



Australasian College  
for Emergency Medicine

# Training Placement Compliance Audit

v1 TA901

## Document Review

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Timeframe for review: Every two years, or earlier if required  
Document authorisation: Council of Education  
Document implementation: Executive Director, Training  
Document maintenance: Manager, Governance and Standards

## Revision History

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Version	Date	Pages revised / Brief Explanation of Revision
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## 1. Purpose and background

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Training placement compliance audits assess whether trainees enrolled in the FACEM Training Program are accurately recording information relating to their training placements in the ACEM online trainee portal. To ensure trainees are compliant with the requirements of the FACEM Training Program, the College will conduct an audit of training placements on a bi-annual basis.

A training placement compliance audit reviews training placement information, including:

- leave taken within a placement;
- contracted FTE during the placement, including any changes during the placement;
- dates of the placement; and
- site and discipline/type of placement.

## 2. Terminology

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***ACEM; the College***

means the Australasian College for Emergency Medicine.

***Auditee***

means a trainee selected to participate in a training placement compliance audit.

***Compliant***

means an auditee is deemed to have satisfactorily completed a training placement compliance audit.

***Non-compliant***

means an auditee is deemed to have failed to satisfactorily complete a training placement compliance audit.

***Training Program***

means the FACEM Training Program.

***Trainee***

means a trainee enrolled in and undertaking the FACEM Training Program.

## 3. Training Placement Compliance Audit

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Pursuant to Regulation B1.7 and Regulation G1.7, the College shall conduct a training placement compliance audit bi-annually to determine whether auditees are compliant with the requirements of the FACEM Training Program.

### 3.1 Selection for audit

Immediately following the end of training terms 2 and 4, a cohort of a minimum of 2.5 per cent of trainees shall be randomly selected for participation in a training placement compliance audit in respect of the preceding six (6) month period.

All trainees deemed non-compliant in a preceding training placement compliance audit(s) will be mandatorily selected for participation.

Trainees may be selected for audit more than once in any given training year.

## 3.2 Notification of selection

Auditees shall be notified in writing that they have been selected for a training placement compliance audit and shall be required to complete and submit a Verification of Training form within four (4) weeks of the date of notification for audit.

## 3.3 Extenuating circumstances

Applications for extension of time, deferral or waiver may be granted pursuant to the provisions of the ACEM *Exceptional Circumstances and Special Consideration Policy* (TA79). Applications should be submitted on the prescribed form together with all required information. Applications will be considered by the Chair of the Specialist Training and Assessment Committee (STAC) and applicants notified of the outcome as soon as practicable.

# 4. Documentation required for audit

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Unless an exemption has been granted, a trainee participating in a training placement compliance audit will be required to provide the following information for the preceding six (6) month period:

- trainee name;
- details of training site (e.g. hospital name, Director of Emergency Medicine Training);
- details of training (e.g. dates of training, discipline, hours per week);
- details of leave (e.g. type of leave, hours missed);
- verification by site human resources officer, or equivalent; and
- other training information, as required.

If additional information is required by the College, an auditee shall be notified in writing and must comply with the request to provide the additional information within four (4) weeks. In extenuating circumstances, an extension of time may be granted upon written request.

# 5. Audit outcomes

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## 5.1 Compliant

Where the documentation submitted to the College by the auditee as part of a training placement compliance audit correlates to the recording of a training placement(s) entered in the online trainee portal, the auditee will be deemed compliant for the audit in question.

An assessment of compliant in an audit does not exempt a trainee from being randomly selected for a future audit conducted by the College.

## 5.2 Non-compliant

### 5.2.1 Failure to participate

Unless an exemption has been granted, an auditee who does not respond to a request to participate in a training placement compliance audit following three (3) written notifications from the College will be deemed non-compliant for the audit in question. Where an auditee is deemed non-compliant on this basis, the trainee will be a mandatory auditee for the following training placement compliance audit.

Where an auditee fails to participate in any subsequent audit(s) following three (3) written notifications from the College, the trainee will be referred to STAC for consideration for removal from the FACEM Training Program, pursuant to Regulation B2.7.1.1(j) and Regulation G2.6.1(j) as applicable.

## 5.2.2 Failure to provide all required documentation

Unless an exemption has been granted, an auditee who fails to provide *all* required training placement compliance audit information to the College within the stipulated timeframe will be deemed non-compliant for the audit in question. Where an auditee is deemed non-compliant on this basis, the trainee will be a mandatory auditee for the following training placement compliance audit.

Where an auditee fails to provide all required information in any subsequent training placement compliance audit(s), the trainee will be referred to STAC for consideration for removal from the FACEM Training Program, pursuant to Regulation B2.7.1.1(j) and Regulation G2.6.1(j) as applicable.

## 5.2.3 Training placement discrepancy

Should documentation provided by an auditee as part of a training placement compliance audit be inconsistent with the placement details entered in the online trainee portal, the auditee will be deemed non-compliant for the audit in question.

Where an auditee is deemed non-compliant due to discrepancy of training placement details, the trainee will be subject to the following:

- For a first instance of discrepancy, the trainee will be sent a warning letter and the audit non-compliance will be documented on their training record. The trainee will also be notified that they will be a mandatory auditee for the following training placement compliance audit.
- For a second instance of discrepancy, the trainee will be sent a warning letter and the audit non-compliance will be documented on their training record. The trainee will also be notified that they will be a mandatory auditee for the following training placement compliance audit.
- For a third instance of discrepancy, the trainee will be referred to STAC for consideration for removal from the FACEM Training Program, pursuant to Regulation B2.7.1.1(k) and Regulation G2.6.1(k) as applicable.

## 6. Associated documents

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- ACEM Regulations B and G
- Exceptional Circumstances and Special Consideration Policy (TA79)
- Verification of Training form (TA720)



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