



Australasian College
for Emergency Medicine

Policy for Transition
from the FACEM Training
Program to the Emergency
Medicine Certificate,
Emergency Medicine
Diploma and Emergency
Medicine Advanced
Diploma Training Programs

NSTP587 V7

Document review

Timeframe for review: every two years, or earlier if required.
Document authorisation: Council of Education
Document implementation: Executive Director of Training
Document maintenance: General Manager, Governance and Standards

Revision history

| Version | Date | Revisions |
|---------|----------|---|
| 1 | Jul-2017 | Approved by COE |
| 2 | Nov-2017 | Revisions approved by COE |
| 3 | Apr-2018 | Revisions throughout approved by COE |
| 4 | Aug-2018 | Revisions approved by COE |
| 5 | Oct-2018 | Revisions to clarify Category C and D |
| 6 | Apr-2021 | Revision for new EMC, EMD and EMAD Training Programs |
| 7 | Jan-2022 | Revision to include references to Ultrasound and Trauma experience evidence |

Copyright

2022. Australasian College for Emergency Medicine. All rights reserved.

Contents

| | |
|--|-----------|
| 1. Purpose and Scope | 4 |
| 2. Explanation of Terms | 4 |
| 2.1 Recognition of Prior Learning | 4 |
| 3. Principles for Assessment | 4 |
| 4. Application for RPL | 5 |
| 5. When RPL Will Not Be Granted | 6 |
| 6. Assessment of Applications for RPL | 6 |
| 6.1 Assessment Process | 6 |
| 7. RPL by Category | 6 |
| 7.1 Category A Trainees | 6 |
| 7.2 Category B Trainees | 9 |
| 7.3 Category C Trainees | 16 |
| 7.4 Category D Trainees | 23 |
| 8. Payment of Fees | 28 |
| 9. Associated Documents | 28 |

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:

- The application is incomplete (e.g. supporting documentation is not provided).
- The application is not made within the prescribed timeframes outlined in this policy.
- 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 |
| 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) | | | |
|---|---|--------------------------------|-----------------------------|
| EMAD 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 |
| 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 |

| Emergency Medicine Advanced Diploma (EMAD) | | | |
|--|--|--|-----------------------------|
| EMAD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| One (1) Quality Improvement Activity: <ul style="list-style-type: none"> • 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 | <p>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).</p> <p>The Trainee Record for a record of satisfactory completion of an accredited minimum three (3) FTE month Ultrasound Special Skills placement while in the FACEM Training Program.</p> <p>ACEM Member Portal for a record of completion of the ACEM EMCD Supervisor Course</p> | 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-CEX) as listed in EMC Mini-CEX Assessment form | 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) 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 DEMA 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 |

| Emergency Medicine Certificate (EMC) | | | |
|--|---|---|-----------------------------|
| EMC Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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): <ul style="list-style-type: none"> • 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 |
| Eleven (11) individual DOPS as listed in EMC/EMD DOPS Assessment form | Eligible to be credited with the following six (6) DOPS: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 |

| Emergency Medicine Diploma (EMD) | | | |
|--|--|---|-----------------------------|
| EMD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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 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 DMT 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). | Applicant |
| | | OR The Trainee Record as 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 |
| | | OR The Trainee Record as evidence of satisfactory 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): <ul style="list-style-type: none"> • 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 |

| Emergency Medicine Advanced Diploma (EMAD) | | | |
|---|---|---|-----------------------------|
| EMAD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| Fourteen (14) individual DOPS as listed in EMC/EMD/EMAD DOPS Assessment form | <p>Eligible to be credited with the following six (6) DOPS:</p> <ul style="list-style-type: none"> • Suture Wound • BVM ventilation • Safe defibrillation • C-spine • UL Plaster • LL Plaster • <p>Eligible to be credited with the following eight (8) DOPS:</p> <ul style="list-style-type: none"> • NIV • Sedation • Lumbar puncture • RSI • Dislocation • Ventilator trouble shooting • US vasc access • CVS | <p>The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome.</p> <p>Individual DOPS as submitted in the course of training and subject to assessment by the COE approved delegate(s).</p> | 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 |
| 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 DMT subject to assessment by the COE approved delegate(s). | Applicant |
| One (1) Quality Improvement Activity: | 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 |
| <ul style="list-style-type: none"> • M&M Meeting Presentation or • Audit or • Clinical Pathway, Guideline, Policy Update or Development | | | |
| 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 |

