



Australasian College  
for Emergency Medicine

# ACEM Continuing Professional Development Participation Policy

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v15 CPD219

## Document review

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

## Revision history

Version	Date	Pages revised / Brief Explanation of Revision
v1	Jul-2016	Approved by Council of Education
v2	Sep-2016	Inclusion of: <ul style="list-style-type: none"> <li>definition of 'Auditee'</li> <li>reference to pro-rata</li> <li>minimum hours component for cycle requirements</li> <li>exemption of cycle auditees from random selection of following year</li> <li>effective dates for new mandatory requirements for NZ participants</li> <li>allowance for non-compliant participants to be audited more than once per CPD cycle</li> </ul> Clarification of: <ul style="list-style-type: none"> <li>cycle requirements include all annual requirements</li> <li>potential consequences of failure to meet requirements.</li> </ul>
v5	Jul-2017	Reduction to the requirements for the cycle audit. Clarification of audit cohorts. Extension of cycle audit submission period from two to three months.
v6	Aug-2017	Clarification of audit requirements Inclusion of extenuating circumstances
v7	Dec-2017	Included requirement for CPD activities to be submitted as well as recorded
v8	Jun-2018	Removal of reference to specific compliance audit requirements. Alignment of terminology to ACEM standards.
v9	Aug-2018	Inclusion of an approved cultural competence activity.
v10	Nov-2018	Strengthening the CPD goal and reflection requirement Removal of requirement to submit activities to an annual return
v11	May-2019	Revisions to clause 5 and clause 6.
v12	Aug-2020	Revised to reflect the new ACEM CPD program, program participants and CPD requirements
v13	Aug-2021	Revised CPD requirements for ACEM members working outside Australia and Aotearoa New Zealand, addition of revised ACEM CPD requirements for 2022 and contemporaneous review
v14	May-2022	Revised to reflect modified requirements for members working overseas, revisions to measuring outcomes and performance outcomes, and inclusion of Advanced Diplomates as CPD Program participants.
v14.1	Jun-2022	Revised to reflect change in terminology from 'Cultural Competence' to 'Cultural Safety'
v15	Jul-2023	Revised to reflect CPD Requirements changes for CPD participant cohorts from 2024
v16	Dec-2024	Revised to include non-compliance for non-member CPD participants. Revised to include Health Outcome CPD requirements. Revised to include Retired Fellows participating in the ACEM CPD Program Revised to include FACEM trainees participating in the ACEM CPD Program Revised to include Associate members (Foundational/Intermediate/Advanced) Revised to include Mandatory referral of non-compliance to MCNZ Revised to include reference to International Affiliates enrolling in ACEM CPD program Revised to include reference participant responsibility for mid-year intakes

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## 1. Purpose and background

The Australasian College for Emergency Medicine (ACEM; the College) provides a Continuing Professional Development (CPD) program to ensure medical practitioners practicing in the field of emergency medicine maintain and improve their knowledge and skills as applicable to their professional practice. The ACEM CPD Program is designed to meet the requirements of the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ) and enables participants to meet the Standards for continuing medical registration and recertification in Australia and Aotearoa New Zealand.

The purpose of the ACEM CPD Program is to:

- support medical practitioners to maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives<sup>1</sup>.
- provide assurance to the community that participants are meeting their CPD obligations and standards for continuing medical registration and recertification enable participants to access appropriate professional certification
- comply with relevant legislation and other jurisdictional requirements.

This policy applies equally to all participants in the ACEM CPD Program, except where otherwise stated in this policy.

## 2. Terminology

**Authority and medical registration authority** mean the Medical Board of Australia (MBA) or the Medical Council of New Zealand (MCNZ), as appropriate to the jurisdiction.

**CPD Year** means the 12-month period starting on 1 January and ending on 31 December.

**CPD year of enrolment** means the CPD Year (as defined above) during which the participant initially enrolled in the ACEM CPD Program, not to any other 12-month period.

