



Australasian College
for Emergency Medicine

Blended Supervision Placement Approval and Review Process Guide

SOP1022

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1. Introduction

1.1 Purpose and Scope

The purpose of this guide is to outline the processes associated with the approval and management of Blended Supervision Placements (BSP). The BSP model provides the opportunity for trainees in Training Stage Two and Three to experience Emergency Medicine (EM) practice in a rural setting at sites that are not accredited for FACEM core ED training and where direct FACEM supervision may be limited. Only one FTE FACEM trainee may undertake a BSP placement at an approved BSP ED at any one time.

2. Terminology

Onsite Supervision

means clinical supervision provided by FACEM and Rural Generalists (RGs) at the placement site.

Offsite Supervision

means supervision provided by a Director of Emergency Medicine Training (DEMT) based at an ACEM-accredited ED.

Local Supervisor

means a nominated training supervision role at the BSP-approved ED placement. A FACEM or RG with EM qualifications ((e.g., ACEM Advanced Associateship) with at least two years of experience in emergency medicine).

3. Site Eligibility Self-assessment

Before applying, sites should ensure they meet the following minimum criteria:

- **Geographic Classification** – MM3–7 in Australia or Rural Level 1–3 in Aotearoa New Zealand.
- **Service Support** – 24-hour access to radiology and pathology and established clinical escalation/referral pathways.
- **Staffing** – A minimum of 1.0 FTE FACEM (can comprise of multiple individuals, as permanent staff or locum) with appropriate leave cover arrangements.
- **Supervision** – Capacity to provide:
 - 50% direct onsite supervision by Fellows (FACEM or RG with EM qualifications) and
 - 24/7 on-call supervision with documented critical care support.
- **Accreditation Status** – A site may only hold one type of ACEM accreditation:
 - ED/PED accreditation,
 - BSP approval for core ED, or
 - Rural/Remote Health Special Skills Placement approval.

Sites currently holding another ACEM accreditation (e.g., Rural SSP) may still apply for BSP. However, once BSP approval is granted, their existing accreditation will cease.

4. Submitting an application

BSP application process is detailed below:

An application must be submitted a minimum of 3 months prior to the placement start date of the rotation.

Step 1 – Refer to [BSP guidelines](#)
Confirm the site meets eligibility criteria



Step 2 – Contact the College
Email accreditation@acem.org.au to nominate a site contact



Step 3 – College provides upload link
Digital folder provided to upload the application and associated documentation



Step 4 – Site provides supporting documents
Completed application form and documentation covering rostering models, educational frameworks, site service model, Trainee wellbeing and psychosocial safety measures, and supervisory structures



Step 5 – Confirmation of receipt
Sent to the site within two (2) working days

***Notes:**

- Applications for reapproval after withdrawal of BSP site approval will be treated as new site applications and must be submitted using the current BSP site application.
- Applications from sites that have BSP approval withdrawn will be reviewed by the Council of Education (COE) in addition to the Accreditation Committee.
- Withdrawal of approval: sites cannot reapply for BSP approval within 12 months of a withdrawal decision.
- Declined application: sites can re-submit one revised BSP application. Following a subsequent declined application, the site must wait 12 months before reapplying.
- Lapse of approval: if a BSP-approved site does not have a trainee placed within 24 months from the date of approval, the approval will lapse. In such cases, the site will be required to submit a new application for future approvals.

5. College Review and Approval Process

5.1 Administrative Review

The ACEM Accreditation Team reviews the application for completeness. If incomplete, additional information will be requested from the site.

Additional documentation may be requested as part of the review process. Please ensure these are submitted in a timely manner to avoid delays in review timelines. Applications requiring additional documentation will not be considered by the Accreditation Committee until all documentation has been received.

The application form and supporting documents, together with any previous site history (if previously held accreditation or another approval by ACEM), will be collated by the College Accreditation Team for review by the Accreditation Committee.

5.2 Committee Assessment

Complete applications are forwarded to the Accreditation Committee/Delegated Authority for review.

5.3 Approval Outcomes

- **Approved:** The site is notified of the BSP approval.
- **Not Approved:** The site may choose to:
 - Revise and reapply (maximum of one revision allowed; a second rejection triggers a 12-month waiting period).
 - Apply for Rural/Remote SSP accreditation instead.

5.4 Maintaining Approval

5.4.1 Annual review process

BSP approval is subject to an annual review and will happen when:

- A site has been approved for 12 months, and
- At least one trainee has completed a 6 FTE month core ED placement, or
- Two trainees have each completed a 3 FTE months core ED placement.

ACEM will issue an Annual Review Form, and the site must report any changes to the original application. Approval may be withdrawn if major changes affect the site's ability to provide adequate supervision, as per the eligibility requirements.

Sites must provide any supporting documentation to explain any changes that could affect their BSP eligibility.

5.4.2 Review outcome

- **Approval continuation:**
 - **No changes in site status:** This is based on no changes at the site as per information submitted in the initial application. This will be reviewed by the Accreditation team and reported to the Accreditation Committee for noting.
 - **Minor changes in site status:** e.g: change of offsite DEMENT or Local Supervisor. This will be reviewed by the Accreditation team and reported to the Accreditation Committee for endorsement.

- **Approval withdrawn:** Major changes to the initial information provided in the site application that affect the BSP eligibility criteria.
 - This will be reviewed by the Accreditation Committee/Delegated authority in consultation with COE.
 - A site may choose to:
 - Apply for reconsideration, review, or appeal under policy [COR355, or](#)
 - Apply for the Rural/Remote SSP Pathway instead.

