand (MCNZ) – for trainees in New Zealand.

Note: See Regulation G2.6.1 – Grounds for removal from the training program.

G1.3.2 Trainees enrolled in the FACEM Training Program and who undertake a temporary absence from medical practice (e.g. maternity or parental leave) may, for the purposes of Regulation G1.3.1, hold non-practising registration with the MBA or the MCNZ as applicable for the duration of that absence from medical practice.

G1.3.3 Trainees are required to notify the College within five (5) working days if their medical registration with the MBA or MCNZ as applicable expires; or within five (5) working days of the date of notification if, for any reason, their medical registration is withdrawn, suspended, conditions are imposed or an undertaking is given, or if they receive notice of any complaint to any medical registration authority.

G1.3.4 Trainees who, for whatever reason, fail to maintain registration with the MBA or the MCNZ as applicable pursuant to this regulation, Regulation G1.3, and whose registration is not otherwise suspended, terminated, cancelled or has a condition(s) applied that restricts their ability to undertake fully the requirements of the FACEM Training Program by a regulatory body empowered to do so, shall be placed on an interruption to training for failure to adhere to administrative requirements (administrative interruption) for a maximum period of three (3) calendar months from the date on which their registration lapsed. Should registration with the MBA or MCNZ not be regained by the end of that three (3) month period, the trainee will be automatically removed from the FACEM Training Program.

G1.4 Training Program Fees

G1.4.1 Except as provided for elsewhere in these regulations, all trainees, regardless of whether training full-time or part-time, must pay the full annual training fee by 1 January of each year.

Note: See regulation G2.6.1 – Grounds for removal from the training program.

G1.4.2 Annual Training Fee Concessions

G1.4.2.1 Trainees who intend to interrupt training for an entire training year may apply for a concession on

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the annual training fee. Applications for a concession must be made in accordance with the *Annual Training Fee Policy* and must reach the College prior to 1 January in the relevant year.

G1.4.2.2 Trainees who intend to interrupt training for part(s) of the training year may apply for a concession on the annual training fee. Applications for a concession must be made in accordance with the *Annual Training Fee Policy* and any concession granted shall be treated in accordance with the provisions of that policy.

No concession shall be available where a trainee is placed on an interruption to training pursuant to these Regulations and associated College processes or has been required to interrupt their training as a result of any suspension, condition or similar event or requirement imposed by an employer or regulatory body.

G1.4.3 Trainees will not be eligible to attempt College assessments and will not have their training time considered for certification while the annual training fee or any other amounts owed to the College remain unpaid.

G1.4.4 Applicants invited to enrol in the FACEM Training Program must pay the annual training fee for their first year and the entrance registration fee as part of the enrolment process, prior to their commencement.

G1.5 Trainee Placement Surveys

G1.5.1 Save as outlined in Regulation G1.5.2, all trainees enrolled in the FACEM Training Program, regardless of stage of training, are required to complete the ACEM Trainee Placement Survey annually.

G1.5.2 Trainees who have interrupted their training at the time of the survey release date, are not required to complete the survey associated with that training year.

G1.6 Trainee Agreement

G1.6.1 Applicants invited to enrol in the FACEM Training Program are required to complete and submit the Trainee Agreement as part of the enrolment process.

G1.6.2 Save as outlined elsewhere in these regulations, all trainees enrolled in the FACEM Training Program, regardless of stage of training, are required to indicate their understanding and acceptance of the Trainee Agreement on an annual basis.

G1.6.3 Trainees required to complete the Trainee Agreement pursuant to Regulation G1.6.2 who, having been advised in writing of the requirement on three occasions, and the consequence of failing to do so, will be considered for possible removal from the FACEM Training Program pursuant to regulation G2.6.

G1.7 Satisfactory Completion of the FACEM Training Program

G1.7.1 Trainees who successfully complete the FACEM Training Program will have satisfactorily completed:

- (a) all training and assessment requirements of Training Stage One as specified by the College; and
- (b) all training and assessment requirements of Training Stage Two as specified by the College; and
- (c) all training and assessment requirements of Training Stage Three as specified by the College; and
- (d) all training and assessment requirements of Training Stage Four as specified by the College; and
- (e) all other training and assessment requirements that may be undertaken at the time(s) specified in these regulations and elsewhere.

G2 Specialist Training

G2.1 General Provisions

G2.1.1 Timeframe for Completion of the FACEM Training Program

- G2.1.1.1 Enrolment as a trainee commences in accordance with Regulation G1.2 and continues until the trainee is elected to fellowship of the College, formally withdraws from the FACEM Training Program or is removed from the FACEM Training Program.
- G2.1.1.2 Except as provided for elsewhere in these Regulations, trainees must complete all requirements of the FACEM Training Program and be eligible for election to Fellowship within twelve (12) years of the date of commencement of the training program. This 12-year period is inclusive of all leave taken, periods of interrupted training and periods of Additional Training Time.
- G2.1.1.3 Of the 12-year period referred to in Regulation G2.1.1.2, up to a maximum of three (3) years may be spent completing the training and assessment requirements of Training Stage One.
- G2.1.1.4 Of the 12-year period referred to in Regulation G2.1.1.2, up to a maximum of eight (8) years may be spent completing the training and assessment requirements of both Training Stage Two and Training Stage Three.
- G2.1.1.6 Where, pursuant to the applicable College policy(ies), Recognition of Prior Learning (RPL) is granted for a specified number of FTE months of training, the maximum duration permitted under Regulations G2.1.1.2. - G2.1.1.5 as applicable, shall be reduced by the corresponding number of FTE months for which RPL was granted.

G2.1.2 Part-Time Training

- G2.1.2.1 Training may be undertaken on either a full-time or a part-time basis, as the trainee may choose; College approval to work part-time is not required.
- G2.1.2.2 Part-time training must meet minimum placement duration requirements and be undertaken at a minimum of 0.5 FTE of the full-time position. Part-time training of less than 0.5 FTE will not be considered for certification.
- G2.1.2.3 Trainees who train part-time must also remain within the maximum limits allowed for completion of all requirements of all Stages of Training and the FACEM Training Program as a whole.

G2.1.3 Leave During Training Placement

- G2.1.3.1 Trainees are entitled, during a training placement, to take leave up to the limits outlined in these regulations.
- G2.1.3.2 Leave from training must be reported to the College, via the member portal, together with any additional information specified therein.
- G2.1.3.3 The maximum leave entitlement for a training year is inclusive of, but not limited to, combined annual, personal, compassionate, parental, study, examination, conference, strike and carers leave.
- G2.1.3.4 Trainees training full-time are permitted up to ten (10) weeks' leave per training year; however no more than five (5) weeks of leave may be undertaken in any one 13-week ITA period.
- G2.1.3.5 Where the length of any individual placement meets minimum training requirements, trainees training part-time have pro-rata leave entitlements.
- G2.1.3.6 Leave taken in excess of the maximum weeks permitted in any one ITA period will result in loss of certification of the entire ITA period.
- G2.1.3.7 Leave taken in excess of the maximum weeks permitted in a training year, will result in the loss of certification of any ITA period where excessive leave is taken.

G2.1.3.8 All periods granted as leave will contribute to the maximum timeframes permitted for completion of the FACEM Training Program and/or its components outlined in Regulation G2.1.1.

G2.1.4 Interruption to Training

G2.1.4.1 (a) Trainees may interrupt their training for up to 156 weeks (3 years) in the course of the FACEM Training Program; however, only 52 weeks of absence can be approved at any one time. Where training is interrupted for more than 52 consecutive weeks, a second application for interruption to training must be submitted to the College on the relevant form.

(b) Pursuant to College policy, trainees may take additional period(s) of interruption to training over that outlined in Regulation G2.1.4.1(a) where that interruption is for the purpose of parental leave.

G2.1.4.2 The prior written approval of the COE/approved delegate to interrupt training must be obtained where a trainee will not be in an accredited or approved training placement, whether working or otherwise.

G2.1.4.3 Except as provided for elsewhere in these Regulations, all periods granted as interruption to training will contribute to the maximum timeframes permitted for completion of the training program and/or its components outlined in Regulation G2.1.1.

G2.1.4.4 Interruption to training for the purpose of parental leave that exceeds the maximum timeframes permitted for completion of the training program and/or its components as outlined in Regulation G2.1.1 or the 156 weeks prescribed in Regulation G2.1.4.1 shall be permitted in accordance with the *ACEM Parental Leave Policy*.

G2.1.4.5 Trainees other than those undertaking recognised surplus training time or a formally recognised period of return to work pursuant to College policy who, during an approved interruption to training, undertake work of not less than that specified in Regulation G2.3.2 and at 0.5 FTE or greater will be considered to be in training and all training requirements must be met and the appropriate assessments completed. Trainees found to be non-compliant will be considered for removal from the training program pursuant to Regulation G2.6.

G2.1.4.6 Unless provided for elsewhere in these regulations, trainees can be placed on an interruption to training for failure to adhere to administrative requirements (administrative interruption) on a maximum of three (3) occasions.

G2.1.5 Overseas Training

G2.1.5.1 Trainees intending to undertake any training in countries other than Australia and New Zealand must obtain written approval from the COE/approved delegate prior to commencing the placement.

