

# EMERGENCY MEDICINE CERTIFICATE AND EMERGENCY MEDICINE DIPLOMA (EMCD) COMMITTEE

## *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 Emergency Medicine Certificate and Emergency Medicine Diploma (EMCD) 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 EMCD Committee consists of the following members:

- (a) Ex-officio members
  - Censor-in-Chief
  - Deputy Censor-in-Chief
- (b) Up to a total of 12 'ordinary' FACEM members (inclusive of the Deputy Chair, but exclusive of the Chair)
- (c) One (1) ACEM Diplomat
- (d) One (1) external community member appointed for this purpose by COE
- (e) One (1) health jurisdiction representative nominated by the Health Workforce Principal Committee and/or the New Zealand Ministry of Health.

In attendance (non-voting):

- Chief Executive Officer
- Executive Director of Education and Training
- General Manager of Training and Accreditation
- Relevant Unit Manager

ACEM staff members in attendance do not have voting rights.

### 3. SELECTION CRITERIA

#### Desirable

- actively involved in emergency medicine education
- experience and/or interest in College processes
- demonstrated diligence and organisation skills
- current approval by ACEM as an EMC/EMD supervisor

### 4. RESPONSIBILITIES AND AUTHORITY

The role of the EMCD 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 EMC and EMD programs leading to eligibility for admission as a member of the College (Certificant and Diplomate respectively).
- (b) To provide timely advice on aspects of the EMC and EMD programs to COE and the Board in order to inform the deliberations of those bodies.
- (c) To monitor the outcomes of the EMC and EMD training and assessment processes 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 EMC and EMD programs.
- (e) To advise and make any recommendations to COE in relation to policies, processes, regulations and guidelines relating to the EMC and EMD programs.
- (f) To oversee the provision of appropriate training and support for EMC and EMD program supervisors.
- (g) To encourage and support the promotion and uptake of the EMC and EMD Program in Australasia.
- (h) To provide timely advice to inform College communication with regulatory and governing bodies. 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:

- Approval or otherwise of EMC/D candidate extensions greater than six (6) months
- Approval or otherwise of applications for Recognition of Prior Learning and the Fast Track Pathway.

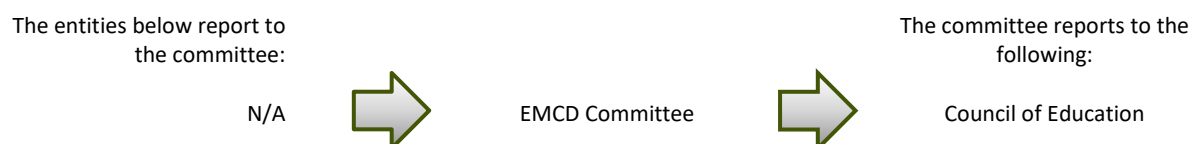
The committee must not, however, exercise its decision-making authority in the following circumstances:

- 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



## 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. Otherwise, see clause 8 of the policy.

### (a) Voting Rights

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

- Ex-officio staff members do not have voting rights.

## 6. DOCUMENT REVIEW

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

### 6.1 Responsibilities

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

### 6.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Apr-2015	Approved by COE
v1-01	Nov-2015	Changed graduate representative to EMD only. No approval necessary from COE
v2	Dec-2015	Revisions following review of COE entities by COE
v3	Jul-2016	Consequential revisions resulting from governance of Joint Consultative Committee - EM
v4	Feb-2017	Revision to out of session authority of chair
v5	Apr-2017	Revisions to membership
v6	Apr-2018	Revisions to name of committee approved by Board