| Emergency Medicine Advanced Diploma (EMAD) | | | |
|--|---|---|-----------------------------|
| EMAD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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). | Applicant |
| | | OR The Trainee Record for evidence of completion of the FACEM training 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 |
| | | OR The Trainee Record as evidence of satisfactory 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 |
| 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 |
| | | OR | |
| | | The Trainee Record as evidence of satisfactory completion of an accredited minimum three (3) FTE month Ultrasound Special Skills placement while in the FACEM Training Program. | ACEM Staff |
| | 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 |
| 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 |

| Emergency Medicine Certificate (EMC) | | | |
|--|--|---|-----------------------------|
| EMC Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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 |
| 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 Assessment form | Eligible to be credited with the following six (6) DOPS: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 |

| Emergency Medicine Diploma (EMD) | | | |
|---|---|--|----------------------|
| EMD 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 |
| 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 DEMA 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) | | | |
|--|---|---|----------------------|
| 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). | Applicant |
| | | OR 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 |
| | | OR The Trainee Record as evidence of satisfactory 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 |

| Emergency Medicine Advanced Diploma (EMAD) | | | |
|--|--|---|----------------------|
| EMAD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 14 DOPS | Eligible to be credited with the following six (6) DOPS: | The Trainee Record as evidence of the phase of training and verification of the trainee's Trainee Progression Review Panel outcome. | ACEM Staff |
| | <ul style="list-style-type: none"> • Suture Wound • BVM ventilation • Safe defibrillation • C-spine • UL Plaster • LL Plaster • | | |
| | Eligible to be credited with the following eight (8) DOPS: | Individual DOPS as submitted in the course of training and subject to assessment by the COE approved delegate(s). | ACEM Staff |
| | <ul style="list-style-type: none"> • NIV • Sedation • Lumbar puncture • RSI • Dislocation • Ventilator set up • US guided access • Central venous access | | |
| 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 DEMA subject to assessment by the COE approved delegate(s). | Applicant |
| One (1) Quality Improvement Activity: | 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 |
| <ul style="list-style-type: none"> • M&M Meeting Presentation or • Audit or • Clinical Pathway, Guideline, Policy Update or Development | | | |
| Two (2) Clinical Lead Shift Reports | None | N/A | N/A |

| Emergency Medicine Advanced Diploma (EMAD) | | | |
|--|--|--|-----------------------------|
| EMAD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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. | 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 and EMAD Online Examinations. | 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 | 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) | Applicant |
| | | OR The trainee record as 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) | Applicant |
| | | OR The Trainee Record as evidence of satisfactory 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 |
| | | OR The Trainee Record for a record of satisfactory completion of an accredited minimum three (3) FTE month Ultrasound Special Skills placement while in the FACEM Training Program. | ACEM Staff |
| | 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 |
| 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 |

| Emergency Medicine Certificate (EMC) | | | |
|--|--|--|-----------------------------|
| EMC Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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 |
| 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 |

| Emergency Medicine Diploma (EMD) | | | |
|---|--|--|-----------------------------|
| EMD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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 |
| 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 |

| Emergency Medicine Advanced Diploma (EMAD) | | | |
|--|--|---|-----------------------------|
| EMAD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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: <ul style="list-style-type: none"> • 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 | 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 |

| Emergency Medicine Advanced Diploma (EMAD) | | | |
|---|---|--|-----------------------------|
| EMAD Program Requirement | Maximum RPL available | Evidence | Evidence Supplied by |
| 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 |
| | | OR The Trainee Record for a record of satisfactory completion of an accredited minimum three (3) FTE month Ultrasound Special Skills placement while in the FACEM Training Program. | ACEM Staff |

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



Australasian College for Emergency Medicine

34 Jeffcott St
West Melbourne VIC 3003
Australia
+61 3 9320 0444
admin@acem.org.au

acem.org.au