



ACEM FOUNDATION CONFERENCE GRANT: Promoting Future Indigenous Leaders in Emergency Medicine

1. PURPOSE AND BACKGROUND

The purpose of the ACEM Foundation Conference Grant (the Grant) is to support Aboriginal, Torres Strait Islander and Māori medical practitioners, medical students and other health professionals in attending the Australasian College for Emergency Medicine (ACEM/the College) Winter Symposium or the ACEM Annual Scientific Meeting (ASM).

The ACEM Foundation acknowledges that increasing the Aboriginal, Torres Strait Islander and Māori health workforce is an essential step in reducing the current health disparities experienced by Indigenous people. By supporting attendance at the ASM or Winter Symposium, the Grant aims to provide the recipient with an opportunity for professional development and:

- (a) Encourage the sharing of current knowledge and expertise in Emergency Medicine with Aboriginal, Torres Strait Islander and Māori health practitioners;
- (b) Strengthen relationships between Indigenous and non-Indigenous health practitioners; and
- (c) Facilitate leadership development for Aboriginal, Torres Strait Islander and Māori health practitioners.

2. BODY OF POLICY

2.1 Nature of Grant

The award consists of a grant, the amount of which has been fixed by the ACEM Foundation of up to \$5,000 per recipient, with a maximum of \$15,000 annually.

The Grant shall be used to cover the registration, return economy-class airfares, accommodation, travel and living expenses while the recipient is at the ACEM Annual Scientific Meeting (ASM) or the ACEM Winter Symposium. Ancillary costs and any costs associated with family members or others who travel with the delegate are not covered by the Grant.

The Grant(s) are made annually, where this is appropriate. If no applicant meets the criteria in a particular year, then the Grant(s) will not be made.

2.2 Eligibility Criteria

Eligible applicants include Aboriginal, Torres Strait Islander and Māori ACEM trainees, medical practitioners, medical students or Indigenous health professionals who are actual or potential leaders in the development of emergency medicine.

Previous Grant recipients are not eligible.

2.3 Applications for the Grant

Applicants are required to submit a letter of support (via the specified form) as part of their application. The supporter must be:

- (a) An ACEM Fellow or trainee who is of good standing with the College and has developed linkages with the applicant; or
- (b) A doctor, nurse, social worker, or Indigenous liaison worker who is active in emergency medicine care and has developed linkages with the applicant; or
- (c) An Indigenous graduate member of the Australian Indigenous Doctors' Association (AIDA) or Te Ohu Rata o Aotearoa (Te ORA) - Māori Medical Practitioners Association.

Successful applicants will be appointed an ACEM Fellow, trainee, or staff member host for the conference upon receiving the Grant.

2.4 Selection Criteria

- (a) The applicant will be selected according to the following criteria:
 - (i) demonstrated interest in emergency medicine practice and/or research;
 - (ii) demonstrated leadership qualities in their field of endeavour;
 - (iii) current engagement in an area of work or study that will benefit from the opportunities and learning experiences to be gained at the ASM or Winter Symposium.
- (b) It is also preferable that the applicant is a member of the Australian Indigenous Doctors Association (AIDA), Lowitja Institute Research Foundation or Te Ohu Rata o Aotearoa - Māori Medical Practitioners Association (Te ORA), or equivalent organisation.

2.5 Applicants

Eligible persons interested in making an application for the Grant should submit the completed application form together with the documentation specified therein, to the ACEM Foundation within the advertised timeframe.

2.6 Selection Process

A panel of three (3) or more assessors convened by the Indigenous Health Subcommittee shall adjudicate the applications based on the selection criteria outlined in 2.4 of this policy, and recommend to the ACEM Foundation recipients for the Grant(s).

The ACEM Foundation shall determine the recipient(s) of the Grant(s). At its discretion, the ACEM Foundation may choose not to award a Grant(s) if it sees fit.

The decision of the ACEM Foundation will be final and no correspondence will be entered into.

All parts of the selection process must be conducted in accordance with the College [Conflict of Interest Policy](#).

2.7 Acknowledgment of the Grant

The recipient(s) are presented with a certificate acknowledging of the Grant at the College Ceremony, held in the year the Grant is made.

2.8 Reporting Obligations

- (a) The Grant recipient shall provide a one-page report detailing their experience to the ACEM Foundation within 30 days of attending the ASM or Winter Symposium.
- (b) The Indigenous Health Subcommittee Administrator shall provide a report detailing the expenditure charged to the Grant to the ACEM Foundation within 30 days of attending the ASM or Winter Symposium.

3. ASSOCIATED DOCUMENTS

- AP418 ACEM Foundation Conference Grant Policy
- AP419 ACEM Foundation Conference Grant nomination form
- AP506 ACEM Foundation Conference Grant scoresheet
- [COR139 Conflict of Interest Policy](#)

4. DOCUMENT REVIEW

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

4.1 Responsibilities

Document authorisation: ACEM Foundation
 Document implementation: Indigenous Health Subcommittee
 Document maintenance: ACEM Foundation and IEMC Coordinator

4.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Mar-15	Establishment of policy
v2	Jul-16	1, 2.1, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3, 3.4
v3	Jan-17	1, 2.1, 2.2, 2.3, 2.6, 4.1
v4	Jun-18	2.1, 4.1