G2.1.5.2 Approval of overseas training may be made subject to such conditions as the COE/approved delegate may deem appropriate.

G2.1.5.3 Any training undertaken prior to the date on which written approval is granted will not be certified or retrospectively approved.

G2.1.5.4 The maximum amount of training which may be certified in approved overseas placements is:

(a) up to six (6) FTE months approved core emergency medicine training in Training Stages One, Two and/or Three

(b) up to six (6) FTE months approved Non-ED training in Training Stages One, Two and/or Three

G2.1.5.5 All training in Training Stage Four (ED and Non-ED) must ordinarily be undertaken in Australia or New Zealand. Trainees who wish to undertake Training Stage Four Elective training outside of Australia or New Zealand may apply via the *Exceptional Circumstances and Special Consideration Policy* for consideration by the Specialist Training and Assessment Committee.

G2.1.6 Surplus Training

G2.1.6.1 Trainees who undertake a period of training in an accredited post at 0.5 FTE or greater, where that training time is unable to be certified towards outstanding FACEM training time requirements or Joint PEM training time requirements, will have that period of time considered as 'Surplus Training Time' and an interruption to training will be entered for that period.

G2.1.6.2 The only requirements of the FACEM Training Program that may be completed or attempted when a trainee is undertaking Surplus Training Time are:

- Research Requirement
- Primary Written and Clinical Examinations
- Fellowship Written and Clinical Examinations
- Online Modules.

G2.1.6.3 Trainees are permitted up to 18 FTE months of Interruption to Training due to undertaking Surplus Training Time at which stage they must commence training that contributes to outstanding FACEM Training or Joint PEM requirements or otherwise comply with these regulations.

G2.2 Stages of Training

G2.2.1 Training Stages

G2.2.1.1 The FACEM Training Program comprises four (4) training stages.

G2.2.1.2 Each training stage must be undertaken in placements that meet the suitability requirements specified by the College.

G2.2.2 Training Stage One – Training and Assessment Requirements

G2.2.2.1 To be recognised as having completed Training Stage One, trainees must satisfactorily complete:

- (a) a minimum of 12 FTE months of satisfactory 'core' emergency training undertaken in an accredited Adult/Mixed emergency medicine placement(s);
- (b) all prescribed Workplace-based Assessments requirements specified by the College;
- (c) the Primary Written Examination;
- (d) the Primary Clinical Examination (Viva);
- (e) all prescribed online modules; and
- (f) all applicable maintenance requirements.

G2.2.2.2 All trainees must, in their first 12 FTE months of Training Stage One, complete at least six (6) FTE months training in an accredited Adult/Mixed emergency medicine placement in Australia or New Zealand. Trainees who fail to do so will be considered for removal from the Training Program pursuant to Regulation G2.6.

G2.2.2.3 During Training Stage One a trainee may undertake placements that can be certified towards meeting the Non-ED Training requirement.

G2.2.2.4 During Training Stage One a trainee may undertake the following training requirements:

- Research Requirement
- Paediatric Emergency Requirement
- Direct Observation of Procedural Skills.

G2.2.3 Training Stage Two – Training and Assessment Requirements

G2.2.3.1 Training Stage Two commences upon satisfactory completion of Training Stage One, as determined

by the applicable Trainee Progression Review Panel (TPRP), and continues until the satisfactory completion of:

- (a) a minimum of 12 FTE months of satisfactory 'core' emergency training which must be undertaken in an accredited emergency medicine placement(s);
- (b) all prescribed Workplace-based Assessments requirements specified by the College;
- (c) all prescribed online modules; and
- (d) all applicable maintenance requirements.

G2.2.3.2 During Training Stage Two a trainee may undertake placements that can be certified towards meeting the Non-ED Training requirements of the FACEM Training Program.

G2.2.3.3 During Training Stage Two a trainee may undertake placements that can be certified towards meeting the Critical Care Training requirements of the FACEM Training Program.

G2.2.3.4 During Training Stage Two a trainee may undertake the following training requirements:

- Research Requirement
- Paediatric Emergency Requirement
- Direct Observation of Procedural Skills

G2.2.4 Training Stage Three – Training and Assessment Requirements

G2.2.4.1 Training Stage Three commences upon satisfactory completion of Training Stage Two, as determined by the applicable TPRP, and continues until the satisfactory completion of:

- (a) a minimum of 12 FTE months of satisfactory 'core' emergency training which must be undertaken in an accredited emergency medicine placement(s);
- (b) a minimum of six (6) FTE months approved non-ED training;
- (c) all prescribed Workplace-based Assessments requirements specified by the College;
- (d) all prescribed online modules;
- (e) the Paediatric Emergency Requirement;
- (f) the Research Requirement;
- (g) the Fellowship Written Examination; and
- (h) all applicable maintenance requirements.

G2.2.4.2 During Training Stage Three a trainee may undertake placements that can be certified towards meeting the Non-ED and Critical Care training requirements of the FACEM Training Program.

G2.2.4.3 During Training Stage Three a trainee may undertake the following training requirements:

- Direct Observation of Procedural Skills
- Morbidity & Mortality Presentation
- Guideline/Protocol Review or Audit
- Formal Teaching Presentation

G2.2.5 Training Stage Four – Training and Assessment Requirements

G2.2.5.1 Training Stage Four commences upon satisfactory completion of Training Stage Three, as determined by the applicable TPRP, and continues until the satisfactory completion of:

- (a) a minimum of six (6) FTE months of 'core' emergency training which must be undertaken in emergency medicine departments accredited for Training Stage Four in Australia or New Zealand;

- (b) a minimum of six (6) FTE months elective training in an ED accredited for Training Stage Four, or a Non-ED placement that is approved for Training Stage Four, in Australia or New Zealand;
- (c) a minimum of six (6) FTE months of training in an accredited Critical Care placement;
- (d) all prescribed Workplace-based Assessments requirements specified by the College;
- (e) all prescribed Online Modules;
- (f) all core Direct Observation of Procedural Skills;
- (g) a Morbidity and Mortality Presentation;
- (h) a Guideline/Protocol Review or Audit;
- (i) a Formal Teaching Presentation;
- (j) the Fellowship Clinical Examination (OSCE); and
- (k) all applicable maintenance requirements.

G2.2.5.2 During Training Stage Four, a trainee may undertake placements that can be certified towards meeting the Critical Care Training requirement of the FACEM Training Program.

G2.3 Training Sites and Placements

G2.3.1 General Provisions

G2.3.1.1 The maximum amount of time that may be certified in the various accredited emergency departments, in non-ED specialist placements and in special skills placements is set by the College.

G2.3.1.2 ACEM may designate certain placements as being appropriate only for trainees at a particular stage of training. Where such designation has been made, only trainees at the relevant stage of training, and subject to meeting all relevant College Regulations, will receive certification for training and any assessment(s) completed at the placement in question.

G2.3.2 Placement Duration Requirements

G2.3.2.1 Except as provided for elsewhere in these regulations or other relevant College documents, to be considered for certification towards fulfilling Core ED training requirements, each training placement must have a minimum duration of three (3) consecutive calendar months at a single site.

G2.3.2.2 Except as provided for elsewhere in these regulations or other relevant College documents, training time will only be certified towards fulfilling Non-ED, Elective, Critical Care or Maintenance Pathway time requirements, each of which constitutes 'a single discipline', where it is undertaken as:

- one (1) uninterrupted block of six (6) FTE months of training in a single discipline at a single site; or
- two (2) uninterrupted blocks of three (3) FTE months of training. For non-ED or Critical Care training each block may be completed in different disciplines at different sites.

G2.3.2.3 Any training time that does not meet the requirements outlined in these regulations will not be certified for training and will be considered an interruption to training.

G2.3.3 Emergency Medicine Placements

G2.3.3.1 Unless otherwise stated, a reference to 'emergency medicine training' includes emergency medicine training in both adult and paediatric settings (whether specialist or non-specialist).

G2.3.3.2 Emergency medicine placements undertaken within Australia or New Zealand in an accredited emergency department may only be certified as either core or elective emergency medicine training (as appropriate).

G2.3.3.3 Subject to a granting of approval and in accordance with Regulation G2.1.5, emergency medicine placements undertaken outside Australia or New Zealand may be certified as either core or elective emergency medicine training (as appropriate).

G2.3.3.4 Emergency medicine placements undertaken in an accredited Tier 3 emergency department, may only be certified as either core or elective emergency medicine training to a collective maximum of twelve (12) FTE months training. Any training undertaken in a Tier 3 emergency department in excess of twelve (12) FTE months in total will not be certified.

G2.3.3.5 Emergency medicine placements undertaken in an accredited paediatric emergency department (specialist or non-specialist) may only be certified as core or elective emergency medicine training.

Emergency medicine placements undertaken in an accredited paediatric emergency department (specialist or non-specialist) cannot be certified as non-ED training or elective Non-ED training.

G2.3.3.6 Emergency medicine placements undertaken in an approved overseas emergency department cannot be certified as non-ED training or elective non-ED training.

G2.3.3.7 Except as provided for elsewhere in these Regulations, any placement undertaken in an unaccredited emergency department will not be considered for certification.

