



NON-SPECIALIST CONTINUING PROFESSIONAL DEVELOPMENT PARTICIPATION POLICY

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1. PURPOSE AND SCOPE

The Australasian College for Emergency Medicine (ACEM/the College) conducts Continuing Professional Development (CPD) programs to ensure medical practitioners practising in the field of emergency medicine maintain and improve their knowledge and skills as applicable to their professional practice. These programs are designed to meet the requirements of the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ) for the purposes of individual practice.

This policy is made pursuant to *Regulation E2: Recertification*. The purpose of the ACEM Non-Specialist CPD program is to:

- facilitate the participation of non-emergency medicine specialist practitioners working in emergency departments in effective CPD within their scope of practice
- demonstrate the accountability of non-Emergency Medicine specialist practitioners to the community by monitoring their participation in CPD
- enable access of individuals practising in the field of emergency medicine in Australia and New Zealand to access appropriate professional certification
- comply with relevant legislation and other jurisdictional requirements.

This policy applies equally to all participants in the Non-Specialist CPD program, except where otherwise stated in this policy or by any applicable Regulations.

2. DEFINITIONS

'Authority' and **'medical registration authority'** mean the Medical Board of Australia or the Medical Council of New Zealand, as appropriate to the jurisdiction.

'CPD year' means the 12 month period starting on 1 July and ending on 30 June the following year.

'Close of CPD year' means the 31 July immediately following the end of the relevant CPD year.

'CPD year of enrolment' means the CPD year (as defined above) during which enrolment in the Non-Specialist CPD program was initially effected, not to any other 12-month period.

'Participant' (except where the context otherwise allows) means any person participating in the ACEM Non-Specialist CPD program.

'Practice', 'clinical practice' and **'non-clinical practice'** have the same meanings as those given by the MBA or the MCNZ, according to the appropriate jurisdiction.

3. THE NON-SPECIALIST CPD PROGRAM

3.1 Structure

The ACEM Non-Specialist CPD program is based solely on an annual reporting period (or 'CPD year'), which runs from 1 July to 30 June of the following year.

3.2 Intake Dates

There are two intake dates per CPD year for new participants into the Non-Specialist CPD program – **1 July** and **1 January**.

3.3 Exemption

Participants in the Non-Specialist CPD Program may apply for an exemption from Program requirements in accordance with the provisions of the Policy on Exemption from an ACEM CPD Program (CPD499).

4. PARTICIPATION IN THE NON-SPECIALIST CPD PROGRAM

4.1 ACEM Diplomates

Satisfactory participation in an ACEM-approved CPD program (as specified in Regulation A1.4.2) is a requirement for ongoing membership of the College as a Diplomat. Appropriate CPD compliance is also a requirement of the MBA and the MCNZ for the maintenance of registration in Australia or New Zealand (as appropriate).

Newly-Elected Diplomates

Newly-elected Diplomates are required to commence the Non-Specialist CPD program as of the intake date (specified in [clause 3.2](#)) which immediately follows the date of their election to membership as a Diplomat—that is, as of:

- (a) **1 July** – if they were elected to membership between 1 January and 30 June of the same year, or
- (b) **1 January** – if they were elected to membership between 1 July and 31 December of the immediately preceding year.

New participants are required, on a pro-rata basis, to meet all requirements of the CPD year during which they commence participation.

Fees

Enrolment in the Non-Specialist CPD Program is included in the Diplomat annual subscription fee. Where the fee, any applicable late fee or portion thereof remains outstanding at the date specified by the College, the participant will be removed from the program and the register of participants.

4.2 ACEM Certificants

Satisfactory participation in an ACEM-approved CPD program (as specified in Regulation A1.5.2) is a requirement for ongoing membership of the College as a Certificant.

Newly-Elected Certificants

Newly-elected Certificants are required to commence the Non-Specialist CPD program as of the intake date (specified in [clause 3.2](#)) which immediately follows the date of their election to membership as a Certificant—that is, as of:

- (a) **1 July** – if they were elected to membership between 1 January and 30 June of the same year, or
- (b) **1 January** – if they were elected to membership between 1 July and 31 December of the immediately preceding year.

New participants are required, on a pro-rata basis, to meet all requirements of the CPD year during which they commence participation.

Fees

Enrolment in the Non-Specialist CPD Program is included in the Certificant annual subscription fee. Where the fee, any applicable late fee or portion thereof remains outstanding at the date specified by the College, the participant will be removed from the program and the register of participants.

4.3 ACEM Educational Affiliates

Satisfactory participation in an ACEM-approved CPD program (as specified in Regulation A1.7.6) is a requirement for ongoing membership of the College.