**Completion** means the participant has recorded the minimum requirements of the ACEM CPD Program for the CPD Year.

**Compliant** means the participant has successfully passed a CPD compliance audit for the CPD Year.

**Developing Country** means countries recognised by the United Nations Development Programme (UNDP) as 'medium human development' and 'low human development' countries.

**Non-compliant** means participants of the ACEM CPD Program for the CPD Year who meet any of the following criteria:

- do not record minimum requirements for a CPD Year;
- fail to submit their audit by the due date;
- fail a compliance audit.

**Participant** (except where the context otherwise allows) means any person participating in the ACEM CPD Program, irrespective of whether or not they are a Fellow of ACEM (FACEM).

**Practice, clinical practice** and **non-clinical practice** have the same meanings as those given by the MBA or the MCNZ, according to the appropriate jurisdiction.

**Recording Period** means the CPD Year and a one-month period immediately following the end of the CPD Year to which the participation in approved CPD activities can be recorded by participants.

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<sup>1</sup> Ahpra & National Boards. (2023). *Continuing Professional Development*. <https://www.ahpra.gov.au/registration/registration-standards/cpd.aspx>

## 3. The ACEM CPD Program

### 3.1 Structure

The ACEM CPD Program operates on an annual recertification cycle, which commences on 1 January and concludes on 31 December each year in alignment with MBA requirements

### 3.2 Intake Dates

There are two annual intake dates for new participants in the ACEM CPD Program – 1 January and 1 July.

Newly admitted members will be enrolled in the intake date closest to their admission to membership date. When admission to membership falls between CPD program intake dates, members will be invited to choose their commencement date for entry into the ACEM CPD program

New participants selecting the mid-year intake are required to meet the half-year/6-month requirements of the annual recertification cycle during which they commence participation.

It is responsibility of participants selecting the mid-year intake to meet any further MBA/MCNZ requirements for the period for which they are not enrolled in the ACEM CPD Program.

### 3.3 Exemption

Participants in the ACEM CPD Program may apply for an exemption from program requirements in accordance with the provisions of the *Policy on Exemption from the ACEM CPD Program* (CPD499).

## 4. Program Participation

### 4.1 College Members

#### 4.1.1 Fellows (FACEMs)

Satisfactory participation in a CPD Program approved by the ACEM Board for this purpose (as specified in Regulation E1.1.1) is a mandatory requirement for ongoing Fellowship of the College. Appropriate CPD compliance is also a requirement of the MBA and the MCNZ for the maintenance of specialist/vocational registration in emergency medicine in Australia and/or Aotearoa New Zealand (as appropriate).

#### 4.1.2 Certificant, Diplomate, Advanced Diplomate, Associate (Foundational), Associate (Intermediate), Associate (Advanced) and Educational Affiliates

Satisfactory participation in a CPD Program approved by the ACEM Board for this purpose is a requirement for ongoing membership of the College as a Certificant, Diplomate, Advanced Diplomate, Associate (Foundational), Associate (Intermediate), Associate (Advanced) and Educational Affiliate (as specified in Regulation E2.1.1, Regulation E2.1.2, and Regulation E3.1.1 respectively). Appropriate CPD compliance is also a requirement of the MBA and the MCNZ for the maintenance of registration in Australia and/or Aotearoa New Zealand (as appropriate).

#### 4.1.3 International Affiliates

International Affiliate participants are non-FACEM medical practitioners with emergency medicine qualifications from a university in a Developing Country and living and working in a Developing Country or recognised in the jurisdiction in which they live and work, which is not recognised by ACEM as a Developing Country. Participation in the ACEM CPD Program (as specified in Regulation E4.1.1) may be optional for International Affiliates.

#### **4.14 Retired Fellows**

Retired Fellows have retired from medical practice as a specialist but may elect to participate in the ACEM CPD program to meet CPD compliance as required by the MBA or the MCNZ for the maintenance of general medical registration in Australia and/or Aotearoa New Zealand (as appropriate).

