



Australasian College
for Emergency Medicine

Policy on exemption from the ACEM CPD Program

v10 CPD499

February 2023
acem.org.au

Document Review

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

Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Mar-2017	Approved by Council of Education
v2	Jun-2017	Inclusion of exemption criteria for Non-Specialist CPD Program
v3	Jul-2017	Inclusion of CPD Programs deemed substantially equivalent to that of ACEM
v4	Jul-2017	Change of reference of 'overseas travel' to 'extended travel'. Temporary exemptions will only be granted if the participant has not practiced medicine in any capacity during the exemption period
v5	Jul-2017	Revision to 3.1 to require annual provision of documentary evidence for procedural skills exemption
v6	Jan-2018	Revision to 3.1 to: Give the CPD Committee authority to deem overseas programs as substantially equivalent and determine any accompanying Specialist CPD Program requirements
v7	Jun-2021	Revision to reflect transition to a single CPD program. Inclusion of College Support in point 8.
v8	Dec-2021	Updated Responsibilities
v9	Feb-2022	Revising eligibility for temporary exemption from the requirements of the program if the participant has not practiced medicine in any capacity for between four (4) months and less than nine (9) months duration.
v10	Feb-2022	Inclusion of criteria for 'Dual' and 'Other' Fellowship exemptions.

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1. Purpose and Background

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

The purpose of this policy is to outline the circumstances under which an exemption from participation in the ACEM CPD Program may be obtained.

2. Terminology

ACEM/the College

means the Australasian College for Emergency Medicine.

ACRRM

means the Australian College of Rural and Remote Medicine.

CICM

means the College of Intensive Care Medicine.

College member

means a person admitted as a member of the College pursuant to the provisions of the ACEM Constitution and associated regulations.

AMP

means Audit of Medical Practice.

CPD

means Continuing Professional Development.

MBA

means the Medical Board of Australia.

MCNZ

means the Medical Council of New Zealand.

Overseas Authority

means the body in a country other than Australia or New Zealand that is responsible for the conduct of recertification of specialist emergency medicine doctors.

ACEM CPD Program

means the CPD program for all ACEM CPD participants.

RACGP

means the Royal Australian College of General Practitioners.

RACMA

means the Royal Australasian College of Medical Administrators.

RACP

means the Royal Australasian College of Physicians.

3. Exemption from Participation in the ACEM CPD Program

Satisfactory participation in an ACEM-approved CPD program is a mandatory requirement for ongoing membership of the College in a range of membership categories. Appropriate CPD compliance is also a requirement of the MBA and the MCNZ for the maintenance of specialist or vocational registration in emergency medicine in Australia or Aotearoa New Zealand (as appropriate).

An exemption from all or part of the requirements of the ACEM CPD Program may be granted, upon written application by the CPD participant, pursuant to the provisions of this policy. Any participant considering applying for an exemption from all or part of the requirements of the ACEM CPD Program should ensure they are familiar with the re-entry requirements associated with the exemption category for which they are considering applying.

3.1 Grounds for Exemption

3.1.1 Temporary Exemption

- (a) Participants may apply for a temporary exemption from the requirements of the ACEM CPD Program on the following grounds:
 - full-time study;
 - extended travel;
 - parental leave;
 - prolonged carers leave; or
 - prolonged illness.
- (b) A temporary exemption from the requirements of the ACEM CPD Program will only be granted if the participant has not practiced medicine in any capacity during the period for which the exemption is sought.
- (c) A temporary exemption from the requirements of the ACEM CPD Program may be granted for either six (6) or 12 calendar months in a CPD Year.
- (d) Where the exemption sought does not encompass the whole of a CPD Year:
 - If the exemption sought is between nine (9) months and 12 months duration, an exemption from the full annual CPD requirements may be granted.
 - If the exemption sought is between four (4) months and less than nine (9) months duration, an exemption from half the hours component in each CPD category for the CPD Year may be granted. All other annual ACEM CPD Program requirements will need to be completed (i.e. the CPD requirements for six (6) months of the CPD Year must be completed).
 - If the exemption sought would be less than four (4) months duration, no exemption will be granted.