***Note:**

Where ACEM withdraws BSP approval, the College will work with trainees at the site to minimise the implications of these decisions on their training. In these circumstances, it is up to the training site and the Local Supervisor to communicate openly and honestly about BSP approval withdrawal possibilities with trainees.

55 Out-of-Cycle Reporting (Major Changes)

Sites must notify ACEM within 10 business days of major changes that may impact ongoing maintenance of approval. This may include, but is not limited to:

- Loss of a supervisor, DEM, < 1.0 FTE FACEM, or Offsite DENT.
- Alternative arrangements if DENT or Local Supervisor are on leave for more than two (2) continuous weeks.
- Reduction in onsite Fellow supervision to below 50%.
- Changes to service capability or escalation pathways that may affect BSP approval and result in the site becoming ineligible for BSP.
- Major trainee safety or wellbeing concerns.
- Loss of remote site supervision arrangement or tertiary hospital the BSP site is linked to has its accreditation revoked.
- Changes to protected teaching time that may affect BSP approval and result in the site becoming ineligible for BSP.
- Any changes in BSP eligibility status, including a change in geographical classification status based on changes to the MM classification (in Australia) or Rural 1 to Rural 3 classification in Aotearoa New Zealand.

6. Monitoring and Focused Investigation

The College may initiate a Focused Investigation if issues are identified through feedback, survey tools, out-of-cycle reports or other substantiated avenues. This may include request for additional information to clarify the identified issues from the site and or trainees, an out of cycle review of the site and ability to discuss concerns with the site.

If the College determines the issue(s) to be such that the site may no longer be meeting the BSP site criteria, an investigation will be initiated, whereby the College will conduct an assessment of the performance of the site with respect to the specific issues/concern(s) identified. If the totality of risk is assessed to be high, the investigation may include interviews with relevant staff and trainees at the site.

At the commencement of an investigation, the site will be asked to respond to the identified issue(s) and provide information demonstrating the site's ongoing compliance with the BSP site requirements as stated in the *BSP ED Guidelines*. Sites will generally not be required to complete the full BSP—Application form for a focused inspection, unless otherwise advised. The investigation may include a site visit, either virtually or in person. At the conclusion of the investigation, the College will provide a determination as to whether the requirement(s) is 'Met', or 'Not Met'. In case of the outcome being "Not Met" the BSP approval of the ED will be withdrawn with arrangements made to ensure none of the current trainees at the site are disadvantaged

and are able to continue with their training and meet the training requirements.

7. Five-year Review for BSP Approval

This review will be in addition to the annual review for any BSP approved emergency department. The review will consider the outcomes of all the annual reviews completed for the site from the date of approval, trainee feedback via placement survey, WBA reports and any other information received by the college that impacts the BSP approval status of the emergency department.

7.1 Review trigger

The **Five-Year** Review Inspection is automatically initiated for all BSP sites five (5) years after the date their initial or renewed approval was granted.

7.2 Check trainee status at the site

- **If a trainee is currently in place:** proceed with the inspection/review.
- **If no trainee is in place:** If no trainee is in a current placement, nor has there been a trainee in the placement for twelve (12) calendar months prior to the review date, and no planned placements in the review year, the BSP approval lapses. The site must submit a new application should trainees wish to complete a BSP in the future (thus the process ends here for that site).
- Accreditation Reviewer(s)

This is a paper-based assessment only, and involves appointment of:

- One local assessor (or two, where possible) who is a member of the Panel of Inspectors, **or**
- A FACEM with special interest in rural/remote ED settings

7.3 Distribute review materials

The ACEM accreditation team provides the BSP application form and any other relevant data to the inspection team or Reviewer.

7.4 Conflict of interest check

- All Inspection Team members and the Reviewer must declare any conflict of interest relating to the BSP under review, per the ACEM COR139 Conflict of Interest Policy.
- If a conflict is declared, that inspector is removed from the inspection team and the position is reassigned.

7.5 Conduct the paper-based review

- The Reviewer assesses the BSP application and supporting data against BSP Guidelines.

7.6 Reviewer produces findings and recommendations

At the conclusion of the review, the Reviewer must make findings/recommendations on:

- Duration of BSP approval.
- Recommendations (suggestions/comments) on quality assurance or best practices for further program improvement.
- Any requirement for further review.

7.7 Determine next steps

- If further review is recommended, schedule accordingly.
- Otherwise, close out the five-year review with the finalised BSP approval terms.

8. BSP Site Application Review Timeline

Stage	Activity	Responsible	Timeframe Requirement /
Submission	Submission of application form and supporting documents	Site	At least 3 months prior to rotation start date and by the 10th of the month
Acknowledgement	Confirmation of receipt sent	Accreditation Team	Within 7 working days of submission
Administrative Review	Review for completeness	Accreditation Team	Following acknowledgement
Request for Additional Information	Request for further documents (if required)	Accreditation Team	As needed during review
Submission of Additional Documents	Provide requested clarifications/documents	Site	Within 7 days of the College's request
Committee Assessment	Review of complete application	Accreditation Committee / Delegated Authority	6-8 weeks review period from receipt of complete application
Outcome Notification	Decision communicated (Approved / Not Approved)	Accreditation Team	Following the committee decision



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