## **4.2 Non- members**

#### **4.21 Non-member Participants**

Medical practitioners registered to practise in Australia or Aotearoa New Zealand (as applicable) who practice principally in the area of emergency medicine but are not required to, may elect to participate in the ACEM CPD Program. It is the responsibility of the practitioner to ensure that the ACEM CPD Program aligns with their scope of practice. Applications must be made in writing to the College by completing and submitting the appropriate form (CPD424 Application for Enrolment – Non-Member Participant). Non-members participating in the ACEM CPD Program are required to meet Medical Board of Australia approved CPD requirements for medical registration of the CPD Year during which they commence participation.

#### **4.22 FACEM Trainees**

FACEM Trainees on interruption from the FACEM training program, who are working at least 0.5 FTE in medicine for 6 or more months of a CPD year, must enrol in an Accredited CPD Program to meet the criteria set by the MBA or the MCNZ for the maintenance of general medical registration in Australia and/or Aotearoa New Zealand (as appropriate).

## **4.3 Program Fees**

#### **4.31 College members**

Enrolment in the ACEM CPD Program is included in the annual subscription fee for members. Where a participant's membership of the College is terminated for non-payment of fees under 4.2.1(c) of the ACEM Constitution, the participant will be removed from the ACEM CPD Program effective from the date of termination.

#### **4.32 Non-College members**

The fee for non-member participants shall be set by the ACEM Board and is payable in respect of each year of enrolment in the ACEM CPD Program. Where the enrolment fee, any applicable late fee or portion thereof remains outstanding at the date specified by the College, the participant will be removed from the ACEM CPD Program.

## **5. Program Requirements**

### **5.1 Activity Categories**

#### **CPD Activities**

(a) CPD activities fall into the following three (3) categories:

- Educational Activities
- Reviewing Performance
- Measuring Outcomes

Approved CPD activity types are listed in the *CPD Program Activities List*

(b) Procedural skills fall into the following two (2) activity types:

- High Level Requirement procedural skills
  - airway
  - breathing
  - circulation
- Essential Emergency Medicine procedural skills

Approved procedural skills are listed in the [ACEM CPD Program Procedural Skills List](#).

## 52 Minimum Requirements

### 521 Minimum Requirements – FACEM Participants

To meet the requirements of the ACEM CPD Program, FACEM participants are required to complete the following (or pro-rata for mid-year or mid-cycle enrolment dates):

(a) During each CPD Year:

- a minimum of 50 hours of approved CPD activities to be completed, comprising:
  - 12.5 hours of Educational Activities
  - 25 hours of Reviewing Performance and Measuring Outcomes activities, with
    - a minimum of five (5) hours of Reviewing Performance activities
    - a minimum of five (5) hours of Measuring Outcomes activities
  - 12.5 hours in any of the above categories.
- a minimum of one (1)\* procedural skill undertaken by performance, teaching or supervision in a clinical or simulated setting, from each of the High Level Requirement procedural skill activity types:
  - airway
  - breathing
  - circulation.
- a minimum of four (4)\* different procedural skills undertaken by performance, teaching or supervision in a clinical or simulated setting, from the [Essential Emergency Medicine procedural skills list](#).
- one (1)\* Professional Development Plan and associated reflection.
- Minimum of one (1)\* activity per Health Outcome category:
  - Ethical Practice
  - Professionalism
  - Addressing Health Inequities
  - Culturally Safe Practice (includes 1 reflective component)
- for participants registered to practice in Aotearoa New Zealand (in accordance with MCNZ requirements) one (1)\* Annual Conversation.

\* Pro-rata requirements do not apply. The full requirement must be met.