G2.3.4 Core Emergency Medicine Training

G2.3.4.1 Of the 42 FTE months of core emergency medicine training required:

(a) at least six (6) FTE months must be undertaken in the emergency department of a single adult/mixed public major referral hospital; and

(b) at least 12 FTE months must be undertaken in the emergency department(s) of an adult/mixed public non-major referral hospital(s).

G2.3.4.2 The maximum core emergency medicine training time that may be undertaken in a single accredited paediatric emergency department is 12 FTE months.

G2.3.4.3 The maximum core emergency medicine training time that may be undertaken in accredited paediatric emergency departments is a total of 18 FTE months.

G2.3.4.4 Training undertaken at accredited adult/mixed emergency departments with a co-located but separately accredited paediatric emergency department (non-specialist), may be recognised towards the requirements of Regulation G2.3.4.1, provided that the trainee is rostered to the adult/mixed ED for at least 75% of their shifts at that site during that placement. The College may request evidence of this at any time. Failure to meet this requirement may result in non-certification of the placement.

G2.3.4.5 The maximum core emergency medicine training time that may be undertaken in a single accredited Private Hospital emergency department is 12 FTE months.

G2.3.4.6 The maximum core emergency medicine training time that may be undertaken in Private Hospital emergency departments and/or Tier 3 accredited emergency departments is a combined total of 18 FTE months.

G2.3.4.7 The maximum amount of training that may be certified in emergency medicine at any given training site is subject to site-specific accreditation limits.

G2.3.5 Critical Care Training

G2.3.5.1 The required six (6) FTE months of critical care training may be commenced at any time during Training Stage Two and must be satisfactorily completed by the end of Training Stage Four.

G2.3.5.2 The six (6) FTE months of critical care training may only be undertaken in the following disciplines:

- (a) Anaesthetics – in a placement located within Australia or New Zealand, which is:
- accredited for specialist training in Anaesthetics by ANZCA, or

- approved by ACEM as being suitable for critical care training in Anaesthetics.
- (b) Intensive care medicine – in a placement located in Australia or New Zealand, which is:
- accredited for core specialist training in Intensive Care Medicine by CICM, or
 - approved by ACEM as being suitable for critical care training in Intensive Care medicine.

Placements undertaken in a unit(s) approved by CICM solely for Foundation training in Intensive Care Medicine will not be credited towards completion of the required six (6) FTE months of critical care training.

G2.3.5.3 The required six (6) FTE months of critical care training may only be undertaken in adult/mixed placements.

G2.3.6 Non-ED Training

G2.3.6.1 The six (6) FTE months of non-ED training may be commenced at any time during Training Stage One and must be satisfactorily completed by the end of Training Stage Three.

G2.3.6.2 The maximum amount of training that may be certified in any non-ED discipline overall is inclusive of any such training certified as:

- non-ED training, and
- critical care training, and
- elective training.

G2.3.6.3 The maximum 18 FTE months of training in non-ED disciplines are subject to the following discipline limits:

12 FTE months:

- Anaesthesia
- Intensive Care Medicine
- Medicine (Adult)
- Medicine (Paediatrics)
- Surgery (General Adult)
- Surgery (General Paediatric)

6 FTE months:

- Medicine (specialty fields other than general and paediatric)
- Surgery (specialty fields other than general adult and general paediatric)
- Any other discipline

G2.3.7 Elective Training

G2.3.7.1 The six (6) FTE months of elective training may only be undertaken during Training Stage Four.

G2.3.7.2 Elective training placements may be undertaken in either of the following:

- Approved emergency medicine placements that are accredited for Training Stage Four, and
- Approved non-ED placements, where the learning outcomes of Training Stage Four can be achieved – subject to the amount of training which may be certified in the particular non-ED discipline.

G2.3.7.3 Elective training completed in an accredited non-ED placement is included within the maximum allowable training time applicable to accredited non-ED placements.

G2.3.8 Special Skills Placements

G2.3.8.1 Placements in a non-ED sub/speciality which is not a recognised sub/specialty for the purposes of registration with the MBA or vocational scope for the purposes of registration with the MCNZ as applicable may only be certifiable for ACEM training purposes as either a:

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- (a) **Category 'A' placement** – one which has been accredited (on an ongoing basis) by the COE/ approved delegate following an inspection by an ACEM accreditation team (e.g. retrieval medicine, hyperbaric medicine etc.); or
- (b) **Category 'T' placement** – one which has been approved by the COE/ approved delegate as a 'one-off' training placement for a specific individual trainee who has applied for and obtained prior approval to undertake the placement.

G2.3.8.2 A special skills placement may include an emergency medicine or emergency care component, but only if the placement is not accredited for specialist emergency medicine training in Australia or New Zealand.

Note: See also Regulation G2.3.3 – Emergency Medicine Placements.

G2.3.8.3 Trainees planning to undertake any placement which:

- is not an accredited emergency medicine specialist placement; or
- is not an accredited specialist non-ED placement; or
- is not an accredited Category 'A' special skills placement

must obtain prior written approval from the COE/ approved delegate before commencing the placement as a Category 'T' placement.

G2.3.8.4 Where a special skills placement is approved by the COE/ approved delegate, any training undertaken in the placement prior to the date on which written approval is granted will not be certified or retrospectively approved. Pursuant to Regulation G2.3.2, where this results in the placement no longer meeting minimum duration requirements, the entire period will not be certified, regardless of any other aspect of the trainee's performance during that period.

G2.3.9 Specialist Non-ED Placements

G2.3.9.1 Subject to meeting all other ACEM Regulations, a placement undertaken in a non-ED sub/specialty will only be certified as a specialist non-ED training if:

- (a) it was undertaken in one of the sub/specialties specified in Appendix A; and
- (b) the training site at which it was undertaken was accredited by the relevant specialist training authority for sub/specialist training in the relevant sub/specialty.

G2.3.9.2 Training undertaken in a discipline for which there is no recognised specialist medical training provider in Australia or New Zealand will not be certified unless:

- (a) the placement is accredited as a Category 'A' special skills placement; or
- (b) prior approval as a Category 'T' special skills placement has been obtained.

G2.3.9.3 A placement undertaken at a site which is either not accredited for specialist training purposes or is accredited only for non-specialist training purposes will not be certified unless:

- (a) the placement is accredited as a Category 'A' special skills placement, or
- (b) prior approval as a Category 'T' special skills placement has been obtained.

G2.3.9.4 A placement at a site which is not accredited by the relevant approved training provider for the sub/specialty in question will not attract certification by virtue of it being a requirement of the training program of another authorised training provider.

G2.3.9.5 A 'general practice placement' means a placement in a general practice clinic accredited by the RACGP, RNZCGP or ACRRM for specialist registrar training purposes in general practice. Approval of the COE/ authorised delegate is required prior to undertaking a general practice placement. Any training in a general practice placement undertaken prior to the date on which written approval is granted will not be certified or retrospectively approved.

G2.3.10 Trainee Obligations in Relation to Placements

G2.3.10.1 Trainees must notify the College and the placement DEMT/supervisor of placement details or any other changes to their placement arrangements using the mechanism(s) specified by the College for this purpose (refer Regulation G2.3.11 below).

G2.3.10.2 Trainees must notify the College and the placement DEMT/supervisor of placement details prior to or on the date of commencement of each placement or the date of effect of any changes to their placement arrangements.

G2.3.10.3 Trainees who fail to notify the College and the placement DEMT/supervisor of placement details or submit an application to interrupt training, and who have been advised in writing by the College on three (3) separate occasions of the need to enter a valid placement, shall be placed on a three (3) month Interruption to Training, with the placement not certified pursuant to Regulation G2.3.11.1.

G2.3.10.4 Trainees must ensure that placement details are accurate and current at all times.

See Regulation G2.3.11 – Circumstances Leading to Non-certification of a Placement.

G2.3.11 Circumstances Leading to Non-certification of a Placement

G2.3.11.1 Where a trainee has failed to appropriately record placement details within the specified timeframe, the placement will not be certified and a three (3) month Interruption to Training will be applied in accordance with Regulation G2.3.10.3.

G2.3.11.2 Where a trainee has failed to fully participate in, or adhere to, the requirements of the assessment process in a timely manner, non-certification of the placement may result.

G2.3.11.3 If a trainee is assessed as not satisfactorily completing a placement and is required to undertake a period of Additional Training Time, then certification of the placement will not occur until such time as the period of Additional Training Time is successfully completed.

G2.4 Supervision of Training

G2.4.1 General Provisions

G2.4.1.1 In emergency departments accredited by ACEM for specialist training, the supervisor must be the Director of Emergency Medicine Training (DEMT) appointed by the College for that site.

G2.4.1.2 Except as outlined elsewhere in these Regulations, in all other instances, the Supervisor of Training ('supervisor') must be an appropriately registered and qualified medical practitioner.

G2.4.2 Emergency Medicine Placements

G2.4.2.1 Trainees in emergency medicine placements must come under the direct supervision of the Director of Emergency Medicine Training (DEMT) at the relevant site.

