



POLICY FOR TRANSITION FROM THE FACEM TRAINING PROGRAM TO THE EMERGENCY MEDICINE CERTIFICATE, EMERGENCY MEDICINE DIPLOMA AND EMERGENCY MEDICINE ADVANCED DIPLOMA TRAINING PROGRAMS

1. PURPOSE AND SCOPE

This policy describes the principles and processes by which evidence of training, experience and credentials possessed by a FACEM Training Program trainee, may be assessed for the purpose of transitioning from the FACEM Training Program (FTP) into the Emergency Medicine Certificate (EMC), Emergency Medicine Diploma (EMD), or Emergency Medicine Advanced Diploma (EMAD) Training Programs.

2. EXPLANATION OF TERMS

2.1 Recognition of Prior Learning

Recognition of Prior Learning (RPL) refers to the acceptance and assessment of evidence of relevant knowledge, skills and competencies attained through experience or education and training in another medical education program or jurisdiction. (Committee of Presidents of Medical Colleges, 2009)

Recognition of Prior Learning may be available to FTP trainees wishing to enter the EMC, EMD or EMAD Training Programs and receive recognition of prior learning for evidence of knowledge, skills and competencies obtained from experience or training gained while enrolled in and undertaking the FTP.

An RPL assessment process assesses evidence of an individual's equivalent competencies as articulated in the *ACEM Curriculum Framework* against the *EMC/EMD/EMAD Curriculum Document*.

3. PRINCIPLES FOR ASSESSMENT

Validity

The evidence of knowledge, skills and other competencies should be relevant to the EMC, EMD or EMAD Training Programs for which recognition is being sought. Validity of the knowledge, skills and other competencies is assessed through alignment of the FACEM Training Program learning outcomes with those in the *EMC/EMD/EMAD Curriculum Document*, and consideration of content, level of training and clinical/medical experience.

Authenticity

The evidence of knowledge, skills and other competencies must clearly be those of the trainee and the information supplied must be true and accurate.

Timeliness

Applications for RPL must be received prior to commencement in the EMC, EMD or EMAD Training Programs, taken from the date of the commencement of the initial training term undertaken.

Maximum RPL

The maximum Recognition of Prior Learning available for the FACEM Training Program is dependent on the evidence supplied by the trainee, in conjunction with data in College records and the provisions of this policy.

Trainee

In the context of this policy, a Trainee refers to either:

- a currently enrolled trainee in the FACEM Training Program; or
- a previously enrolled trainee who had undertaken FACEM Training Program training of not less than three (3) FTE months from or after 1 December 2014 (i.e. the 'revised' Training Program).

Currency

The applicant must have not withdrawn from the FACEM Training Program more than five (5) years prior to the date of application. An outcome of RPL into the EMC, EMD or EMAD will be valid for 60 days after the outcome is communicated to the trainee. A trainee that does not enrol within 60 days of receipt of an outcome will be required to submit a new application for assessment.

Category A

For the purpose of this policy, Category A refers to a trainee who:

- a) has not met the requirements of Provisional Training; or
- b) has not undertaken sufficient FACEM training to have been reviewed by the Trainee Progression Review Panel.

Category B

For the purpose of this policy, Category B refers to a trainee who:

- a) with the exception of the Primary Examination, has met all training and assessment requirements of Provisional Training as verified by the trainee's most recent Trainee Progression Panel review; or
- b) has progressed to and is undertaking Early Phase Advanced Training, but has not yet met the standard expected at the end of Early Phase Advanced Training.

Category C

For the purpose of this policy, Category C refers to a trainee who:

- a) has met the standard expected at the end of Early Phase Advanced Training, as verified by the trainee's most recent Trainee Progression Panel review.

Category D

For the purpose of this policy, Category D refers to a trainee who:

- a) has satisfactorily completed their Late Phase Core ED Advanced Training, as verified by the trainee's most recent Trainee Progression Panel review.

4. APPLICATION FOR RPL

The application must be made in writing on the appropriate form and be accompanied by all required information and supporting documentation.