Newly-Elected Educational Affiliates

Newly-elected Educational Affiliates required to participate in the Non-Specialist CPD Program commence the Non-specialist CPD Program as of the intake date (specified in [clause 3.2](#)) which immediately follows the date of their election to membership as an Educational Affiliates membership – that is, as of:

- (a) **1 July** – if they were elected to membership between 1 January and 30 June of the same year, or
- (b) **1 January** – if they were elected to membership between 1 July and 31 December of the immediately preceding year.

New participants are required, on a pro-rata basis, to meet all requirements of the CPD year during which they commence participation.

Fees

Enrolment in the Non-Specialist CPD Program is included in the Educational Affiliate annual subscription fee. Where the fee, any applicable late fee or portion thereof remains outstanding at the date specified by the College, the participant will be removed from the program and the register of participants.

4.4 Non-member Participants

Medical practitioners not formally admitted as a College member who elect to participate in the ACEM Non-Specialist CPD Program are required to meet all requirements of the CPD year during which they commence participation.

Fees

The fee for non-member participants shall be set by the ACEM Board and is payable in respect of each year of enrolment in the Program. Where the fee, any applicable late fee or portion thereof remains outstanding at the date specified by the College, the participant will be removed from the program and the register of participants.

5. PROGRAM REQUIREMENTS

5.1 Activity Categories

CPD Activities

- (a) CPD activities fall into the following four categories:
 - self-directed learning
 - group learning
 - quality enhancement
 - teaching, research and educational development.

Approved CPD activity types are listed in the *CPD Programs Activities List*.

Procedural Skills

(b) Procedural skills fall into the following two activity types:

- core skills (airway; breathing; circulation)
- scope of practice skills.

Approved procedural skills are listed in the *Non-Specialist CPD Program Procedural Skills List*.

5.2 Minimum Requirements

To meet the requirements of the Non-Specialist CPD program, participants are required to complete all of the following in each year (or pro-rata for mid-year enrolment):

- a minimum of 50 hours of approved CPD activities
- a minimum of six (6) procedural skills undertaken by performance, teaching or supervision, from the prescribed list
- for participants registered to practice in New Zealand (in accordance with MCNZ requirements):
 - an Audit of Medical Practice
 - 10 hours peer review
 - 20 hours continuing medical education (CME) (incorporating Group Learning and/or Self-Directed Learning)

In addition, participants who hold specialist registration in a discipline other than Emergency Medicine must ensure they meet any additional requirements set by the relevant regulatory body (i.e. MBA or MCNZ as applicable).

5.3 Recording Requirements

All participants are required to maintain an online record of their CPD activity via *My ACEM*. All activities must be recorded and submitted by the close of the relevant CPD year.

5.4 Participant Support

Throughout the CPD year, the CPD Committee will take steps to support participants in complying with CPD program requirements. One such step is the early identification of participants who may be at risk of failing to satisfy requirements, so that remediation and support can be offered. Participants experiencing difficulties should contact the CPD Unit as soon as possible for support.

5.5 Failure to meet CPD Requirements

See also:

- Regulation E2.3/E3.3 of the *Recertification Regulations* (Recertification – Failure to Comply)
- Clause 5.3 of the *Privacy Policy* (Enquiries re CPD status).

(a) A participant in the Non-Specialist CPD program will be deemed to be ‘non-compliant’ if:

- they do not satisfy minimum annual requirements for a CPD year, or
- they fail to comply with or pass a compliance audit.

(b) If any participant is found to be non-compliant with the requirements of the Non-Specialist CPD program in two consecutive CPD years:

- the participant may be referred to the relevant regulatory Authority, and
- this information may be conveyed to prospective or current employer or their agents, and
- if a member – may have their College membership either suspended or terminated by the Board; and
- if a non-member - will be recommended to the Council of Education for removal from the Non-Specialist CPD Program.

6. COMPLIANCE AUDITS

Pursuant to *Regulation E* and the Policy on CPD Compliance Audit (CPD600), the CPD Committee shall conduct a compliance audit annually to determine whether auditees are compliant with the Non-Specialist CPD program requirements.

7. ACKNOWLEDGEMENT OF COMPLIANCE

Unless the participant is selected for audit, an annual *completion* certificate is available via *My ACEM* for participants in the Non-Specialist CPD Program.

A CPD *compliance* certificate will be available to participants via *My ACEM* upon successfully passing a compliance audit.

8. GOOD STANDING

Participants who are both financial (i.e. have no financial debts to the College) and are CPD compliant shall be deemed to be in good standing with the College, and may request a Letter of Good Standing at any time throughout a CPD year.

9. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

9.1 Responsibilities

Document authorisation: Council of Education
Document implementation: General Manager, Education / relevant unit manager
Document maintenance: Manager Standards

9.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jun-2017	Approved by Council of Education
v2	Dec-2017	Included requirement for CPD activities to be submitted as well as recorded
v3	Jun-2018	Removal of reference to specific compliance audit requirements. Alignment of terminology to ACEM standards.