



MINIMUM SITE REQUIREMENTS TO RUN ACME

1. GENERAL REQUIREMENTS

The venue should:

- have an approved COVID safe plan relevant for the jurisdiction in which the course is held
- provide an environment that is conducive to learning
- be accessible by private and public transport
- provide a safe environment for participants and their belongings.

2. CENTRE FACILITIES

2.1 Instructors' area

There should be an area for instructors and access to:

- Laptop with Microsoft Word, PowerPoint and Internet access
- Printer
- Desk and min. 4 x seats
- Access to photocopier
- Telephone internal and external

2.2 Seminar areas/ rooms

- Two (2) areas - one of which is capable of seating all the participants and instructors at one time:
 - Whiteboard/s
 - Data projector X 2
 - Overhead projectors X2

2.3 Skill stations

- An area large enough to accommodate eight (8) people around a part task trainer. i.e., if you have 12 participants you will need 2 areas.
- Simulator room capable of:
 - Being able to be transformed into an emergency department environment
 - Computer with internet access
 - AV recording capabilities
- A debriefing room capable of seating 20 and with AV equipment which can facilitate video or DVD debriefing
- Two additional rooms which can be used for mini scenarios and skills - these should be large enough for 8 people and at least a bed and two skills tables

- Additional room to be designated for dining
- Three data projectors – one for each room
- Ability to source all equipment required for each module as outlined in detail in the Facilitators manual e.g., airway equipment and mannequins, defibrillators, etc.

2.4 Simulators

- High Fidelity Simulator with functionality adequate to deliver immersive scenarios required in ACME
- At least one other ALS full body mannequin e.g., Megacode Kelly's – capable of rhythm simulation
- Paediatric ALS mannequin for paediatric mini scenario. This second mannequin is for use in skills sessions, with all main scenarios requiring the high-fidelity mannequin set-up.

2.5 Simulation area

- Must be capable of replicating an Emergency Department resuscitation area.
The simulation area should represent a conventional working environment for ACEM fellows.
- Must have consumables gloves masks stethoscopes, charts, laboratory materials, etc consistent with accepted hospital practice.
- The simulation area must meet the requirements for a basic resuscitation room, with provision for:
 - Delivery of Oxygen
 - Suction equipment
 - Defibrillator
 - Patient Monitoring compatible with ACEM guidelines.

2.6 Workplace Health and Safety:

All aspects of workplace health and safety that apply to the acute care setting must be observed in the simulation environment, including:

- COVID safe plan as relevant for the jurisdiction
- Management of waste
- Disposal of sharps
- Emergency distress / call system
- Distressed participant policy statement – centre to ensure one is in place, may utilise an existing policy from an existing site where course is already run (i.e.: Monash Health, Auckland or St Vincent's ACME courses)

2.7 Other Facilities

- Change rooms
- Washroom/s
- Storage area: Adequate storage area so that props can be assembled beforehand to allow a smooth transition of activities within the ACME Modules.
- Meals area (preferably separate from seminar areas)
 - Eating area to accommodate all the participants and instructors at one time
 - Tea and coffee making facilities

- Audio-visual (consistent with video debriefing):
 - Digital system with playback
 - Lapel/room microphones
 - Headset microphone/s for staff/instructors assisting with the simulations

3. OTHER EQUIPMENT

3.1 General:

- Standard resuscitation equipment
- Cardiac arrest / 'crash' drug cart/trolley
- Difficult airway trolley/equipment
- X-ray display capacity

3.2 Module specific:

- **CORE MODULES:**

Airway and respiratory emergencies:

- Airway mannequin
- Infant ALS mannequin
- Mask and bag
- Basic intubation equipment – Paediatric and Adult
- Guedel and nasopharyngeal airways – range of sizes
- Laryngoscopes, including video
- Hyperangulated blades, including video
- Mac blades, including video
- Endotracheal tubes – range of sizes
 - Difficult airway equipment
 - Range of laryngoscopes – Macintosh, McCoy
 - Flexible bougie
 - LMA
- Intubating LMA
- Equipment for cricothyroidotomy
 - Model Necks for cricothyroidotomy
 - Models for cricothyroid puncture (paediatric)
 - Non-invasive ventilator with range of masks

Cardiovascular instability module:

- Biphasic defibrillator with pacing capability
- IV Torso (femoral / central line insertion), Ultrasound capable
- Paediatric interosseous line insertion mannequin
- Cannulae & IV equipment as per module

Complex emergencies module:

- X-ray laptop viewing
- X-rays

• **MINOR MODULES:**

Centres will only need to provide equipment for the minor modules selected for each specific course run. The following are the specific equipment needs for each minor module.

Musculoskeletal:

- X-ray display capabilities

4. PERSONNEL

4.1 General:

- Facility Director
- Secretary/Administrative Officer

4.2 Related to ACME Courses:

- Course Leader (may also function as one of the Course Instructors)
- Approved ACME Instructors:
 - Instructors are required to have facilitation skills appropriate to the conduct of an ACME course.
 - There must be a minimum of one full time course instructor to four participants (1:4). The course Director may be one of the instructors.
 - The majority of instructors on course must be FACEM Instructors who must at least have attended a 'participant' ACME course or been in the position of an observer on an ACME course.
 - One experienced simulation facilitator/sim coordinator or the course director needs to be free of direct teaching responsibilities through the course.
- Additional staff sufficient to ensure proper running of the course including:
 - Administration / clerical
 - Responsibilities to instructors and notification to College of attendees
 - Timekeeper
 - Organise catering for breaks / clean up
 - Console/Scenario Assistant
 - Set up skills stations/part task trainers
 - Prepare scenarios props/ running scenarios clean-up /pack up
 - Nurse confederates (2 per scenario minimum)

5. NEW ACME CENTRES

Minimum requirements for new sites:

- Must have an external observer (who may also instruct) attend, at minimum the first two courses run at that centre.

- The external observer must be an experienced ACME facilitator
- The centre will be accredited to independently deliver ACME, once satisfactory observer reports have been received from 2 courses
- The external observer must have expertise and have frequent practice running high realism level resuscitation courses including high level (video assisted) debriefing.
- The ACME centre will meet the costs of the observer attendance.

History: Adopted by ACME WG March 2023

Reviewed & adopted 06 June 2023

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