An application submitted under this policy must address the following:

- a) A clear indication of the EMC, EMD or EMAD Training Program to which the trainee is applying to transition.
- b) A statement of evidence (defined as assessment data) from the trainee providing details of the assessment(s) and/or training requirements completed and for which the RPL is being sought.
- c) An Emergency Medicine Certificate Procedural Checklist, Emergency Medicine Diploma Procedural Checklist and an Emergency Medicine Advanced Diploma Procedural Checklist signed off by the trainee's current ACEM Director of Emergency Medicine Training that confirms the trainee's ability to perform specific procedures as outlined in the checklist.
- d) Any additional documentation or information that may be specifically required by the ACEM *Emergency Medicine Certificate and Diploma Committee*.
- e) The training for which RPL is sought was satisfactorily completed and formally accredited towards the requirements to be met by the trainee in the FTP.

If any of the supporting documentation cannot be provided at the time the application form is submitted or, if further documentation is required by the Emergency Medicine Certificate and Diploma Committee, then it must be received at the College office within one (1) month of the date of the request by ACEM to the trainee.

5. WHEN RPL WILL NOT BE GRANTED

The circumstances in which applications for RPL will not be considered include, but are not limited to the following:

- a) The application is incomplete (e.g. supporting documentation is not provided).
- b) The application is not made within the prescribed timeframes outlined in this policy.
- c) The trainee has fees or costs due for payment to ACEM.

6. ASSESSMENT OF APPLICATIONS FOR RPL

6.1 Assessment Process

Assessment of RPL applications will be endorsed by the approved COE delegate/s.

7. RPL BY CATEGORY

7.1 Category A Trainees

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
Six (6) FTE months of approved supervised training	None	N/A	N/A
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)	None	N/A	N/A
Six (6) Direct Observation of Procedural Skills (DOPS)	None	N/A	N/A
Two (2) Case-Based Discussion (CbD)	None	N/A	N/A

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
EMC Procedural Checklist	None	N/A	N/A
ALS 2 workshop	Eligible to be credited the ALS 2 workshop.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant
Start of Placement Meeting	None	N/A	N/A
Reflection Meetings (one every three calendar months)	None	N/A	N/A
The EMC Online Examination	None	N/A	N/A

Emergency Medicine Diploma (EMD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
12 FTE months of approved supervised training in an Emergency Department	None	N/A	N/A
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Ten (10) Mini-CEX	None	N/A	N/A
Eleven (11) individual DOPS as listed in EMC/EMD DOPS Guidelines and Assessment form	None	N/A	N/A
Four (4) Case-Based Discussion (CBD)	None	N/A	N/A
EMC and EMD Procedural Checklist	None	N/A	N/A
Start of Placement Meeting			
Reflection Meetings (one every three calendar months)	None	N/A	N/A
The EMC and the EMD Online Examinations	None	N/A	N/A
Certification in ALS2, Advanced Paediatric Life Support (APLS) and Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	Eligible to be credited the ALS 2, APLS, EMST and ETM/EMST workshop.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant

Emergency Medicine Advanced Diploma (EMAD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
18 FTE months of approved supervised training in an Emergency Department	None	N/A	N/A

Emergency Medicine Advanced Diploma (EMAD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
13 Mini-CEX	None	N/A	N/A
14 DOPS	None	N/A	N/A
Four (4) Case-Based Discussion (CBD)	None	N/A	N/A
One (1) DOCS	None	N/A	N/A
EMC, EMD and EMAD Procedural Checklist	None	N/A	N/A
One (1) Quality Improvement Activity: - M&M Meeting Presentation or - Audit or Clinical Pathway, Guideline, Policy Update or Development	Eligible to be credited the Quality Improvement Activity (Audit) requirement	The Trainee Record as evidence of satisfactory completion of the Trainee Research Requirement.	ACEM Staff
Two (2) Clinical Lead Shift Reports	None	N/A	N/A
Start of Placement Meeting	None	N/A	N/A
Reflection Meetings (one every three calendar months)	None	N/A	N/A
The EMC, EMD and EMAD Online Examinations	None	N/A	N/A
Certification in ALS2, Advanced Paediatric Life Support (APLS) and Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM), Ultrasound course and ACEM EMCD Supervisor Course.	Eligible to be credited the ALS 2, APLS, EMST/ETM workshops, Ultrasound course and ACEM EMCD Supervisor Course.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s). ACEM Member Portal for a record of completion of the ACEM EMCD Supervisor Course.	Applicant ACEM Staff

7.2 Category B Trainees

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
Six (6) FTE months of approved supervised training	Eligible to be credited six (6) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Five (5) Mini-Clinical Evaluation Exercise (Mini-	Eligible to be credited five (5)	The Trainee Record as evidence of the phase of training and verification of the	ACEM Staff