G2.4.2.2 For the purposes of Regulation G2.4.2.1, the 'relevant site' of an emergency department within an 'ED network' is the one at which the trainee is working and not any other site within the network.

G2.4.2.3 For the purposes of Regulation G2.4.2.1, the 'relevant site' of an emergency department within a 'linked ED' is the one at which the trainees is working and not the 'host ED'.

G2.4.3 Specialist Non-ED Placements

G2.4.3.1 Trainees in a non-ED specialist placement must come under the direct supervision of the supervisor formally appointed by the relevant College in accordance with Regulation G2.3.9.

G2.4.3.2 The COE/approved delegate may approve the designation of a FACEM as supervisor for ACEM trainees at a particular site where that FACEM also holds specialist qualifications in the relevant non-ED specialist discipline.

G2.4.4 Special Skills Placements

- G2.4.4.1 Trainees in an accredited Category 'A' or an approved Category 'T' special skills placement must come under the direct supervision of the supervisor appointed by the COE/approved delegate for that special skills placement.
- G2.4.4.2 If the supervisor of a trainee in an accredited Category 'A' or an approved Category 'T' special skills placement changes, the trainee must inform the College and submit a request to the College for approval of their new supervisor. If a trainee fails to obtain the approval of the new supervisor, then the training time and all associated assessments completed in the course of the placement will not be certified.
- G2.4.4.3 The COE/approved delegate may approve a supervisor who is a registered specialist in a sub/specialty other than emergency medicine.
- G2.4.4.4 The COE/approved delegate may, at its discretion and in addition to the required on-site supervisor, require a trainee undertaking an accredited or approved special skills placement overseas to have an approved FACEM to support them in their overseas placement.

G2.4.5 Overseas Placements

- G2.4.5.1 Trainees undertaking an approved overseas placement must come under the direct supervision of the supervisor who, in the application for prior approval of the nominated overseas placement, was approved by the COE/approved delegate and agreed to act as supervisor for the trainee

G2.5 Progression in Training

G2.5.1 General Provisions

- G2.5.1.1 All trainees shall have their progress through the FACEM Training Program reviewed at regular intervals by the applicable regional Trainee Progression Review Panel (TPRP) and, if required, the Specialist Training and Assessment Committee.
- G2.5.1.2 These progress reviews will be conducted having regard to all relevant forms of assessment evidence specified by the College for this purpose and in accordance with the *Policy on Progression in Training*.
- G2.5.1.3 Trainee Progression Review Panel progress reviews are conducted at the completion of the following Progression Points:
- (a) 12 FTE months of core ED in Training Stage One
 - (b) 12 FTE months of core ED in Training Stage Two
 - (c) 12 FTE months of core ED in Training Stage Three
 - (d) 12 FTE months of training in Training Stage Four (comprising six (6) FTE months of core ED training and (6) FTE months of elective training)
 - (d) six (6) FTE months of Critical Care training
 - (e) six (6) FTE months of Non-ED training
 - (f) all components of the Paediatric Emergency Portfolio (PEP) and required Paediatric Emergency Requirement (PER) EM-WBAs
 - (g) where applicable, each period of Additional Training Time
 - (h) where applicable, each six (6) FTE month period in Maintenance
 - (i) where determined, upon completion of all outstanding requirements of Maintenance prior to election to Fellowship.

G2.5.1.4 Possible outcomes of a progress review are that the trainee has:

- (a) Achieved the Standard
The placement and assessment outcomes under review are assessed to meet the expected standard.
- (b) Not Yet Achieved the Standard
The placement or assessment outcomes under review are assessed not to meet the required standard. In such circumstances, the trainee will be directed to undertake a period of Additional Training Time as stipulated by the Trainee Progression Review Panel.

G2.5.1.5 Where a trainee fails to complete all training and assessment requirements of specified stages of training, having been assessed to be at the standard required for that stage of training, they will be placed in Maintenance pursuant to Regulation G2.5.2 below.

G2.5.1.6 Where a trainee fails to satisfactorily complete a placement or the requirements of Maintenance, they will be required to undertake additional training pursuant to Regulation G2.5.3 below.

G2.5.2 Maintenance

G2.5.2.1 Maintenance applies to:

- trainees who have satisfactorily completed the required 12 FTE months of Training Stage One Core Emergency medicine training
- trainees who have satisfactorily completed the required 12 FTE months of Training Stage Two Core Emergency medicine training
- trainees who have satisfactorily completed the required 12 FTE months of Training Stage Three Core Emergency medicine training
- trainees who have satisfactorily completed the required 12 FTE months of Training Stage Four training

and have yet to complete other requirement(s) of the applicable Training Stage.

G2.5.2.2 All maintenance training must be completed in ACEM accredited emergency medicine departments.

G2.5.2.3 A trainee in Maintenance will be reviewed by the COE/approved delegate at six (6) FTE monthly intervals to determine whether they have maintained the standard required by the College. These reviews constitute progression points, and a trainee may be placed into additional training time for failure to maintain the required standard.

G2.5.2.4 Trainees who, within six (6) months of the date of their progression into Maintenance, complete the remaining training stage requirements do not require re-assessment before they may be progressed to the next training stage.

G2.5.3 Additional Training Time Requirements

G2.5.3.1 All periods of additional training time resulting from a decision that the trainee has not yet achieved the standard must meet the same suitability requirements for certification that a standard training term of the same type would require.

G2.5.3.2 All periods of additional training time must be undertaken in Australia or New Zealand and may not be undertaken in an overseas placement, even if the period that gave rise to the requirement to complete additional training time was undertaken overseas.

G2.5.3.3 Subject to Regulation G2.5.3.8, a trainee may undertake a maximum of two (2) periods of additional training time as a result of a decision of not yet achieved the standard in any one or more of the following areas, including any period(s) of maintenance training as applicable:

- (a) Training Stage One
- (b) Training Stage Two

- (c) Training Stage Three
- (d) Training Stage Four
- (e) Critical Care training
- (f) Non-ED training
- (g) Paediatric Emergency Requirement

G2.5.3.4 A trainee may undertake a maximum of four (4) periods of additional training time in the course of the FACEM Training Program.

G2.5.3.5 Trainees required to undertake a period of additional training time must:

- (a) Undertake that training period in an uninterrupted block of at least three (3) FTE months or six (6) FTE months duration, as directed by the COE/approved delegate
- (b) Satisfy any other requirement(s) specified by the COE/approved delegate in accordance with the *Policy on Progression in Training*.

The requirements referred to in paragraph (b) are in addition to, not in substitution for, the standard training and assessment requirements for placements of the relevant type. Both standard and additional requirements must be satisfied.

G2.5.3.6 The following training requirements cannot be satisfied during a period of additional training time:

- EM-WBAs completed above the required minimum for the period of additional training time
- Direct Observation of Procedural Skills
- Morbidity & Mortality Presentation
- Guideline/Protocol Review or Audit
- Formal Teaching Presentation
- any component(s) of the paediatric emergency requirement
- ED training time completed at a required type of training site.

G2.5.3.7 Following completion of a first period of additional training time in any area of training, the trainee shall be reviewed by the COE/approved delegate.

G2.5.3.8 If the trainee is assessed as having not yet achieved the required standard in respect of those placement and assessment outcomes, they shall be required to complete a second period of additional training time.

G2.5.3.9 Following completion of a second period of additional training time, the trainee shall be reviewed by the COE/approved delegate.

G2.5.3.10 If the trainee is assessed again as having not yet achieved the required standard in respect of those placement and assessment outcomes, they will be considered for possible removal from the FACEM Training Program for unsatisfactory progress pursuant to Regulation G2.6.

G2.6 Removal from the Training Program

G2.6.1 Grounds for Removal from the Training Program

G2.6.1.1 Unless the Specialist Training and Assessment Committee (STAC) accepts that there are exceptional circumstances that warrant a granting of special consideration, a trainee will be referred to the Pathway to Fellowship Review Committee (PFRC) for consideration for removal from the Training Program if they:

- (a) fail to achieve progression into the subsequent Training Stage within the timeframe specified in these Regulations or their circumstances in the training program become such

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that they reach a point where it is not possible under these regulations for this progression to be achieved within the specified timeframe;

- (b) fail to achieve election to Fellowship within the timeframe specified in these Regulations or their circumstances in the training program become such that they reach a point where it is not possible under these regulations for election to be achieved within the specified timeframe;
- (c) fail to maintain medical registration in Australia or New Zealand in accordance with Regulation G1.3;
- (d) fail to comply with any Regulation(s) or Policy(ies) relating to the FACEM Training Program, having been advised in writing by the College on three (3) separate occasions of the requirement, any associated deadline(s) and that failure to comply will result in consideration for removal from the training program;
- (e) pursuant to Regulation G2.5.3.3, are assessed, for any reason, by a Trainee Progression Review Panel as having 'not yet achieved the standard' and required to undertake a period of additional training time in the same area of training and in the same stage of training on a third occasion;
- (f) pursuant to Regulation G2.5.3.4, are assessed, for any reason, by a Trainee Progression Review Panel as having 'not yet achieved the standard' and required to undertake a period of additional training time on a fifth occasion during the FACEM Training Program;
- (g) the Primary Written Examination, Primary Viva or Fellowship Written Examination are not passed within the maximum three (3) attempts or the Fellowship Clinical Examination is not passed within the maximum four (4) attempts;
- (h) are placed on a second interruption to training for non-compliance (administrative interruption), having failed to notify the College of training placement details in accordance with Regulation G2.3.10, as required on two successive occasions, regardless of the stage of training;
- (i) pursuant to Regulation G2.1.4.6, are placed on a fourth interruption to training for non-compliance (administrative interruption) with these regulations;
- (j) engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards or purposes of the College, in which case the matter shall be dealt with by the Board.