**522 Minimum Requirements – Certificants, Diplomates, Advanced Diplomates, Associate (Foundational), Associate (Advanced) Associate (Intermediate), Retired Fellows, FACEM Trainees and Educational Affiliates.**

To meet the requirements of the ACEM CPD Program, Certificant, Diplomate, Advanced Diplomate, Educational Affiliate and International Affiliate participants are required to complete the following (or pro-rata for mid-year enrolment dates):

- (a) During each CPD Year:
- a minimum of 50 hours of approved CPD activities to be completed, comprising:
    - 12.5 hours of Educational Activities
    - 25 hours of Reviewing Performance and Measuring Outcomes activities, with
      - a minimum of five (5) hours of Reviewing Performance activities
      - a minimum of five (5) hours of Measuring Outcomes activities
    - 12.5 hours in any of the above categories
    - a minimum of four (4)\* different procedural skills undertaken by performance, teaching or supervision in a clinical or simulated setting, from the [Essential Emergency Medicine procedural skills list](#).
    - one (1)\* Professional Development Plan and associated reflection.
  - Minimum of one (1)\* activity per Health Outcome category:
    - Ethical Practice
    - Professionalism
    - Addressing Health Inequities
    - Culturally Safe Practice (includes 1 reflective component)
      - for participants registered to practice in Aotearoa New Zealand (in accordance with MCNZ requirements) one (1)\* Annual Conversation.

\*Pro-rata requirements do not apply. The full requirement must be met.

**523 Minimum Requirements – Eligible FACEM members working outside of Australia and Aotearoa New Zealand not registered to practice in Australia or Aotearoa New Zealand**

During each CPD Year:

- a minimum of 50 hours of approved CPD activities must be completed in one (1) or a combination of the following three (3) CPD categories:
  - Educational Activities
  - Reviewing Performance
  - Measuring Outcomes; and
- a minimum of one (1)\* procedural skill undertaken by performance, teaching or supervision in a clinical or simulated setting, from each of the High Level Requirement procedural skill activity types:
  - airway
  - breathing
  - circulation.
- a minimum of four (4)\* different procedural skills undertaken by performance, teaching or supervision in a clinical or simulated setting, from the [Essential Emergency Medicine procedural skills list](#).
- one (1)\* Professional Development Plan and associated reflection

- Minimum of one (1)\* activity per Health Outcome category:
- Ethical Practice
- Professionalism
- Addressing Health Inequities
- Culturally Safe Practice (includes 1 reflective component)

\*Pro-rata requirements do not apply. The full requirement must be met.

**524 Minimum Requirements – Eligible Certificant, Diplomate, Advanced Diplomate, Associate (Foundational), Associate (Intermediate), Associate (Advanced) and Educational Affiliate members working outside of Australia and Aotearoa New Zealand and not registered to practice in Australia or Aotearoa New Zealand**

During each CPD Year:

- a minimum of 50 hours of approved CPD activities must be completed in one (1) or a combination of the following three (3) CPD categories:
  - Educational Activities
  - Reviewing Performance
  - Measuring Outcomes.
- a minimum of four (4)\* different procedural skills undertaken by performance, teaching or supervision in a clinical or simulated setting, from the [Essential Emergency Medicine procedural skills list](#).
- one (1)\* Professional Development Plan and associated reflection.
- Minimum of one (1)\* activity per Health Outcome category:
  - Ethical Practice
  - Professionalism
  - Addressing Health Inequities
  - Culturally Safe Practice (includes 1 reflective component)

\* Pro-rata requirements do not apply. The full requirement must be met.

**525 Minimum Requirements – Eligible, enrolled International Affiliate members working outside of Australia and Aotearoa New Zealand and not registered to practice in Australia or Aotearoa New Zealand**

During each CPD Year:

- a minimum of 50 hours of approved CPD activities must be completed in one (1) or a combination of the following three (3) CPD categories:
  - Educational Activities
  - Reviewing Performance
  - Measuring Outcomes.
- a minimum of four (4)\* different procedural skills undertaken by performance, teaching or supervision in a clinical or simulated setting, from the [Essential Emergency Medicine procedural skills list](#).
- one (1)\* Professional Development Plan and associated reflection

\* Pro-rata requirements do not apply. The full requirement must be met.