3.1.2 Procedural Skills Exemption

- (a) Participants who are no longer in active clinical practice may apply for an exemption from the Procedural Skills component of the ACEM CPD Program.
- (b) An exemption from the Procedural Skills component of the ACEM CPD Program on the grounds listed in section 3.1.1(a) shall be ongoing until the individual resumes clinical practice.
- (c) A participant who is granted an exemption from the Procedural Skills component is required to meet all other requirements of the ACEM CPD Program.
- (d) A participant who is granted an exemption from the Procedural Skills component of the ACEM CPD Program must provide documented evidence of their current non-clinical position on an

annual basis and not later than the close of each ACEM CPD Year.

- (e) A participant to whom a clinical skills exemption has been granted under this clause shall notify the College in writing at the earliest opportunity of the date on which they intend to resume clinical practice, but prior to the resumption of any clinical practice.

3.1.3 Dual and Other Fellowship Exemption

The following exemption requirements apply to ACEM CPD Program participants registered to practice in Australia or Aotearoa New Zealand.

- (a) Participants may apply for a Dual or Other Fellowship exemption from the ACEM CPD Program if:
 - they hold dual Fellowship of another medical college whose CPD program has been deemed by ACEM to be substantially equivalent to that of the ACEM CPD Program (namely, CICM, RACP (Paediatrics), RACMA, ACRRM or RACGP); and
 - they are meeting the CPD requirements of that other medical college.
- (b) Participants to whom a Dual or Other Fellowship exemption is granted pursuant to section 3.1.3(a) must:
 - meet the minimum requirements of the Procedural Skills component of the ACEM CPD Program;
 - provide evidence of full completion of the annual requirements of the other college's CPD program by the close of each ACEM CPD Year; and
 - notify ACEM in writing immediately if they discontinue participation in that other college's CPD program.

3.1.4 Ongoing CPD Exemption for Certificants and Diplomates enrolled in the FACEM Training Program

Certificant or Diplomate participants who are enrolled and actively participating in the FACEM Training Program may apply for an ongoing exemption from the ACEM CPD Program whilst they remain enrolled in the FACEM Training Program.

4. Special Consideration

The College may grant a temporary exemption for other circumstances not covered above. All such requests should be made in accordance with the provisions of the ACEM *Exceptional Circumstances and Special Consideration Policy* (TA79) and will be considered on a case-by-case basis.

5. Applications for Exemption

5.1 Application Process

Any application for an exemption must be made on the ACEM *Member Exemption/Concession Application* (COR696) form and all information and documentation specified therein provided.

The application must be received by the College not less than two (2) weeks prior to the date of the commencement date of the exemption sought. Retrospective applications for exemption may be considered on a case-by-case basis.

ACEM may request further information or documentation from the applicant prior to making a determination.

5.2 Application Outcome

Applications will be considered in accordance with the provisions of this policy and may be either:

- approved; or
- declined; or
- further information sought before a decision is made.

The applicant will be notified in writing of the outcome of the application. Such notification shall include the details of the terms on which the application was granted.

Any exemption granted shall relate to the CPD Year in question only, except where otherwise stated or permitted by this policy.

Decisions made in relation to applications for exemption under this policy are subject to the ACEM Reconsideration, Review and Appeals Policy (COR355).

6. Return to Practice after a Period of Exemption – Re-Entry Requirements

Participants to whom an exemption is granted are required to meet the re-entry to practice requirements as set out in the ACEM *Policy on Re-entry to Practice following a Period of Absence (CPD307)* prior to resuming clinical practice. The requirements of this policy align with the MBA *Recency of Practice Standard* and the MCNZ *Policy on doctors returning to medical practice after an absence from practice for three years or more*.

7. College Support

ACEM is committed to providing its members structured support that is consistent, transparent and robust. ACEM acknowledges the importance of the wellbeing of its members and their right to a learning environment of professionalism, collegiality and respect.

The College recognises the difficulties clinicians may experience on re-entering the specialist workforce following an extended period of absence, and will seek to support returning members, as applicable. Requests for such support should be made in writing to the CPD Unit or the Membership and Engagement Department. Members have ongoing access to ACEM Assist, the College member assistance program.

8. Associated Documents

- ACEM Constitution
- ACEM Regulations
- ACEM Exceptional Circumstances and Special Consideration Policy (TA79)
- ACEM Member Exemption/Concession Application (COR696)
- ACEM Policy on Re-entry to Practice following a Period of Absence (CPD307)
- ACEM Reconsideration, Review and Appeals Policy (COR355)
- MBA Recency of Practice Standard
- MCNZ Policy on doctors returning to medical practice after an absence from practice for three years or more



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