G2.6.1.2 A trainee who fails to pay the annual training fee by 1 January in the year to which the fee relates and/or any associated late payment fees or portions thereof remain outstanding by 1 April in the year to which the fee relates will be dismissed from the FACEM Training Program without further notice.

G2.6.1.3 A trainee who has their medical registration terminated or cancelled by a regulatory body empowered to do so or whose registration is subject to any condition or undertaking that prevents them from practising medicine, shall automatically be removed from the FACEM Training Program. Any removal from the FACEM Training Program pursuant to this regulation shall not be subject to reconsideration, review or appeal under College processes.

G2.6.2 Consideration of Removal from the Training Program

G2.6.2.1 Consideration of removal from the Training Program pursuant to Regulation G2.6.1(a)-(i) shall be undertaken in accordance with the provisions of this Regulation and any applicable College Policy(ies) and Regulations.

G2.6.2.2 Consideration of removal from the Training Program pursuant to Regulation G2.6.1(j) shall be undertaken in accordance with the College *Complaints Policy*, save that the recommendation(s) on the removal or otherwise of the trainee from the training program shall be made to the Council of Education, rather than the Board.

G2.6.2.3 At least 28 days prior to a meeting of STAC at which a trainee is to be considered for removal from the Training Program pursuant to Regulation G2.6.2.1, the trainee will be informed of this in writing by the Chair of the Committee and advised:

- of the grounds on which they may be removed from the Training Program;
- that unless STAC accepts that there are exceptional circumstances that warrant a granting of special consideration, and that in the entirety of the circumstances, a granting of relief is warranted, they will be referred to the Pathway to Fellowship Review Committee (PFRC) for consideration for removal from the Training Program in accordance with Regulation A5;
- the date on which their removal from the Training Program is to be considered;
- that they are entitled to provide a written submission for consideration by STAC of any exceptional circumstances (as described in the College's *Exceptional Circumstances and Special Consideration Policy*), but that they are not entitled to attend in person or through a representative;
- that any information they wish to have considered by STAC should be provided in writing to the College not less than 14 days prior to the meeting at which their removal from the Training Program is to be considered.

G2.6.2.4 The Specialist Training and Assessment Committee may:

- (a) Resolve that, on the basis of the materials presented, the trainee be permitted to remain in the Training Program and the revised requirement(s) that applies.
- (b) Recommend to PFRC that, on the basis of the materials presented, the trainee be removed from the Training Program.

G2.7 Suspension from Training

G2.7.1 Unless the Board or Council of Education, in their absolute discretion, resolve otherwise, a trainee whose medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the FACEM Training Program, shall automatically be suspended from the FACEM Training Program, and shall not:

- (a) be entitled to undertake any assessment associated with the FACEM Training Program;
- (b) be entitled to accrue or be credited with any training undertaken during the period of suspension from the FACEM Training Program;
- (c) hold themselves to be a trainee of the FACEM Training Program; or
- (d) be entitled to any benefits or entitlements under the FACEM Training Program.

G2.7.2 The Board or Council of Education may by resolution and upon an application by the trainee, lift a trainee's suspension from the FACEM Training Program with or without the payment of a further fee and subject to any conditions imposed by the Board or Council as applicable.

G2.7.3 The length of any suspension pursuant to this regulation shall not affect the timeframes for completion of the FACEM Training Program as outlined elsewhere in these regulations and that period of suspension shall not, unless the Board or Council of Education resolves otherwise, be considered as an interruption to training.

G2.7.4 Any trainee who is suspended from the FACEM Training Program pursuant to this regulation may, during the period of their suspension, also be subject to consideration by the Complaints Committee or other College body pursuant to College regulations and policies.

G3 Assessment of Specialist Training

G3.1 General Provisions

- G3.1.1 Except as provided for elsewhere in these Regulations, all trainees, irrespective of their status in the training program, are required to complete all assessment requirements of the College by the applicable due date, for every placement undertaken that is certified towards completion of training requirements.
- G3.1.2 Trainees are required to satisfy Regulation G3.1.1 at all relevant times while they remain a trainee of the College and until such time as:
- they resign, withdraw, or are removed from the training program; or
 - they are elected to Fellowship.
- G3.1.3 Trainees who fail to satisfy Regulation G3.1.1 may be considered for removal from the FACEM Training Program pursuant to Regulation G2.6.
- G3.1.4 Trainees undertaking a formally recognised period of return to work pursuant to College policy are recognised as being on an interruption to training and are not required to complete College assessment requirements for that period.

G3.2 Types of Assessment

- G3.2.1 Satisfactory completion of the FACEM Training Program requires completion of all prescribed assessments, including:
- (a) Workplace-based Assessments:
 - In-Training Assessments (ITAs)
 - Mini-Clinical Evaluation Exercises (Mini-CEX)
 - Shift Reports
 - Case-based Discussions (CbD)
 - Communication Skills
 - Team Lead Resus/Intubation
 - (b) Direct Observation of Procedural Skills (DOPS)
 - (c) Paediatric Emergency Requirement (PER)
 - (d) Formal Teaching Presentation
 - (e) Guideline/Protocol Review or Audit
 - (f) Morbidity and Mortality (M&M) Presentation
 - (g) Online Modules
 - (h) Research Requirement
 - (i) Primary Written Examination
 - (j) Primary Clinical Examination (Viva)
 - (k) Fellowship Written Examination
 - (l) Fellowship Clinical Examination (OSCE)

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G3.2.2 An assessment is not considered to be ‘completed’ until all parts of the assessment process have been properly fulfilled, the assessment has been submitted to the College by the relevant due date and the COE/approved delegate has advised the trainee that the requirements of the assessment have been satisfactorily met.

G3.3 Standard Requirements

G3.3.1 The forms of assessment detailed in this Regulation apply generally to all trainees according to their stage of training. Trainees required to undertake a period of additional training time may also be subject to such further assessment requirements as the COE/approved delegate may require pursuant to the *Policy on Progression in Training*.

G3.3.2 The standard assessment requirements for each Training Stage are specified in the following tabulation, where:

- ‘Y’ signifies a mandatory assessment
- ‘[Y]’ signifies a form of assessment which may be mandatory for a particular placement, if so directed by the COE/approved delegate.

Assessment	Training Stage			
	1	2	3	4
ITA*	Y	Y	Y	Y
Min-CEX#	Y	Y	Y	
CBD#		Y	Y	
Shift Report#			Y	Y
Communication Skills (Handover)#	Y	Y		
Communication Skills (Referral)#	Y	Y		
Team Lead Resus/ Intubation#				Y
LDPs	[Y]/Y*	[Y]/Y*	[Y]/Y*	[Y]/Y*
Logbook	[Y]	[Y]	[Y]	[Y]

* Core ED, Elective ED, Critical Care, Non-ED (specialist) and Special Skills – ‘A’ or ‘T’ placements

Core ED placements

+ Special Skills – ‘A’ or ‘T’ placements

G3.3.3 All assessments are to be made relative to the individual trainee’s Training Stage as set out in the *ACEM Curriculum Framework*.

G3.3.4 All assessments are required in placements regardless of location; that is Australia, New Zealand or pre-approved Overseas placements.

G3.4 In-Training Assessments

G3.4.1 An ‘In-Training Assessment’ (ITA) is a point-in-time assessment completed by DEMENTs or supervisors of training (as appropriate to the placement) at the end of each medical term, as specified on the ACEM website, during the training year, regardless of when a trainee started the current placement.

G3.4.2 ITAs are required for every placement undertaken by a trainee where that placement will be certified towards meeting training requirements, irrespective of:

- the nature of the placement (i.e. emergency medicine, non-ED, special skills)
- the country in which the placement was undertaken
- the stage of training the trainee is at (including Maintenance)
- the trainee’s full time equivalent (FTE) status

G3.4.3 ITAs must be submitted to the College by the DEMENT/supervisor within the four-week period commencing two (2) weeks prior to, and concluding two (2) weeks after, the relevant ITA date.

G3.4.4 Where an ITA has not been submitted within the prescribed timeframe, the ITA period will not be certified.

G3.4.5 In addition to the ITAs required in regulation G3.4.1, a further ITA must be completed if the previous ITA was submitted five (5) or more weeks before a trainee reaches a progression point.

