



Position Title	Lead, Accreditation
Department	Education and Training
Date Reviewed	April 2025

Incumbent Name	VACANT	
Signature		Date

College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

Department Overview

The Education and Training Department has several areas of activity as follows:

- *Associateship Training Programs:* Responsible for the administration of the ACEM Associateship Training programs in Emergency Medicine and Pre-Hospital and Retrieval Medicine (PHRM) and the accreditation of PHRM training sites.
- *Examinations Operations:* Responsible for the ongoing development and administration of activities to support the conduct of ACEM Primary and Fellowship Examinations

- *Examinations Systems and Standards*: Responsible for the ongoing development and administration of standards underpinning the ACEM Examinations and the digital systems required to support them.
- *Education Compliance*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand, and the provision of support to those on the pathway to Fellowship of ACEM.
- *Specialist International Medical Graduate*: Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand
- *Council of Education*: Responsible for the oversight of education and training, including the organisation of associated workshops, meetings, webinars, teleconferences, training events and activities.
- *Continuing Professional Development*: Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.
- *Accreditation*: Responsible for the accreditation of emergency departments to conduct training for ACEM training programs and special skills placements
- *FACEM Training*: Responsible for the administration of the ACEM Specialist Training Program leading to Fellowship of ACEM and the Joint Paediatric Emergency Medicine Training Program leading to the Specialist title of Paediatric Emergency Medicine Specialist. Trainee advocacy to provide support for trainees throughout their training program and management of the Trainee Research Requirement.

Position Purpose

Reporting to the Manager, Accreditation, this pivotal role serves as the College's representative in matters relating to accreditation inspections for the delivery of Fellowship training in Emergency Departments and Special Skills Placements. Responsibilities include administrative duties related to applications, site liaison, attendance at inspections, drafting of reports, and outcome management ensuring compliance with accreditation guidelines and regulations. Collaborating closely with the Coordinator, Accreditation, this position plays an integral part in the thorough preparation for inspections and reviews.

Key Responsibilities

The key responsibilities of the role shall include, but not be limited to:

- Represent the College as the senior staff member in attending inspections (virtual or on-site) of Emergency Departments and Special Skills Placements where required.
- Develop and maintain relationships with hospital sites by providing prompt, clear, courteous and accurate accreditation and inspection information in line with College guidelines.
- Attend to pre-inspection and post-inspection administrative tasks, including drafting inspection reports, inspection outcome management, committee voting and conditional quality improvement processes.
- Analysis, review and reporting of accreditation survey responses, including coordination of any actions as directed by the Accreditation Committee.
- Assist with developing resources and content to improve the inspectors' and sites' knowledge of accreditation requirements and processes, including contributing to the delivery of workshops.
- Update and maintain data integrity in relevant internal databases.
- Reconsideration and appeals coordination in collaboration with the Accreditation Coordinator.

- Contribute to the development and the updating of Accreditation policies, standards, procedures, website and reports to relevant College Committee's and other accreditation related communications.
- Act as a Subject Matter Expert and contribute towards development and improvement projects.
- Other responsibilities and additional tasks as delegated by Management within the scope of this position.

Key capabilities

ACEM has a Capability Framework that describes the technical and non-technical capabilities expected to be executed. For the role of Lead, Accreditation, the key capabilities include:

Effective communication:

- Able to communicate clearly and effectively in different forums and with a range of stakeholders and colleagues.
- Identifies most appropriate and effective method of communication based on message and audience.
- Provides opportunities for collaboration to ensure decision making, communication and messaging incorporates diverse views and perspectives.

Stakeholder engagement and management:

- Builds and maintains positive relationships with internal / external stakeholders and provides them with regular status updates.
- Takes responsibility for overseeing and resolving complex queries from internal / external stakeholders.
- Proactively shares information gained from stakeholder engagement to help resolve issues and improve internal processes.

Decision making:

- Able to identify a task / issue and break down into decisions needing to be made.
- Able to research alternative options; explores and analyses benefits and implications.
- Makes recommendations where there are multiple options to consider.

Problem-solving and advising:

- Able to proactively and independently solve low to medium-risk problems.
- Seeks opinion / guidance from others for more difficult problems.
- Identifies higher risk problems; develops potential recommendations and refers upwards.

Negotiation and influence:

- Demonstrates ability to influence others when appropriate.
- Negotiates relevant matters presented by internal and/or external stakeholders.
- Identifies where support / cooperation is needed from internal and/or external stakeholders.
- Able to negotiate to gain consensus.

Data gathering and analysis:

- Gathers and analyses relevant data across multiple domains.
- Identifies and evaluates sources of information to inform and progress work and share findings with relevant internal stakeholders.

Managing performance:

- Provides positive and constructive feedback to peers and colleagues.
- Provides informal mentoring to peers, colleagues.
- Fosters a positive workplace culture through role modelling organisational values and recognising positive behaviours in others.

Leadership and business acumen:

- Works collaboratively within own department / team.
- Identifies operational matters requiring financial consideration to inform budget preparation.

Change management:

- Encourages a culture of improvement through identifying potential opportunities for change in area of expertise / domain.
- Implements change plans.
- Provides subject matter expertise at key stages from change concept to delivery.
- Supports change management process through positive communication and proactively addressing issues.
- Able to articulate benefits of change and link to operational / strategic objectives.

Organisation responsibilities

- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM Reconciliation Action Plan and Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.
- Ensure the quality recording of all processes relevant to role and responsibilities.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.

Key Skills, Qualifications and Attributes

Essential

- Relevant work experience, preferably in, education, training, or regulatory/compliance environment.
- Highly developed written communication skills in preparing and editing correspondence, communications, presentations, reports and other documents to a high level of quality and accuracy.
- Demonstrated ability to communicate professionally, confidently and sensitively with a wide range of professionals, including senior hospital staff, doctors and committee members.
- Critical thinking, analytical and decision-making skills with a good ability to interpret information and make sound judgements based on consideration and evaluation of associated risks.
- Well-developed administrative skills, with strong attention to detail.
- Excellent planning and organisational skills, including time management, prioritising workload, meeting deadlines and adapting to changing demands in a complex environment.
- Strong initiative and self-motivation with the ability to work autonomously and strategically at times, exercising sound judgement to solve problems independently in accordance with team objectives, timelines and priorities or seek further input as required.

- Display commitment to high-quality service and continuous improvement-oriented workplace culture.
- Proficiency in Microsoft Office programs; Word, Outlook and Intermediate to Advanced skills in Microsoft Excel Skills.
- Commitment to the principles of equal opportunity, workplace diversity and industrial democracy.

Desirable

- Familiarity with Moodle and survey tools is highly desirable.
- Experience in the healthcare of medical education sector.
- Experience with a member-based organisation and/or volunteer workforce.

Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Organisational Sustainability

ACEM aims to promote sustainable practices in the workplace and reduce its environmental footprint through initiatives to reduce waste, energy and water use, and to increase recycling. All employees are encouraged to actively apply sustainability principles within their own teams.

Organisational Relationships

Reports to	Manager, Accreditation
Supervision of	Nil
Internal Liaison	ACEM Fellows and Trainees ACEM Senior Management and employees
Committee Liaison	Accreditation Committee Accreditation Inspection Panel
External Liaison	Health Professionals and Hospital Administrators Directors of Emergency Medicine Training (DEMT) Other colleges and equivalent training organisations

Additional Information

- May involve work outside normal business hours to meet business objectives.
- Travel within Australia and New Zealand will be required.