

Australasian College
for Emergency Medicine

Interruption to training in the FACEM Training Program

Policy TA822

1. Purpose and scope

This policy describes the principles and processes by which interruptions to training are administered in the FACEM Training Program. The policy only applies to FACEM trainees and not to Fellows of ACEM completing Joint PEM training, trainees undertaking the Emergency Medicine Certificate, Diploma, Advanced Diploma or Diploma of Pre-Hospital and Retrieval Medicine or Specialist International Medical Graduates (SIMGs) undertaking ACEM requirements for the purpose of obtaining eligibility for election to Fellowship of ACEM.

2. General principles

College regulations prescribe the maximum number of weeks of leave that may be taken in the course of a placement and a training year, and the types of leave (e.g. annual, personal, study) that constitute leave during a training placement that do not constitute an interruption to training (refer Regulation B2.1.4 and Regulation G2.1.3).

Trainees have a maximum of 156 weeks (3 years) of interruption to training available to them throughout the FACEM Training Program. However, only a maximum of 52 weeks of interruption to training can be approved at any one time.

During a period of interruption to training, a FACEM trainee is considered an active participant in the training program for the purpose of fees and obligations under Regulation B and Regulation G.

Regulations B2.5.6 and G2.1.4.6 require trainees to ensure a training placement or Interruption to Training is always logged in the Portal throughout the duration of their enrolment in the FACEM Training Program.

Unless otherwise specified in this policy, trainees may, during a period of Interruption to Training, only complete the trainee research requirement, online modules and College examinations. Any other training requirements or assessments completed during a period of interruption will not contribute to outstanding training requirements.

There are five (5) types of Interruption to Training:

- General
- Administrative
- Parental Leave
- Surplus Training
- Wellbeing

3. Interruption to training - general

A trainee can apply for a period of interruption to training (general) for any period that is:

- (a) spent at a training post(s) not accredited for the purposes of the FACEM Training Program;
- (b) spent in an approved training post that does not meet minimum requirements prescribed in the regulations (e.g. duration, time fraction, excess leave);
- (c) extended period of leave such as annual/carers/sick leave beyond leave allowances;
- (d) a short period of time immediately before or after a period of parental leave as part of a return-to-work plan (see [ACEM's Parental Leave Policy](#) for more information).

Without limitation, the following factors may be taken into consideration when determining whether to approve an application for interruption to training:

- (e) the length of the proposed interruption to training;
- (f) previous interruption(s) to training;
- (g) the reason(s) for the proposed interruption to training;
- (h) the likely overall effect on a trainee's progression to Fellowship;
- (i) the ability of the trainee to complete the requirements of the FACEM Training Program within the prescribed time frame(s);
- (j) engagement in the training program and training requirements completed to date;
- (k) any demonstrated exceptional circumstances provided in connection with the application to interruption training; and/or
- (l) any other circumstances relevant to the application.

The period of interruption to training may be adjusted by College staff from that initially requested to seek to ensure that, where possible, a trainee remains compliant with College Regulations and applicable policies.

Should an application for interruption to training not be granted, a trainee will be required to either:

- (m) enter a valid training placement; or
- (n) submit an application under [ACEM's Special Consideration and Exceptional Circumstances Policy](#) to have the request considered.

3.1 Supporting Documentation Requirements

Applications to interrupt training must be submitted in the manner specified by the College together with supporting documentation.

Unless specified elsewhere in this policy, supporting documentation must demonstrate that a trainee will not be working in an accredited training post at 0.5 FTE or greater for the length of the period of interruption to training.

Types of supporting evidence can include:

- (a) Birth Certificate/Estimated Due Date Letter/Notice of Confinement
- (b) Locum contract
- (c) Employment contract (if site not accredited for training/working less than 0.5 FTE)
- (d) Letter from DENT
- (e) Evidence of overseas travel/relocation
- (f) Medical Certificate/Carer's Certificate
- (g) Confirmation of leave from Human Resources department
- (h) Statutory Declaration*

**In the event that sufficient evidence cannot be sourced a Statutory Declaration may be accepted*

3.2 Failure to Supply Sufficient Documentation

Failure to supply sufficient documentation to support an application for Interruption to Training may lead to an Administrative Interruption to Training to be entered pursuant to College Regulations (Refer Regulation B2.5.6.3 and Regulation G2.3.10.3).

4. Interruption to training – administrative

Refers to a type of interruption to training where a period of time has been non-certified due to non-compliance with ACEM regulations or policy(ies). An administrative interruption to training can only be entered by ACEM Staff and are for a three (3) FTE month period.

Circumstances in which a trainee may be placed on an administrative interruption to training include, but are not limited to:

- (a) an ITA not being completed by the specified due date, following three (3) reminders and follow-up with Supervisor(s) and the trainee;
- (b) a trainee has not advised ACEM of where they are training (i.e. entered a placement) or requested an interruption to training, following three (3) written reminders;
- (c) a trainee has not provided sufficient documentary evidence of their periods of interruption to training, following three (3) written requests;
- (d) a trainee has become non-financial with the College, due to non-payment by due dates;
- (e) a trainee fails to maintain registration with the MBA or the MCNZ (as applicable) pursuant to [Regulation B1.3.5](#) and [Regulation G1.3.4](#)

An Administrative interruption to training will not ordinarily be rescinded unless exceptional circumstances are demonstrated and an application under the College's [Exceptional Circumstances and Special Consideration Policy](#) is made.