G3.5 Emergency Medicine Workplace-Based Assessments (EM-WBAs)

G3.5.1 General Provisions

G3.5.1.1 The following forms of assessment are required for all trainees undertaking an emergency medicine placement in Australia or New Zealand:

- Case-based Discussions
- Mini-Clinical Evaluation Exercises
- Shift Reports
- Communication Skills Assessments
- Team Lead Resus/Intubation Assessments

G3.5.1.2 All EM-WBAs must satisfy the following minimum completion and complexity requirements:

(a) By the completion of 12 FTE months core ED training of Training Stage One:

Type of EM-WBA	Minimum Number Required	Minimum Requirement
Communication Skills (Handover)	One (1)	N/A
Communication Skills (Referral)	One (1)	N/A
Mini-CEX	Eight (8)	8 x low complexity ^s

(b) By the completion of 12 FTE months core ED training of Training Stage Two:

Type of EM-WBA	Minimum Number Required	Minimum Requirement
CbD	Four (4)	2 x medium complexity ^s
Communication Skills (Handover)	One (1)	N/A
Communication Skills (Referral)	One (1)	N/A
Mini-CEX	Four (4)	2 x medium complexity ^s

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(c) By the completion of 12 FTE months core ED training of Training Stage Three:

Type of EM-WBA	Minimum Number Required	Minimum Requirement
CbD	Four (4)	3 x high complexity [§]
Mini-CEX	Three (3)	2 x high complexity [§]
Shift Report	Three (3)	N/A

(d) By the completion of 12 FTE months of Training Stage Four:

Type of EM-WBA	Minimum Number Required	Minimum Requirement
Shift Report	Three (3)	Shift In-Charge
Team Lead Resus / Intubation	Two (2)	N/A

(e) Training Stage One Maintenance Pathway
(i.e. per six (6) FTE months of Training Stage One Maintenance training)

Type of EM-WBA	Minimum Number Required	Minimum Requirement
Mini-CEX	Six (6)	6 x low complexity [§]

(f) Training Stage Two Maintenance Pathway
(i.e. per six (6) FTE months of Training Stage Two Maintenance training)

Type of EM-WBA	Minimum Number Required	Minimum Requirement
CbD	Two (2)	2 x medium complexity [§]
Communication Skills	Two (2)	Referral or Handover
Mini-CEX	Two (2)	2 x medium complexity [§]

(g) Training Stage Three Maintenance Pathway
(i.e. per six (6) FTE months of Training Stage Three Maintenance training)

Type of EM-WBA	Minimum Number Required	Minimum Requirement
CbD	Two (2)	2 x high complexity [§]
Mini-CEX	Two (2)	2 x high complexity [§]
Shift Report	Two (2)	N/A

(h) Training Stage Four Maintenance Pathway
(i.e. per six FTE months of Training Stage Four Maintenance training)

Type of EM-WBA	Minimum Number Required	Minimum Requirement
Shift Report	Six (6)	Shift In-Charge

[§] Refer Appendix B (extracted from the *ACEM Curriculum Framework*) for information on levels of complexity

G3.5.1.3 The minimum number of EM-WBAs completed in each Training Stage must be completed by at least two (2) different assessors.

G3.5.1.4 EM-WBAs may be assessed by a FACEM, authorised FRACP or ACEM approved assessor; however, a FRACP is not permitted to assess EM-WBAs if they are enrolled as a FACEM trainee at the time of the assessment.

G3.5.1.5 Individual EM-WBAs (regardless of type) must be submitted by the FACEM or FRACP assessor within either seven (7) days of their completion, or within seven (7) days of the end-date of the period of time in respect of which they were required, whichever is earlier.

G3.5.2 Case-based Discussion (CbD)

G3.5.2.1 The Case-Based Discussion assessment is assessed by an approved ACEM assessor.

G3.5.2.2 For cases to be eligible for assessment by way of case-based discussion:

- the trainee must have played a major role in the management of the patient; and
- the case must have been attended by the trainee within the four-week period immediately preceding the date on which the assessment is carried out.

G3.5.3 Mini-Clinical Evaluation Exercise (Mini-CEX)

G3.5.3.1 The Mini-CEX assessment is undertaken by an approved ACEM assessor who directly observes the trainee performing a focused clinical task during a de novo patient encounter.

G3.5.4 Shift Reports

G3.5.4.1 A Shift Report assessment is undertaken by an approved ACEM assessor who observes the trainee at multiple times during the course of a clinical shift. The assessor may assist the trainee throughout the shift and intervene as necessary.

G3.5.4.2 The Shift Reports completed in Training Stage Three are not expected to be shifts where the trainee was 'in charge' of the floor, in the context of the site at which it was undertaken.

G3.5.4.3 The Shift Reports completed in Training Stage Four relate to the learning outcomes expected upon completion of FACEM training and, as such, are required to be ones where the trainee was 'in charge' of the floor, in the context of the site at which it was undertaken.

G3.5.5 Communication Skills Assessment

G3.5.5.1 The Communication Skills Handover assessment is undertaken by an approved ACEM assessor who directly observes the trainee performing a clinical handover to another doctor at the conclusion of their shift of two (2) or more patients.

G3.5.5.2 The Communication Skills Referral assessment is undertaken by an approved ACEM assessor who directly observes the trainee performing a referral to an inpatient unit. This can be via telephone or in person. Referrals within the Emergency Department (e.g. to the SSU medical team) are excluded from assessment.

G3.5.6 Team Lead Resus/Intubation

G3.5.6.1 The Team Lead Resus/Intubation must be completed during the Core ED placement of Training Stage Four.

G3.5.6.2 The Team Lead Resus/Intubation assessment is undertaken by an approved ACEM assessor who directly observes the trainee leading a team during the resuscitation or intubation of a critically unwell patient.

G3.6 Direct Observation of Procedural Skills (DOPS)

G3.6.1 Each DOPS assessment is undertaken by an approved ACEM assessor who observes the trainee performing a specific clinical procedure and then rates the trainee's performance during that procedure.

- G3.6.2 DOPS can only be completed in accredited Australian or New Zealand placements.
- G3.6.3 To achieve Fellowship, trainees must be assessed as competent in all procedures in the Core DOPS Procedure List as listed in the *ACEM Curriculum Framework*. These may be assessed during any Training Stage, however, may not be assessed for the purpose of contributing to the requirements during any required period of additional training time.
- G3.6.4 Individual DOPS must be submitted by the approved ACEM assessor within seven (7) days of the completion of each procedure.

G3.7 Paediatric Emergency Requirement (PER)

- G3.7.1 Subject to satisfactory review by the applicable regional Trainee Progression Review Panel (TPRP), completion of the Paediatric Emergency Requirement is achieved by means of completion of:
- (a) the Paediatric Emergency Portfolio, comprising a logbook of paediatric cases and DEMENT comments on the trainee's progress in managing paediatric presentations; and
 - (b) all prescribed Paediatric Emergency Requirement Workplace-based Assessments (PER-WBAs) requirements specified by the College.
- G3.7.2 The requirements of the Paediatric Emergency Requirement may only be completed in:
- paediatric emergency departments accredited by ACEM for specialist Paediatric Emergency Medicine training; or
 - mixed emergency departments accredited by ACEM for the Paediatric Emergency Requirement; or
 - approved overseas paediatric emergency departments approved for completion of training pursuant to regulation G2.1.5.4 and G3.7.5.
- G3.7.3 Satisfactory completion of the Paediatric Emergency Portfolio requires the trainee to attend and appropriately record a minimum of 400 paediatric patient cases. Trainees may be required to provide evidence to the satisfaction of the College that authenticates all necessary aspects of the logged cases, including the requirements outlined in the definition of paediatric patient encounters (refer Regulation B, Terminology).
- G3.7.4 Of the minimum 400 paediatric patient encounters specified in Regulation G3.7.3:
- (a) 200 encounters must be related to the management of children less than five (5) years of age;
 - (b) 200 encounters must be related to the management of children of ages five (5) to 15 years; and
 - (c) 150 encounters must be classified as triage category 1, 2 or 3 of the Australasian Triage Scale, of which 50 encounters must be classified as at least triage category 1 or 2.
- G3.7.5 Paediatric patient encounters in overseas countries may only be added to the logbook of paediatric cases, to a maximum of 200 encounters, if the trainee obtained prior approval from the COE/approved delegate to:
- (a) undertake the placement in question; and
 - (b) record encounters with paediatric patients during that placement in the logbook of paediatric cases.
- G3.7.6 The logbook of paediatric cases must be submitted via the online trainee portal within seven (7) days of completion of the last placement during which paediatric patient encounters were recorded.
- G3.7.7 The Paediatric Emergency Requirement Workplace-based Assessments (PER-WBAs) required to be completed as part of the Paediatric Emergency Requirement are in addition to those required as part of core ED or elective training of FACEM training as outlined in Regulation G3.5 and comprise the following:

Type of EM-WBA	Minimum Number Required	Minimum Requirement
CbD [^]	Three (3)	1 x medium complexity [§] 1 x high complexity [§]
DOPS [^]	Two (2)	
Mini-CEX [^]	Three (3)	

[^] Refer to *ACEM Curriculum Framework* for PER-WBA requirements

[§] Refer Appendix B (extracted from the *ACEM Curriculum Framework*) for information on levels of complexity

G3.7.8 Of the WBAs outlined in G3.7.7 only the two (2) DOPS and a maximum of one (1) Mini-CEX may be completed in Training Stage One.

