



ACME Course Working Group

An Entity of the Council of Education

1. Introduction

These terms of reference are established under, and are subordinate to, the Policy on College Entities (the policy). Working Group members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the ACME Course Working Group (i.e. role and responsibility)
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)), and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the Working Group.

2. Membership

The ACME Course Working Group consists of the following members:

(a) Ex-officio members

- Nominated representative(s) of the Continuing Professional Development (CPD) Committee

(b) Up to 9 'ordinary' FACEM members (inclusive of the Chair and Deputy Chair)

The following ACEM staff will attend and participate in meetings of the Working Group; however, do not have voting rights in relation to matters being considered by the Working Group:

- Deputy Chief Executive Officer
- Executive Director, Education
- Other staff as required

2.1 Office holders

The Chair and Deputy Chair shall be nominated from and by the 'ordinary' FACEM members of the Working Group for appointment by COE.

3. Selection Criteria

Essential

- previous facilitation and/or attendance at an ACME Course within 12 months of the date of application to join the working group. Acknowledging the impact of COVID-19 on facilitation/ participation in ACME courses in 2020-2021, for the first reinstated working group, the requirement of previous facilitation and/or attendance at an ACME Course within 12 months of the date of application is extended to 24 months.

Desirable

- actively involved in emergency medicine education
- experience and/or interest in College processes
- demonstrated diligence and organisation skills
- postgraduate qualifications in education
- experience in the development and delivery of educational programs at postgraduate level.

4. Responsibilities and Authority

The role of the working group relates to operational matters. It does not have a strategic role.

4.1 Responsibilities

Note: Where timeliness of a response or performance of a function is referred to in these responsibilities, this usually means within 10 business days or such other time set by the requestor.

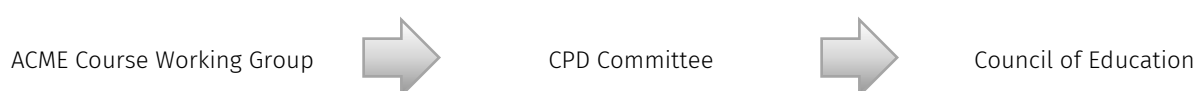
The role of the working group is to work with ACEM staff to:

- review the structure and content of the ACME Course, informed by views of stakeholders expressed over time, and other information, as appropriate, including matters specifically referred by the CPD Committee and/or COE with the intention of the course materials being in an online resource facility ('repository');
- recommend and review resources for inclusion on the ACME online resource repository.
- review participant course evaluations;
- make recommendations to the CPD Committee regarding course content, delivery, support provision and ongoing management;
- provide regular reports to the CPD Committee on the ACME course, particularly as it relates to the implementation and evaluation of the course across training sites; and
- provide regular reports to COE via the CPD Committee, particularly as it relates to the implementation and evaluation of the course across training

4.2 Extent of Authority

The working group shall make recommendations to the CPD Committee regarding the above matters. The authority to approve or not to approve such recommendations rests solely with the CPD Committee.

4.3 Line of Reporting



5. Meeting Requirements

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. The COE has approved such variations to the extent shown below only. Otherwise, see clause 8 of the policy.

(a) Location of Meetings

The requirements of the policy are varied to the following extent only:

- All meetings will be held by videoconference; there is no requirement for a face-to-face meeting.

(b) Voting Rights

The requirements of the policy are varied to the following extent only:

- Staff members in attendance do not have voting rights.

6. Document Review

Timeframe for review:	every two (2) years, or earlier if required.
Document authorisation:	Council of Education
Document implementation:	Deputy Chief Executive Officer
Document maintenance:	Education and Training Coordinator

7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	May-2015	Approved by COE.
v2	Dec-2015	Revisions following review of COE entities by COE.
v3	Sep-2017	Revision of membership, selection criteria, responsibilities and meeting requirements.
v4	Feb-2019	Revisions to staff titles
v5	Aug-2021	Revisions to responsibilities in line with development of online resources.
v6	Sep-2021	Revisions to staff titles and responsibility for document review
v7	Nov-2021	Revision to membership to increase number of FACEM members