## 526 Minimum Requirements – Non-member Participants

To meet the requirements of the ACEM CPD Program, non-member participants are required to complete the following during each CPD Year (or pro-rata for mid-year or mid-cycle enrolment dates):

- a minimum of 50 hours of approved CPD activities, comprising:
  - 12.5 hours of Educational Activities
  - A minimum of 25 hours of *Reviewing Performance* and *Measuring Outcomes* activities, with:
    - a minimum of five (5) hours of *Reviewing Performance* activities
    - a minimum of five (5) hours of *Measuring Outcomes* activities
    - remaining 15 hours comprising *Reviewing Performance* and *Measuring Outcomes* activities
  - 12.5 hours in any of the above categories.
- one (1)\* Professional Development Plan and associated reflection.
- Minimum of one (1)\* activity per Health Outcome category:
  - Ethical Practice
  - Professionalism
  - Addressing Health Inequities
  - Culturally Safe Practice (includes 1 reflective component)
- for participants registered to practice in Aotearoa New Zealand (in accordance with MCNZ requirements) one (1)\* Annual Conversation.

\* Pro-rata requirements do not apply. The full requirement must be met.

## 53 Recording Requirements

All participants are required to maintain an online record of their CPD activity via My ACEM. All activities must be recorded in the Recording Period for the relevant CPD Year.

## 54 Participant Support

Throughout the CPD Year, the ACEM CPD Committee will take steps to support participants to comply with the requirements of the ACEM CPD Program. This includes early identification of participants who may be at risk of failing to satisfy requirements, so that remediation and support can be offered. Participants experiencing difficulties should contact the CPD Unit as soon as possible for support.

## 55 Completion of CPD

Participants who record the minimum requirements of the ACEM CPD Program for the CPD Year by 31 January after close of the Recording Period, will be deemed to have completed their CPD. Upon completion, an annual '*CPD Completion Certificate*' will be issued to participants. Annual *CPD Completion Certificates* will be available via My ACEM, unless the participant is selected for audit (refer to section 6).

## 56 Failure to meet CPD Requirements

A participant in the ACEM CPD Program will be deemed to be 'non-compliant' if they do not record the minimum requirements for a CPD year within the Recording Period (i.e. 31 January) and will be mandatorily selected for CPD compliance audit (refer to section 6).

## 6. Compliance

### 6.1 Compliance Audit

Pursuant to the *ACEM CPD Compliance Audit Policy* (CPD600), the ACEM CPD Committee shall conduct a compliance audit annually to determine whether participants are compliant with the requirements of the ACEM CPD Program. A proportion of participants will be audited on an annual basis to ensure compliance with the ACEM CPD program for the year in question.

### 6.2 CPD Non-Compliance

A participant will be deemed to be 'non-compliant' in the ACEM CPD Program if they meet any of the following criteria:

- fail to record the minimum requirements for a CPD Year (in which case they will be subject to a compliance audit);
- fail to submit their audit by the due date (in which case they will be subject to a further compliance audit the following year);
- fail a compliance audit (in which case they will be subject to a further compliance audit the following year).

Where a participant is non-compliant with the requirements of the ACEM CPD Program they will be referred to the relevant regulatory authority;

Where a participant is non-compliant in 2 consecutive CPD years with the requirements of the ACEM CPD Program:

- this information may be conveyed to a prospective or current employer(s) or their agents; and/or
- if the participant is an ACEM member, the individual may have their College membership suspended or terminated by the ACEM Board.
- If the participant is a non-member, the individual may be suspended or terminated from the ACEM CPD program by the ACEM CPD Committee Chair.

### 6.3 Acknowledgement of Compliance

A '*CPD Audit Compliance Certificate*' will be available to ACEM CPD Program participants via *My ACEM* upon Satisfactory Completion of a Compliance Audit.

## 7. Good Standing

ACEM members who have no outstanding financial debts to the College and who are not subject to any disciplinary or other investigations by the College and who have met all ACEM Recertification requirements, pursuant to Regulation E, as applicable, shall be deemed of Good Standing with the College. These members may request a Letter of Good Standing at any time throughout a CPD Year.



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