G3.8 Formal Teaching Presentation

G3.8.1 The Formal Teaching Presentation may be completed at any time during the Core ED or Elective training placements of Training Stage Three or Four and can only be completed in accredited placements in Australia or New Zealand.

G3.8.2 The assessment of the Formal Teaching Presentation is undertaken by two approved ACEM assessors who directly observe the trainee delivering the presentation.

G3.8.3 The assessment form must be submitted by the primary assessor within seven (7) days of the presentation. The second assessor then has a further seven (7) days to confirm the assessment.

G3.9 Guideline/Protocol Review or Audit

G3.9.1 The Guideline/Protocol Review or Audit may be completed any time during the Core ED or Elective training placements during Training Stage Three or Four and can only be completed in accredited placements in Australia or New Zealand.

G3.9.2 The assessment of the Guideline/Protocol Review or Audit is undertaken by two approved ACEM assessors.

G3.9.3 The assessment form must be submitted by the primary assessor within 21 days of receiving the review or audit by the trainee. The second assessor then has a further seven (7) days to confirm the assessment.

G3.10 Morbidity and Mortality (M&M) Presentation

G3.10.1 The Morbidity and Mortality (M&M) Presentation may be completed at any time during the Core ED or Elective training placements during Training Stage Three or Four and can only be completed in placements in Australia or New Zealand.

G3.10.2 The assessment of the Morbidity and Mortality Presentation is undertaken by two approved ACEM assessors who directly observe the trainee delivering the presentation.

G3.10.3 The assessment form must be submitted by the primary assessor within seven (7) days of the presentation. The second assessor then has a further seven (7) days to confirm the assessment.

G3.10 Learning and Development Plan (LDP)

G3.10.1 Completion of an LDP is:

- mandatory for all trainees undertaking special skills term(s)
- optional for all other trainees, albeit highly recommended for all trainees.

G3.10.2 The LDP process consists of all of the following elements:

- (a) at the commencement of the placement – the recording of:

- the goals which have been set for the placement, and
 - how it is planned to achieve those goals
- (b) at mid-placement – a review of progress towards meeting the placement goals and, if required, the realigning of those goals
- (c) at the end of the placement – a review of the overall outcome of the process, including evidence of how and in what manner the specified goals or objectives of the placement were met.

G3.10.3 All reviews are to be conducted between the DEMENT/supervisor and the trainee concerned and fully recorded in the online trainee portal.

G3.10.4 LDPs must be submitted to the College by the DEMENT/supervisor within the three-week period commencing two (2) weeks prior to, and concluding one (1) week after, the relevant ITA date.

G3.11 Online Modules

G3.11.1 By the end of Training Stage One the following four (4) ACEM online modules and their associated assessment must be completed:

- ACEM Core Values;
- Indigenous Health and Cultural Competence;
- Assessing Cultural Competence; and
- Critical Care Airway Management.

G3.11.2 By the end of Training Stage Two, the following three (3) ACEM online modules and their associated assessment must be completed:

- Clinical Supervision;
- Giving Feedback; and
- Ultrasound (Physics, E-FAST, AAA, Procedural guidance, Lung, FELS and Governance).

G3.11.3 By the end of Training Stage Three the following ACEM online module and associated assessment must be completed:

- Clinical Leadership.

G3.12 Logbooks

G3.12.1 The COE/approved delegate may require trainees to complete a logbook of activities in respect of nominated placements (whether special skills placements or otherwise) or particular training requirements.

G3.12.2 In all other circumstances, logbooks must be received by the College within seven (7) days of completion of the placement for which the logbook was required.

G4 Research Requirement

G4.1 General Provisions

G4.1.1 Trainees must satisfy the research requirement (an independent learning requirement) by successful completion of one (1) of the following:

- A research project, or
- Approved coursework, or
- Thesis.

G4.1.2 The Research Requirement must be:

- (a) completed by the end of Training Stage Three, or
- (b) the subject of a formal credit transfer in accordance with the ACEM *Policy on Recognition of Prior Learning and Credit Transfer*.

G4.2 Research Project

G4.2.1 A research project may be completed by:

- (a) Publishing a paper in a peer-reviewed journal approved by the COE/approved delegate for the purpose of this requirement and referenced in a science citation index.
- (b) Presenting a paper by either oral or poster presentation at a scientific meeting approved by the COE/approved delegate for the purpose of this requirement.

G4.2.2 All research projects must meet the standards specified in the *Policy on Trainee Research* and shall be assessed in accordance with the provisions of that policy.

G4.2.3 Adjudication of Research Projects

G4.2.3.1 All applications for assessment of a research project, whether by way of publication or presentation, must be made on the prescribed form and in accordance with the requirements of the *Policy on Trainee Research*.

G4.2.3.2 All research projects, whether completed by way of publication or presentation of a paper, shall be assessed by the COE/approved delegate in accordance with the requirements of the *Policy on Trainee Research*.

G4.2.4 Paper Presentations

G4.2.4.1 The following scientific meetings have been assessed by the COE/approved delegate as having perpetual approval for presentation of a research project for assessment:

- the ACEM Annual Scientific Meeting
- the ACEM Winter Symposium.

G4.3 Approved Coursework

G4.3.1 Trainees undertaking the research requirement by coursework must complete a minimum of two (2) of any of the following postgraduate subjects from the same course at a university in Australia or New Zealand:

- Research methodology
- Clinical epidemiology
- Biostatistics
- Evidence-based medicine

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- G4.3.2 Each subject must be a minimum of one (1) semester in duration and selected either from those approved by the COE/approved delegate and published on the College website or, if not already approved by the College for the purposes of Regulation G4.3.1, prospective approval obtained prior to commencing the subject/course.
- G4.3.3 Two (2) different units in the same subject from those listed in Regulation G4.3.1, are not regarded as being two subjects; two different subjects are required.

G4.4 Theses

- G4.4.1 A thesis completed as part of a university qualification by research will be considered on its merits, including consideration of the discipline in which the thesis was conducted. The following are specifically excluded:
- a thesis which formed part of a university qualification by coursework; or
 - a thesis which formed part of the trainee's basic medical degree.

G5 Examinations

G5.1 General Provisions

G5.1.1 Except where otherwise stated, the provisions of this Regulation G5 apply equally to all College examinations (i.e. Primary Examinations and Fellowship Examinations).

G5.1.2 The presence of an observer (whether a FACEM or otherwise) at any ACEM examination requires prior approval of the COE/approved delegate.

G5.1.3 Attempts

G5.1.3.1 The maximum number of attempts at the ACEM Primary and Fellowship written examinations and the Primary Examination (Viva) is three (3).

G5.1.3.2 The maximum number of attempts at the ACEM Fellowship Clinical Examination (OSCE) is four (4).

G5.1.4 Eligibility

G5.1.4.1 All candidates must be able to demonstrate, on each occasion they attempt an examination, that they meet all eligibility requirements (both standard and examination-specific) by the date specified by the College for the relevant examination.

G5.1.4.2 The candidate must:

- (a) be a registered trainee of the College; and
- (b) be in good standing with the College – that is, they must have no financial debts to the College and have fulfilled all training and assessment requirements applicable to their training stage; and
- (c) have met all specific eligibility requirements for the relevant examination as outlined below.

G5.1.4.3 A trainee who is being considered through College processes for dismissal from the FACEM Training Program, pursuant to any section of Regulation G2.6 is not eligible to apply or to sit any examinations(s) to be held once an event that can trigger any aspect of Regulation G2.6.1.1 has occurred, or they have been advised that any process pursuant to Regulation G2.6 or Regulation A5 has commenced.

G5.1.4.4 The eligibility of a candidate to attempt an examination may be revoked by the COE/approved delegate where the candidate no longer meets any of the standard or specific eligibility requirements prior to the examination being conducted.

G5.1.5 Applications

G5.1.5.1 Applications to attempt any examination must be made on the appropriate prescribed form and must be accompanied by:

- (a) payment of the prescribed examination fee; and
- (b) any other documentation specified on the application form.

G5.1.5.2 Candidates are required to submit a new application for each attempt they make at an examination.

G5.1.5.3 Applications must reach the College by close of business on the date specified on the application form for the relevant examination. If the closing date falls on a public holiday, applications must reach the College by close of business on the previous work day.

G5.1.6 Withdrawal

G5.1.6.1 Candidates withdrawing from any examination must notify the College in writing on the prescribed form. Verbal notification will not be accepted.

G5.1.6.2 To the extent permitted by the *Refund Policy*, examination fees may be refunded to candidates who withdraw from an examination. Any application for a refund of examination fees must be made in writing in accordance with the provisions of that policy.

G5.1.7 Exclusion from Examinations

G5.1.7.1 Candidates who arrive 30 minutes or more after the scheduled starting time of a written examination may be excluded from the examination.

G5.1.7.2 Candidates who arrive after the appointed assembly time for the Primary Examination (Viva) or the Fellowship Clinical Examination may be excluded from the examination.

G5.2 Primary Written Examination

G5.2.1 Eligibility

G5.2.1.1 For the purposes of Regulation G5.1.4.2(c), candidates for the Primary Written Examination must:

- (a) have commenced Training Stage One.

