



GUIDELINE ON ACEM TRAINEE EMPLOYMENT EXIT INTERVIEWS

1. PURPOSE AND SCOPE

The purpose of this document is to outline guidance from the Australasian College for Emergency Medicine (ACEM, the College) in relation to employment exit interviews, involving ACEM trainees.

This Guideline has been developed in response to a recommendation from ACEM's *Expert Advisory Group (EAG) on Discrimination* (ACEM, 2017), that '*the College support the practice of employment exit interviews for ACEM trainees, being conducted by individuals without a direct conflict of interest with the trainees*'.

2. DEFINITIONS

ACEM/the College

means the Australasian College for Emergency Medicine

Conflict of interest

In the context of this statement, refers to a relationship or situation that has arisen for an individual where there are two competing interests, and the potential of this to subsequently undermine their impartiality and ability to exercise objectivity.

Court of Examiners

means the body of FACEMs from which individuals are selected to participate in College examinations. The Court of Examiners consists of Fellows of the College with three or more years' post-Fellowship experience appointed and approved for that purpose by the Examinations Subcommittee and endorsed by ACEM's Council of Education.

Director of Emergency Medicine Training (DEMT)

means the College appointed individual(s) responsible for oversight and supervision of every provisional and advanced trainee, within their site in relation to the requirements and in the delivery of the FACEM Training Program.

Local Workplace-Based-Assessment Coordinator

means the College appointed individual(s) responsible for providing support in the implementation of Emergency Medicine Workplace-Based Assessments (WBAs) and assessment processes, at an ACEM accredited hospital training site.

Regional Censor

means the College appointed role responsible for contributing to the College's strategic education and training objectives of the College through their role as a member of the Council of Education.

Trainee

means trainees enrolled in and undertaking the FACEM Training Program and, for the purposes of this Statement, also includes Emergency Medicine Certificate and Emergency Medicine Diploma trainees, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.

3. STATEMENT

Exit interviews provide an opportunity for all voluntarily terminating employees to participate in a confidential exit survey or interview to discuss an organisation's strengths and weaknesses, provide feedback about their role, their reasons for leaving and to assist with better understanding the variety of experiences of working with the organisation they are leaving.

ACEM strongly supports that for all FACEM Training Program trainees departing their hospital employer, routine exit interviews are conducted by hospital staff (Human Resources or otherwise) who have no existing FACEM Training Program or employer supervisor role. Exit interviews should not be conducted (or involve) DEMTs, local WBA Coordinators or ACEM Fellows involved in the ACEM Court of Examiners, due to the conflict of interest their dual College appointed role(s) and hospital appointed role(s) present. This will ensure clear separation between the trainee's workplace and ACEM training activities (e.g. assessments). It will also ensure that interviews are not conducted by an individual where a perceived power differential inhibits honest feedback being provided by the trainee.

4. ASSOCIATED DOCUMENTS

- *Policy on Discrimination, Bullying and Sexual Harassment* (COR133)
- *Conflict of Interest Policy* (COR139)
- *Court of Examiners Terms of Reference* (TOR543)

5. DOCUMENT REVIEW

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

5.1 Responsibilities

Document authorisation: Council of Education
 Document implementation: Executive Director of Education and Training
 Document maintenance: Governance and Standards Manager

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Aug-2018	Approved by COE