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
CEX) as listed in EMC Mini-CEX Assessment form	Mini-Clinical Evaluation Exercise (Mini-CEX)	trainee's Trainee Progression Review Panel outcome.	
Six (6) Direct Observation of Procedural Skills (DOPS) as listed in EMC DOPS Assessment form	Eligible to be credited six (6) Direct Observation of Procedural Skills (DOPS)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Two (2) Case-Based Discussion (CbD)	Eligible to be credited two (2) Case-Based Discussion (CbD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
EMC Procedural Checklist	Eligible to be credited complete or partial EMC Procedural Checklist	The EMC Procedural Checklist, with individual procedures signed off as competent by their current DEMENT subject to assessment by the COE approved delegate(s).	Applicant
ALS 2 workshop	Eligible to be credited the ALS 2 workshop.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant
Start of Placement Meeting	Eligible to be credited the Start of Placement meeting	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM
Reflection Meetings (one every three calendar months)	Eligible to be credited the Reflection meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM
The EMC Online Examination	None	N/A	N/A

Emergency Medicine Diploma (EMD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
12 FTE months of approved supervised training in an Emergency Department	Eligible to be credited six (6) FTE months of approved supervised training in an Emergency Department	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Ten (10) Mini-Clinical Evaluation Exercise (Mini-CEX) as listed in EMC/EMD Mini-CEX Assessment form	Eligible to be credited the following five (5) Mini-Clinical Evaluation Exercises (Mini-CEX):	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff

Emergency Medicine Diploma (EMD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
	Paediatric Trauma Chest pain Abdominal pain Mental health		
Eleven (11) individual DOPS as listed in EMC/EMD DOPS Assessment form	Eligible to be credited with the following six (6) DOPS: Suture Wound BVM ventilation Safe defibrillation C-spine UL Plaster LL Plaster Eligible to be credited with the following five (5) DOPS: NIV Sedation Lumbar puncture RSI Dislocation	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome. Individual DOPS as submitted in the course of training and subject to assessment by the COE approved delegate(s)	ACEM Staff ACEM Staff
Four (4) Case-Based Discussion (CBD)	Eligible to be credited two (2) Case-Based Discussion (CbD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
EMC and EMD Procedural Checklist	Eligible to be credited complete or partial EMC and EMD Procedural Checklist	The EMC and EMD Procedural Checklist, with individual procedures signed off as competent by a current DEMENT subject to assessment by the COE approved delegate(s).	Applicant
Start of Placement Meeting	Eligible to be credited six (6) FTE months of Start of Placement Meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Reflection Meetings (one every three calendar months)	Eligible to be credited six (6) FTE months of Reflection Meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
The EMC and the EMD Online Examination	None	N/A	N/A
ALS 2 workshop	Eligible to be credited the ALS 2 workshop.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant

Emergency Medicine Diploma (EMD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Advanced Paediatric Life Support (APLS)	Eligible to be credited with Advanced Paediatric Life Support (APLS)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s). OR	Applicant
		Evidence of completion of the FACEM training program paediatric requirement.	ACEM Staff
Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	Eligible to be credited with Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s) OR	Applicant
		Evidence of completion of a Special Skills Placement in Trauma while in the FACEM training program.	ACEM Staff

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
18 FTE months of approved supervised training in an Emergency Department	Eligible to be credited six (6) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Thirteen (13) Mini-CEX s listed in EMC/EMD/EMAD Mini-CEX Assessment form	Eligible to be credited the following five (5) Mini-Clinical Evaluation Exercises (Mini-CEX): Paediatric Trauma Chest pain Abdominal pain Mental health	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Fourteen (14) individual DOPS as listed in EMC/EMD/EMAD DOPS Assessment form	Eligible to be credited with the following six (6) DOPS: Suture Wound BVM ventilation Safe defibrillation C-spine UL Plaster LL Plaster	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
	Eligible to be credited with the following eight (8) DOPS: NIV Sedation	Individual DOPS as submitted in the course of training and subject to assessment by the COE approved delegate(s).	