No more than two (2) consecutive administrative interruptions to training due to placement non-compliance may be issued before a trainee is considered for removal from the FACEM Training Program, in accordance with [Regulation B2.7.1](#), and [Regulation G2.6](#).

Pursuant to Regulation B2.7.1 and Regulation G2.6 trainees that are placed on a fourth interruption to training for non-compliance (i.e. an administrative interruption to training) with regulations will be considered for removal from the FACEM Training Program.

5. Interruption to training – parental leave

Refers to a type of interruption to training undertaken for the purpose of maternity, paternity, or partner leave that is more than the maximum permitted leave within training limits. Periods of interruption to training for the purposes of parental leave may extend training due dates or maximum interruption to training limits, i.e. where a trainee exceeds a period of two (2) years of interruption to training, their FACEM Training Program due date and training phase due date will be extended by the period of interruption above two (2) years.

For information on variations to minimum term requirements or Return to Work plans, please refer to the [Parental Leave Policy](#).

6. Interruption to training – surplus training

Refers to a type of interruption to training where a trainee is completing a training placement that meets minimum duration and FTE requirements, however no training time undertaken in that site/discipline can be certified towards outstanding training requirements. An interruption to training that relates to surplus training can only be entered by ACEM Staff.

Interruption to training due to surplus training is limited to a maximum of eighteen (18) FTE months throughout the FACEM Training Program and contributes to the maximum allowance of 36 months of interruption to training.

Examples of surplus training include but are not limited to when a trainee:

- (a) undertakes additional non-ED training when non-ED requirements in the FACEM Training Program have been fulfilled and there are outstanding ED requirements to be met;
- (b) reaches an accreditation site limit in an Emergency Department but remains at that site; or
- (c) has not reached a site accreditation limit but needs to move to another site to complete their Major Referral or Non-Major Referral training as applicable.

If a Joint PEM trainee enters a placement that would meet a Joint PEM Training requirement but not a FACEM Training Program training requirement, this will not be considered Surplus Training. Trainees will have the placement recorded pursuant to Regulations B2.1.7.1 or G2.1.6.1.

7. Interruption to training - wellbeing

A wellbeing interruption to training refers to a type of interruption to training for the purposes of personal wellbeing. During a period of wellbeing interruption, assessment requirements are waived however trainees can continue to work in an accredited placement at, or above, 0.50 FTE.

Trainees are unable to undertake any FACEM examinations if they are in a period of wellbeing interruption to training, either at the point of their enrolment in an examination or the date of an examination. A trainee may be on a Wellbeing Interruption directly after the date of an examination.

A maximum of three (3) calendar months of wellbeing interruption to training may be applied for at any one time. Trainees may submit a maximum of two applications for wellbeing interruption to training for a total of six (6) calendar months across the FACEM Training program.

Applications to interrupt training for the purposes of wellbeing must be submitted in the manner specified by the College together with the following supporting documentation:

- (a) A Letter of support from their current DEMENT
- (b) For a second period of wellbeing interruption within a 12-calendar month period, the trainee must include a 'return to training plan' with their request (See section 7.1 below).

Applications to interrupt training for the purposes of wellbeing must be received no less than two (2) weeks prior to the start of the period of interruption and no more than six (6) weeks in advance.

Any requests for an interruption to training for the purposes of wellbeing in excess of the prescribed six (6) month allowance will require an application to be made under the College's [Exceptional Circumstances and Special Consideration Policy](#).

During an interruption to training for the purposes of wellbeing:

- The period of time will be recorded as an 'Interruption to Training' on a trainee's record and will contribute to the maximum 36-month interruption to training allowance. WBAs and ITAs will not be required to be completed during this period.
- Any training time or workplace-based assessments completed during this period will not contribute to meeting training requirements.

7.1 Return to Training Plans

- Where a trainee seeks a second interruption to training for wellbeing within a 12 calendar month period, the application must include a 'return to training plan'.
- A 'return to training plan' must be formulated in consultation with the trainee's DEMENT and outline:
 - circumstances that led to the need to take a second wellbeing interruption; and
 - strategies and an action plan that address the circumstances and support the trainee during the second three-month period so as to enable them to resume training after the period of wellbeing interruption and in the longer term.

8. Concessions and annual training fee

Pursuant to College regulations and the associated policy, a trainee who interrupts training for part of the training year may be eligible for a pro-rata concession on the Annual Training Fee.

Concessions to the annual training fee apply for General, Parental Leave and Wellbeing interruption to training; however, are not available for periods of Surplus or Administrative interruption to training.

9. Associated Documents

- [Regulation B - FACEM Training Program](#)
- [Regulation G - FACEM Training Program \(Trainees Commencing from 2022 Training Year\)](#)
- [FACEM Training Handbook](#)
- [Parental Leave Policy](#)
- *Exceptional Circumstances and* [Special Consideration Policy](#)
- [Annual Training Fee Policy](#)

10. Document Review

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

10.1 Responsibilities

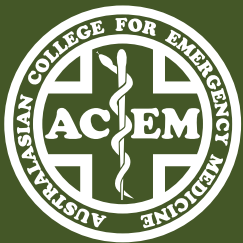
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10.2 Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Nov-21	Approved by the Council of Education in November 2021. Policy took effect from March 2022 following Board approval of regulations relating to wellbeing interruptions.



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