

Australasian College  
for Emergency Medicine

# ACEM Mentoring Program

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MSH773 Policy and Procedure

## Document Review

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Timeframe for review: every two (2) years, or earlier if required.  
Document authorisation: ACEM Board  
Document implementation: Manager, ACEM Membership and Culture  
Document maintenance: Manager, ACEM Membership and Culture

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
1	Aug 2020	Approved by Board
2	Feb 2021	Amendments to Definitions and Section 4, and approval of Section 5.3.

# 1. Definitions

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**ACEM / the College** means the Australasian College for Emergency Medicine.

**Good Standing** good standing is as defined in the ACEM Recertification Regulations.

**Member** for the purposes of this policy, includes those defined in the ACEM Membership Regulations as being 'members' of the College.

**Mentor Connect / the program** means the mentoring program available to all members and trainees of the Australasian College for Emergency Medicine.

**New Fellows** means those elected to Fellowship within the previous three-year period.

**Trainee** for the purposes of this policy, means trainees enrolled in and undertaking the FACEM Training Program, Emergency Medicine Certificate, Emergency Medicine Diploma or Emergency Medicine Advanced Diploma, but excluding trainees enrolled in and undertaking the Diploma of Pre-Hospital and Retrieval Medicine. For the purposes of this policy, the definition also includes Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining eligibility for election to Fellowship of the College.

# 2. Background, purpose and scope

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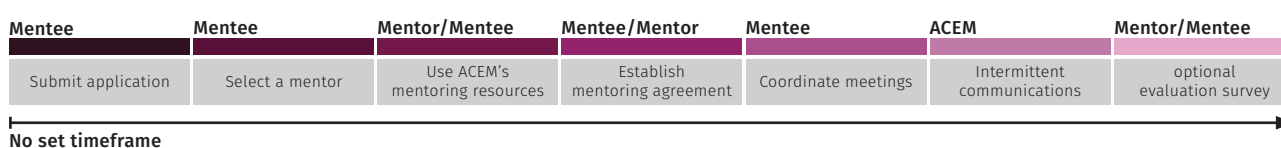
ACEM is committed to representing and supporting members in their professional life in a manner that enables longevity of emergency medicine professionals and sustainability of the wider emergency medicine workforce. The ACEM Mentoring Program (known as Mentor Connect) was established in 2020, as part of the implementation of College's Discrimination, Bullying and Sexual Harassment (DBSH) Action Plan. By embracing mentoring, the emergency medicine profession will institute and support healthy workplace cultures, leadership and professionalism in emergency medicine. Mentor Connect aims to connect members and trainees with an emergency medicine colleague outside their immediate jurisdiction.

# 3. Program Structure

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## 3.1 Program model

Mentor Connect is based on an informal mentoring model, as illustrated in below.



## 3.2 Cohorts

All eligible members and trainees of the College will be granted access to Mentor Connect, however precedence may be given to individual cohorts, as determined by the College, during the program implementation phase.

## 3.3 Intake Dates

There are no set intake dates for Mentor Connect, however admission to the program may be temporarily closed at any time, as determined by the College.

## 4. Enrolment

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### 4.1 Eligibility Criteria - Mentee

To be eligible for access to Mentor Connect a mentee must accept the terms and conditions of the ACEM Mentoring Program and be one of the following:

- an individual ACEM member; or
- an individual ACEM trainee.

### 4.2 Eligibility Criteria – Mentor

To be eligible for access to Mentor Connect a mentor must accept the terms and conditions of the ACEM Mentoring Program and be the following:

- an individual ACEM member; or
- an individual ACEM trainee; and
- of Good Standing.

### 4.3 Applications for the program

Members and trainees interested in applying to be a mentee and/or mentor in Mentor Connect will be required to complete and submit the appropriate application form. All requirements and any accompanying information specified on that form must be completed and submitted by any deadline specified by the College.

## 5. Participation

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Participation in Mentor Connect is voluntary. Participants are encouraged to complete the relevant module(s) within the online ACEM Mentoring Course and utilise the tools and templates available through the ACEM Mentoring Network.

### 5.1 Standards

Participants are to act in accordance with the standards of conduct and ethics appropriate to the aims and purposes of the College and the program at all times.

### 5.2 Fees

Mentor Connect is a benefit to members and trainees of the College. No fee is payable.

### 5.3 Acknowledgment

Participants agree and acknowledge that:

- 5.3.1 the College does not guarantee that any appointment or match can be made;
- 5.3.2 a person may withdraw from any mentoring arrangement at any time and for any reason;
- 5.3.3 the College takes no responsibility and is not liable for the actions or conduct of participants;
- 5.3.4 participants will keep confidential, and not disclose to others without permission, any and all information exchanged by participants in the ACEM Mentoring Program, and participants are bound by the ACEM Privacy Policy.

## 6. Withdrawal

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Participants may withdraw from the program at any time by notifying the College in writing.

## 7. Evaluation

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Participants will be encouraged to participate in an annual evaluation survey.

## 8. Associated documents

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- Mentee Application Form (MSH772)
- Mentor Application Form (MSH776)
- Code of Conduct (COR235)
- Member-Staff Relations Policy (COR304)
- Privacy Policy (COR200).



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