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
	Lumbar puncture RSI Dislocation Ventilator trouble shooting US vasc access CVS		
Four (4) Case-Based Discussion (CBD)	Eligible to be credited two (2) Case-Based Discussion (CbD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
One (1) DOCS	None	N/A	N/A
EMC, EMD and EMAD Procedural Checklist	Eligible to be credited complete or partial EMC, EMD and EMAD Procedural Checklist	The EMC, EMD and EMAD Procedural Checklist, with individual procedures signed off as competent by a current DEMENT subject to assessment by the COE approved delegate(s).	Applicant
One (1) Quality Improvement Activity: - M&M Meeting Presentation or - Audit or - Clinical Pathway, Guideline, Policy Update or Development	Eligible to be credited the Quality Improvement Activity (Audit) requirement	The Trainee Record as evidence of satisfactory completion of the Trainee Research Requirement.	ACEM Staff
Two (2) Clinical Lead Shift Reports	None	N/A	N/A
Start of Placement Meeting	Eligible to be credited six (6) FTE months of Start of Placement Meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Reflection Meetings (one every three calendar months)	Eligible to be credited six (6) FTE months of Reflection Meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
The EMC, EMD and EMAD Online Examinations	None	N/A	N/A
ALS2 workshop	Eligible to be credited the ALS 2 workshop.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant
Advanced Paediatric Life Support (APLS)	Eligible to be credited with Advanced Paediatric Life Support (APLS) or Advanced Paediatric Emergency Medicine (APEM)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s). OR	Applicant
		Evidence of completion of the FACEM training program paediatric requirement.	ACEM Staff

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	Eligible to be credited with Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s) OR	Applicant
		Evidence of completion of a Special Skills Placement in Trauma while in the FACEM Training Program.	ACEM Staff
Certification in Ultrasound course and ACEM EMCD Supervisor Course.	Eligible to be credited with Ultrasound course.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant
	Eligible to be credited with ACEM EMCD Supervisor Course.	ACEM records of completion of the ACEM EMCD Supervisor Course.	ACEM Staff

7.3 Category C Trainees

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
Six (6) FTE months of approved supervised training	Eligible to be credited six (6) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)	Eligible to be credited Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Six (6) Direct Observation of Procedural Skills (DOPS)	Eligible to be credited Six (6) Direct Observation of Procedural Skills (DOPS)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Two (2) Case-Based Discussion (CbD)	Eligible to be credited Two (2) Case-Based Discussion (CbD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
EMC Procedural Checklist	Eligible to be credited EMC Procedural Checklist	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ALS2 workshop	Eligible to be credited the ALS 2 workshop.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Start of Placement Meeting	Eligible to be credited the Start of Placement meeting	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Reflection Meetings (one every three calendar months)	Eligible to be credited the Reflection meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
The EMC Online Examination	Eligible to be credited the EMC Online Examination	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff

Emergency Medicine Diploma			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
12 FTE months of approved supervised training in an Emergency Department	Eligible to be credited twelve (12) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Ten (10) Mini-CEX	Eligible to be credited ten (10) Mini-CEX	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff

Emergency Medicine Diploma			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Eleven (11) individual DOPS as listed in EMC/EMD DOPS Assessment form	Eligible to be credited with the following six (6) DOPS: Suture Wound BVM ventilation Safe defibrillation C-spine UL Plaster LL Plaster	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
	Eligible to be credited with the following five (5) DOPS: NIV Sedation Lumbar puncture RSI Dislocation	Individual DOPS as submitted in the course of training and subject to assessment by the COE approved delegate(s).	ACEM Staff
Four (4) Case-Based Discussion (CBD)	Eligible to be credited four (4) Case-Based Discussion (CBD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
EMC and EMD Procedural Checklist	Eligible to be credited the EMC Procedural Checklist and partial completion of the EMD Procedural Checklist	The Trainee Record for the EMC Procedural Checklist. The EMD Procedural Checklist with individual procedures signed off as competent by a current DEMENT subject to assessment by the COE approved delegate(s).	Applicant
Start of Placement Meeting	Eligible to be credited the Start of Placement meeting	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Reflection Meeting (one every 3 calendar months)	Eligible to be credited the Reflection meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
The EMC and the EMD Online Examinations	Eligible to be credited the EMC Online Examination.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
	Eligible to be credited the EMD Online Examination.	The Trainee Record as evidence of satisfactory completion of the Fellowship Examination (Written).	ACEM Staff
ALS2 workshop	Eligible to be credited the ALS 2 workshop.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff

Emergency Medicine Diploma			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Advanced Paediatric Life Support (APLS)	Eligible to be credited with Advanced Paediatric Life Support (APLS) or Advanced Paediatric Emergency Medicine (APEM)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s). OR	Applicant
		Evidence of completion of the FACEM training program paediatric requirement.	ACEM Staff
Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	Eligible to be credited with Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant
		Evidence of completion of a Special Skills Placement in Trauma while in the FACEM training program.	ACEM Staff

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
18 FTE months of approved supervised training in an Emergency Department	Eligible to be credited twelve (12) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
13 Mini-CEX	Eligible to be credited ten (10) Mini-CEX	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
14 DOPS	Eligible to be credited with the following six (6) DOPS: Suture Wound BVM ventilation Safe defibrillation C-spine UL Plaster LL Plaster	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
	Eligible to be credited with the following eight (8) DOPS: NIV Sedation Lumbar puncture RSI Dislocation Ventilator set up US guided access Central venous access	Individual DOPS as submitted in the course of training and subject to assessment by the COE approved delegate(s).	ACEM Staff

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Four (4) Case-Based Discussion (CBD)	Eligible to be credited four (4) Case-Based Discussion (CBD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
One (1) DOCS	None	N/A	N/A
EMC, EMD and EMAD Procedural Checklist	Eligible to be credited the EMC Procedural Checklist and partial completion of the EMD and EMAD Procedural Checklist	The Trainee Record for the EMC Procedural Checklist. The EMD and EMAD Procedural Checklist with individual procedures signed off as competent by a current DMT subject to assessment by the COE approved delegate(s).	Applicant
One (1) Quality Improvement Activity: - M&M Meeting Presentation or - Audit or - Clinical Pathway, Guideline, Policy Update or Development	Eligible to be credited the Quality Improvement Activity (Audit) requirement	The Trainee Record as evidence of satisfactory completion of the Trainee Research Requirement.	ACEM Staff
Two (2) Clinical Lead Shift Reports	None	N/A	N/A
Start of Placement Meeting	Eligible to be credited twelve (12) months of Start of Placement meetings.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Reflection Meetings (one every three calendar months)	Eligible to be credited twelve (12) months of Reflection meetings.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
The EMC, EMD and EMAD Online Examinations	Eligible to be credited the EMC Online Examination. Eligible to be credited the EMD and EMAD Online Examinations.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome The Trainee Record as evidence of satisfactory completion of the Fellowship Examination (Written).	ACEM Staff ACEM Staff
ALS2 workshop	Eligible to be credited the ALS 2 workshop.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	Applicant
Advanced Paediatric Life Support (APLS)	Eligible to be credited with Advanced Paediatric Life Support (APLS)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s) OR.	Applicant
		Evidence of completion of the FACEM training program paediatric requirement.	ACEM Staff

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	Eligible to be credited with Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s) OR	Applicant
		Evidence of completion of a Special Skills Placement in Trauma while in the FACEM Training Program.	ACEM Staff
Certification in Ultrasound course and ACEM EMCD Supervisor Course.	Eligible to be credited with Ultrasound course.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant
	Eligible to be credited with ACEM EMCD Supervisor Course.	ACEM records of completion of the ACEM EMCD Supervisor Course.	ACEM Staff

7.4 Category D Trainees

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
Six (6) FTE months of approved supervised training	Eligible to be credited six (6) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)	Eligible to be credited Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Six (6) Direct Observation of Procedural Skills (DOPS)	Eligible to be credited Six (6) Direct Observation of Procedural Skills (DOPS)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff

Emergency Medicine Certificate (EMC)			
EMC Program Requirement	Maximum RPL available	Evidence	Evidence Supplied by
Two (2) Case-Based Discussion (CbD)	Eligible to be credited Two (2) Case-Based Discussion (CbD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
EMC Procedural Checklist	Eligible to be credited EMC Procedural Checklist	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
ALS2 workshop	Eligible to be credited the ALS 2 workshop.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Start of Placement Meeting	Eligible to be credited the Start of Placement meeting	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Reflection Meetings (one every three calendar months)	Eligible to be credited the Reflection meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
The EMC Online Examination	Eligible to be credited the EMC Online Examination	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff

Emergency Medicine Diploma (EMD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
12 FTE months of approved supervised training in an Emergency Department	Eligible to be credited twelve (12) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff

Emergency Medicine Diploma (EMD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Ten (10) Mini-CEX	Eligible to be credited ten (10) Mini-CEX	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Eleven (11) individual DOPS as listed in EMC/EMD DOPS Guidelines and Assessment form	Eligible to be credited 11 DOPS	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Four (4) Case-Based Discussion (CBD)	Eligible to be credited four (4) Case-Based Discussion (CBD)	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
EMC and EMD Procedural Checklist	Eligible to be credited the EMC and EMD Procedural Checklist	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Start of Placement Meeting	Eligible to be credited the Start of Placement meeting	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Reflection Meetings (one every three calendar months)	Eligible to be credited the Reflection meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
The EMC and EMD Online Examinations	Eligible to be credited the EMC and EMD Online Examination	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff

Emergency Medicine Diploma (EMD)			
EMD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
ALS2 workshop	Eligible to be credited the ALS 2 workshop.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Certification in Advanced Paediatric Life Support (APLS) and Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	Eligible to be credited the APLS and ETM/EMST	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
18 FTE months of approved supervised training in an Emergency Department	Eligible to be credited eighteen (18) FTE months of approved supervised training in an Emergency Department.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
ACEM IHCC online modules	Eligible to be credited with the IHCC online modules.	The ACEM record of completion.	ACEM Staff
13 Mini-CEX	Eligible to be credited with the thirteen (13) Mini-CEX	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
14 DOPS	Eligible to be credited with the fourteen (14) DOPS	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Four (4) Case-Based Discussion (CbD)	Eligible to be credited with the four (4) CbDs	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
One (1) DOCS	Eligible to be credited with the DOCS.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
EMC, EMD and EMAD Procedural Checklist	Eligible to be credited with the EMC, EMD and EMAD Procedural Checklist.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
One (1) Quality Improvement Activity: - M&M Meeting Presentation or - Audit or - Clinical Pathway, Guideline, Policy Update or Development	Eligible to be credited the Quality Improvement Activity (Audit) requirement	The Trainee Record as evidence of satisfactory completion of the Trainee Research Requirement.	ACEM Staff

Emergency Medicine Advanced Diploma (EMAD)			
EMAD Program Requirement	Maximum RPL available	Evidence	Evidence Supplied By
Two (2) Clinical Lead Shift Reports	Eligible to be credited with Clinical Lead Shift Reports	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Start of Placement Meeting	Eligible to be credited the Start of Placement meeting	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
Reflection Meetings (one every three calendar months)	Eligible to be credited the Reflection meetings	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
The EMC, EMD and EMAD Online Examinations	Eligible to be credited the EMC and EMD Online Examinations.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
	Eligible to be credited the EMAD Online Examination.	The Trainee Record as evidence of satisfactory completion of the Fellowship Examination (Written).	ACEM Staff
ALS2 workshop	Eligible to be credited the ALS 2 workshop.	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.	ACEM Staff
Certification in Advanced Paediatric Life Support (APLS) and Early Management of Severe Trauma (EMST) or Emergency Trauma Management (ETM)	Eligible to be credited the APLS and ETM/EMST	The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome	ACEM Staff
ACEM Clinical Supervisor workshop	Eligible to be credited the ACEM Clinical Supervisor workshop	ACEM records of completion of the ACEM EMCD Supervisor Course.	ACEM Staff
Ultrasound course	Eligible to be credited the Ultrasound course requirement.	The trainee presents a current and valid certificate(s) of competency from the relevant course(s) provider and subject to assessment by the COE approved delegate(s).	Applicant

8. PAYMENT OF FEES

There is no fee to submit an application to be considered for RPL under this policy.

An enrolment fee is payable upon enrolment in the relevant EMC, EMD or EMAD program to complete outstanding requirements.

9. ASSOCIATED DOCUMENTS

- ACEM Regulations: Regulation B - ACEM Specialist Training Program
- ACEM Regulations: Regulation D – EMC, EMD and EMAD Training Programs
- *ACEM Curriculum Framework*
- *EMC/EMD/EMAD Curriculum Document*

10. DOCUMENT REVIEW

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

10.1 Responsibilities

Document authorisation: Council of Education

Document implementation: Executive Director of Education and Training

Document maintenance: Governance and Standards Manager

10.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jul-2017	Approved by COE
v2	Nov-2017	Revisions approved by COE
v3	Apr-2018	Revisions throughout approved by COE
v4	Aug-2018	Revisions approved by COE
v5	Oct-2018	Revisions to clarify Category C and D
v6	Apr-2021	Revision for new EMC, EMD and EMAD Training Programs