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## Continuing Professional Development (CPD) Committee

*A Committee of the Council of Education*

### 1. Introduction

These terms of reference are established under, and are subordinate to, the *Policy on College Entities* (the policy). Committee members should ensure they are familiar with the provisions and requirements of the policy.

These terms of reference include details of the following:

- matters specific to the Continuing Professional Development (CPD) Committee (i.e. role and responsibility)
- membership specifications (including any variations to the policy permitted by the Council of Education (COE)), and
- where relevant, any variation of conduct of meeting requirements (if permitted by COE).

Otherwise, refer to the policy for details of all matters pertaining to the operation of the committee.

### 2. Membership

The CPD Committee consists of the following members:

- (a) Ex-officio members
  - Censor-in-Chief
  - Deputy Censor-in-Chief
- (b) Up to eight (8) 'ordinary' FACEM members, comprising:
  - One (1) new Fellow who, at the time of appointment, was elected to ACEM Fellowship within the preceding three (3) years
  - A minimum of one (1) member from each of the following regions:
    - New South Wales / Australian Capital Territory
    - New Zealand
    - Queensland
    - Victoria / Tasmania
    - Northern Territory / South Australia
    - Western Australia
- (c) Up to three (3) members of the College in the membership category of Associate.
- (d) One (1) external community member appointed for this purpose by COE.

The following ACEM staff will attend and participate in meetings of the Committee; however, do not have voting rights in relation to matters being considered by the Committee:

- Deputy Chief Executive Officer
- Executive Director, Education
- Other staff as required

## 2.1 Office Bearers

The Chair and Deputy Chair shall be nominated by the Committee from amongst the membership specified in clauses 2(b) and 2(c) (inclusive) of these terms of reference for appointment by COE.

## 3. Selection Criteria

### Essential

- a thorough understanding of the requirements of the relevant regulatory bodies in Australia and New Zealand in relation to continuing medical education

### Desirable

- actively involved in emergency medicine education
- experience and/or interest in College processes
- demonstrated diligence and organisation skills
- postgraduate qualifications in education
- experience in the development and delivery of educational programs at postgraduate level

## 4. Responsibilities and Authority

The role of the committee is both operational and strategic. Strategic matters do, however, require the consideration and approval of COE.

### 4.1 Responsibilities

Note: Where timeliness of a response or performance of a function is referred to in these responsibilities, this usually means within 10 business days or such other time set by the requestor.

The role of the committee is to work with ACEM staff:

- (a) To ensure effective and efficient operation of the College's CPD program(s).
- (b) To provide timely advice to COE and the Board on aspects of the College's CPD program(s) in order to inform the deliberations of those bodies.
- (c) To monitor participant compliance with the College's CPD program(s) through reporting, audit, surveys or other means as approved by COE and the Board, and provide regular reports on these matters to COE and/or the Board as applicable.
- (d) To communicate or recommend as necessary to COE any modifications to the production and delivery of the College's CPD program(s).
- (e) To advise and make recommendations as necessary to COE in relation to policies, processes and regulations relating to continuing professional development and revalidation.
- (f) To facilitate and monitor any changes to the College's CPD program as determined by COE or the Board.
- (g) To provide timely advice to inform College communication with external bodies in regard to matters directly relevant to the College's CPD program(s). This includes, but is not limited to, the Medical Council of New Zealand, the Medical Board of Australia, and the Australian Health Practitioner Regulation Agency.

### 4.2 Extent of Authority

The committee shall have delegated authority to make decisions where a routine process/procedure is present regarding the above matters. Where there is none, the committee shall make recommendations to COE; the authority to approve or not to approve such recommendations rests solely with COE.

In addition to specific matters described in 4.1 (above), the committee has the following decision-making authority:

- The accreditation or otherwise of activities for ACEM CPD
- Management of the Up-Skilling and Re-Entry Programs
- The audit of CPD records for participants in the College's CPD programs
- The granting or otherwise of exemptions from the CPD Program
- The approval or otherwise of an overseas CPD program for the purposes of ongoing exemption from the College's CPD programs
- The method of communication with non-compliant CPD Program participants
- Matters referred to it for decision pursuant to the Terms of Reference of working groups and other entities such as may be approved by COE for specific purposes or tasks.

The committee must not, however, exercise its decision-making authority in the following circumstances:

- if there is insufficient relevant information to enable it to make an informed decision
- if the committee members are unable to reach a decision on a specific matter
- if the proposed decision would not conform with College regulations, policies or guidelines
- if the matter has any bearing on governance or strategic issues
- if the matter involves a significant risk to the College.

In all such cases, the matter should be referred to COE.

Other than in relation to strategic matters, matters requiring decision outside of scheduled meetings may, at the discretion of the Chair, be determined by the Chair or by the whole committee as required. Matters dealt with by the Chair will be tabled at the next meeting of the committee.

### 4.3 Line of Reporting

The entities below reports to the committee:

ACME Course Working Group



CPD Committee



The committee reports to the following:

Council of Education

## 5. Meeting Requirements

The policy allows for variation of some of the meeting requirements, where this has been approved by COE. The COE has approved such variations to the extent shown below only. Otherwise, see clause 8 of the policy.

### (a) Voting Rights

These requirements of the policy are varied to the following extent only:

- Staff members in attendance do not have voting rights.

## 6. Document Review

Timeframe for review:	every two (2) years, or earlier if required.
Document authorisation:	Council of Education
Document implementation:	Executive Director, Education & Training
Document maintenance:	Education and Training Coordinator

## 7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2015	Approved by COE
v2	Dec-2015	Revisions following review of COE entities by COE
v3	Feb-2017	Revision to out of session authority of chair
v4	Apr-2017	Revisions to membership
v5	Sep-2017	Revisions to membership and lines of reporting
v6	Jun-2018	Delegation of approval of overseas CPD programs for the purposes of exemption
v7	Jun-2018	Revision to lines of reporting
v8	Feb-2019	Revisions to membership pursuant to a decision of the Board
v9	Apr-2021	Revision to reference of Specialist CPD program; multiple programs; and entities – ACME WG and BoW EM Reviewer
v10	Sep-2021	Revisions to staff titles and responsibility for document review
v11	Oct-2021	Revision to membership to include Advanced Diplomates
v12	Apr-2022	Revision to membership to allow non-FACEM members to be office bearers
v13	June 2024	Revisions to titles of membership categories
V13.1	Jan-2026	Applying universal changes regarding nomenclature. Removal of references to Certificants, Diplomates, and Advanced Diplomates following the retirement of those membership categories effective 1 February 2026