G5.2.2 Applications

G5.2.2.1 Applications to attempt the Primary Written Examination may be accepted from trainees enrolled in the FACEM Training Program pursuant to Regulation G1.2; however, all such candidates must have completed PGY3 and met the eligibility requirements of the relevant examination by the date on which the examination is held.

G5.3 Primary Examination (Viva)

G5.3.1 Eligibility

G5.3.1.1 For the purposes of Regulation G5.1.4.2(c), candidates for the Primary Examination (Viva) must:

- (a) have commenced Training Stage One; and
- (b) have passed the Primary Written Examination.

G5.3.2 Availability of Places

G5.3.2.1 The College may limit the number of candidates accepted for the Primary Examination (Viva) on any occasion, acceptance being based on the following priority order:

- (a) the time remaining for individual applicants to complete the requirements of Training Stage One; and
- (b) the date and time on which applications are received by the College.

Notwithstanding the provision of this regulation, the College reserves the right to determine candidates for acceptance at examination. In doing so, the College may consider a range of factors in order to balance competing trainee needs. Such factors may include but are not limited to elapsed time in training and number of previous unsuccessful attempts. The College has complete discretion in determining these matters and, thus, candidates for examination, and the decision of the College shall be final and binding. The decision of the College in this regard shall not be reviewable or subject to appeal. Applications for examinations are made on this basis, and with implicit agreement to these terms.

G5.4 Fellowship Written Examination

G5.4.1 Eligibility

G5.4.1.1 For the purposes of Regulation G5.1.4.2(c), candidates for the Fellowship Written Examination must:

- (a) have progressed to Training Stage Three.

G5.4.2 Applications

G5.4.2.1 For candidates who are unsuccessful at the Fellowship Written Examination, and where publication of results occurs after the closing date for applications for the next such examination, applications to sit that Fellowship Written Examination will be allowed for a period of up to 14 days from the date of publication of results.

G5.5 Fellowship Clinical Examination (OSCE)

G5.5.1 Eligibility

G5.5.1.1 For the purposes of Regulation G5.1.4.2(c), candidates for the Fellowship Clinical Examination must:

- (a) have progressed to Training Stage Four.

G5.5.2 Applications

G5.5.2.1 For candidates who are unsuccessful at the Fellowship Clinical Examination, and where publication of results occurs after the closing date for applications for the next such examination, applications to sit that Fellowship Clinical Examination will be allowed for a period of up to 14 days from the date of publication of results.

G5.5.3 Availability of Places

G5.5.3.1 The College may limit the number of candidates accepted for the Fellowship Clinical Examination on any occasion, acceptance being based on the following priority order:

- (a) the time remaining for individual applicants to complete the requirements of Training Stage Four or achieve Fellowship; and
- (b) the date and time on which applications are received by the College.

Notwithstanding the provision of this regulation, the College reserves the right to determine candidates for acceptance at examination. In doing so, the College may consider a range of factors in order to balance competing trainee needs. Such factors may include but are not limited to elapsed time in training and number of previous unsuccessful attempts. The College has complete discretion in determining these matters and, thus, candidates for examination, and the decision of the College shall be final and binding. The decision of the College in this regard shall not be reviewable or subject to appeal. Applications for examinations are made on this basis, and with implicit agreement to these terms.

G6 Election to Fellowship

G6.1 Eligibility

- G6.1.1 To be eligible for election to Fellowship of the College, trainees must have satisfactorily completed the requirements of Regulation G1.7.1.
- G6.1.2 The requirements of the FACEM Training Program are not considered to be complete until they have been reviewed, and are considered satisfactory, by the COE/approved delegate.

G6.2 Election to Fellowship

- G6.2.1 Eligible trainees seeking election to Fellowship should submit to the College an application for election to Fellowship on the prescribed form, together with payment of the prescribed fee and any other documentation specified on that form and in these Regulations.
- G6.2.2 The date of Fellowship shall be the date the Council of Education endorses the application for election to Fellowship.

G6.3 Required Declaration

- G6.3.1 Eligible trainees seeking election to Fellowship must also submit a completed Declaration relating to matters that may affect an individual's Fellowship pursuant to the relevant clauses of section 4 of the ACEM Constitution.
- G6.3.2 Eligible trainees will not be considered for election to Fellowship until a completed Declaration has been returned to the College and reviewed.
- G6.3.3 Where a completed Declaration indicates matters that may potentially have an effect on an individual's Fellowship pursuant to the relevant clauses of section 4 of the Constitution, the matter will be referred in the first instance to the Censor-in-Chief and the Chief Executive Officer.

The Censor-in-Chief in consultation with the Chief Executive Officer will determine whether the matters are such that they be:

- dealt with under relevant provisions of Clause 4.2 or 4.3 of the Constitution as applicable; or
- referred under the *Complaints Policy* to the Complaints Committee; or
- noted with no further action taken.

- G6.3.4 A trainee will not be considered for election to Fellowship while matters declared are being considered under Regulation G6.3.2.

APPENDIX A – Specialist Non-ED Placements

Sub/specialty	Maximum allowable training	Certifiable as . . .	If the training site is accredited for specialist training in the nominated sub/specialty by . . .
Anaesthesia	12 months	Anaesthesia	ANZCA
Dermatology	6 months	Dermatology	ACD
General Practice and/or Urgent Care	6 months in total	General Practice	ACRRM, RACGP or RNZCGP
		Urgent Care	RNZCUC
Intensive Care Medicine	12 months	Intensive Care Medicine	CICM
Medical Administration*	6 months	Medical Administration	RACMA
Medicine	12 months	General Medicine	RACP (Adult) or RACP (P&CH)
	6 months	any other specialty field recognised by RACP e.g.: <ul style="list-style-type: none"> • Cardiology • Clinical Pharmacology • Gastroenterology • Infectious Diseases • Neonatal/Perinatal Medicine • Nephrology • Neurology • Public Health Medicine 	RACP
Ophthalmology	6 months	Ophthalmology	RANZCO
Obstetrics and Gynaecology	6 months	Obstetrics and Gynaecology	RANZCOG
Pain Medicine	6 months	Pain Medicine	ANZCA
Pathology	6 months	General Pathology	RCPA
Psychiatry	6 months	Psychiatry	RANZCP
Radiology	6 months	General Radiology	RANZCR
Sports and Exercise Medicine	6 months	Sports and Exercise Medicine	ACSEP
Surgery	12 months	General Surgery (adult or paediatric)	RACS
	6 months	any other specialty field recognised by RACS e.g.: <ul style="list-style-type: none"> • Neurosurgery • Orthopaedic Surgery • Otolaryngology • Plastic Surgery • Urology • Vascular Surgery 	RACS

Regulation G

Australasian College for Emergency Medicine

Legend

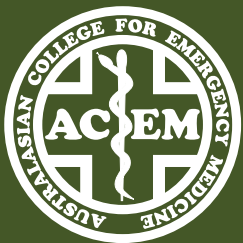
ACD	Australasian College of Dermatologists
ACRRM	Australian College of Rural and Remote Medicine
ACSEP	Australasian College of Sports and Exercise Physicians
ANZCA	Australian and New Zealand College of Anaesthetists
CICM	College of Intensive Care Medicine of Australia and New Zealand
RACGP	Royal Australian College of General Practitioners
RACMA	Royal Australasian College of Medical Administrators
RACP	Royal Australasian College of Physicians
RACP (P&CH)	Royal Australasian College of Physicians (Division of Paediatrics & Child Health)
RACS	Royal Australasian College of Surgeons
RANZCO	Royal Australian and New Zealand College of Ophthalmologists
RANZCOG	Royal Australian and New Zealand College of Obstetricians and Gynaecologists
RANZCP	Royal Australian and New Zealand College of Psychiatrists
RANZCR	Royal Australian and New Zealand College of Radiologists
RCPA	Royal College of Pathologists of Australasia
RNZCGP	Royal New Zealand College of General Practitioners
RNZCUC	Royal New Zealand College of Urgent Care

* The maximum time a trainee can undertake training in the discipline of Medical Administration is six (6) months whether it is a post accredited by RACMA or the ACEM Medical Administration/Safety & Quality Special Skills term or a combination of both.

APPENDIX B – Levels of Complexity

The levels of complexity applicable to specified EM-WBAs are:

- (a) **Low complexity** – includes those best described as:
 - a patient with a single-system presentation, with minimal complications (medical and/or social) and responsive to first line treatment
 - a patient with a self-evident diagnosis where management is straightforward
 - a stable patient with a common presentation or a clear diagnosis
- (b) **Medium complexity** – includes those best described as:
 - a patient with a multi-system problem and minimal complications (medical and/or social)
 - a patient with a single-system problem and multiple/significant complications (medical and/or social) or who does not respond to first line treatment
 - a stable patient with an uncommon presentation or without a clear diagnosis
 - a critically ill or injured patient who responds to first line treatment
- (c) **High complexity** – includes those best described as:
 - a patient with multi-system problems and multiple/significant complications (medical and/or social)
 - an unstable or deteriorating patient with an uncommon presentation or without a clear diagnosis
 - a critically ill or injured patient who is unresponsive to first line treatment
 - a patient presenting with a life/limb/sight-threatening condition



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