



SPECIALIST CONTINUING PROFESSIONAL DEVELOPMENT PARTICIPATION POLICY

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1. PURPOSE AND SCOPE

The Australasian College for Emergency Medicine (ACEM/the College) conducts Continuing Professional Development (CPD) programs to ensure medical practitioners practising in the field of emergency medicine maintain and improve their knowledge and skills as applicable to their professional practice. These programs are designed to meet the requirements of the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ) for the purposes of individual practice.

This policy is made pursuant to Regulation E1: Recertification. The purpose of the ACEM Specialist CPD program is to:

- facilitate the participation of specialists in emergency medicine in effective CPD within their scope of practice
- demonstrate the accountability of specialists in emergency medicine to the community by monitoring their participation in CPD
- enable access of individuals practising as specialists in the field of emergency medicine in Australia and New Zealand to access appropriate professional certification
- comply with relevant legislation and other jurisdictional requirements.

This policy applies equally to all participants in the Specialist CPD program, except where otherwise stated herein.

The policy does not apply to ACEM Certificants, Diplomates or Educational Affiliates, unless they have specifically chosen to participate in the program described herein due to individual CPD requirements.

2. DEFINITIONS

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

'CPD year' means the 12 month period starting on 1 July and ending on 30 June the following year.

'Close of CPD year/cycle' means the 31 July immediately following the end of the relevant CPD year.

'CPD year of enrolment' means the CPD year (as defined above) during which enrolment in the Specialist CPD Program was initially effected, not to any other 12-month period.

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

'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.

3. THE SPECIALIST CPD PROGRAM

3.1 Structure

The ACEM Specialist CPD Program is based on a three-year recertification cycle, which commences on 1 July in the relevant year and concludes three years later on 30 June. The cycle is divided into three annual reporting periods (or 'CPD years'), each of which run consecutively from 1 July to 30 June of the following year, as illustrated in Figure 1 below.

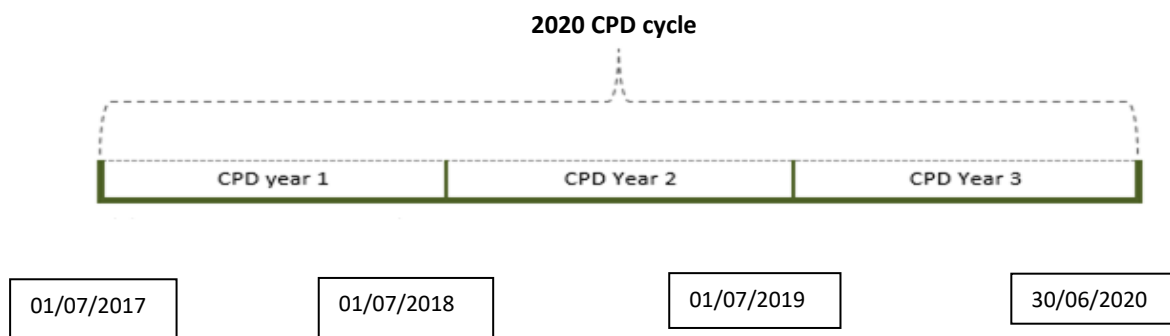


Figure 1 - Three-year CPD cycle

3.2 Intake Dates

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

3.3 Exemption

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

4. PARTICIPATION IN THE SPECIALIST CPD PROGRAM

4.1 ACEM Fellows (FACEMs)

Satisfactory participation in an ACEM-approved CPD program (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 or New Zealand (as appropriate).

Newly-Elected Fellows

Newly-elected Fellows are required to commence the Specialist CPD Program on the next intake date following their election to Fellowship. That is:

- (a) **1 July** – if elected to Fellowship between 1 January and 30 June of the same year; or
- (b) **1 January** – if elected to Fellowship between 1 July and 31 December of the immediately preceding year.

New participants are required, on a pro-rata basis, to meet all requirements of the recertification cycle during which they commence participation.

Fees

No Specialist CPD Program participation fee is payable by Fellows of the College.

4.2 Non-FACEM Participants

Medical practitioners registered to practise in Australia or New Zealand (as applicable) and whose practice is principally in the area of emergency medicine may elect to participate in the ACEM Specialist CPD program. Applications must be made in writing to the College using the appropriate form, together with all other information specified on that form.

Enrolment

Non-FACEM participants are able to commence the Specialist CPD Program on one of the intake dates set by the College. That is 1 July or 1 January.

Upon request, commencement may be back-dated to the intake date immediately preceding acceptance of the individual's application, with all applicable fees payable.

Fees

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

5. PROGRAM REQUIREMENTS

5.1 Activity Categories

CPD Activities

(a) CPD activities fall into the following four (4) categories:

- self-directed learning
- group learning
- quality enhancement
- teaching, research and educational development.

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

Procedural Skills

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

- core procedural skills
 - airway
 - breathing
 - circulation
- scope of practice skills.

Approved procedural skills are listed in the *Specialist CPD Program Procedural Skills List*.

5.2 Minimum Requirements

To meet the requirements of the Specialist CPD program, participants are required to complete all of 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
- a minimum of one (1) procedural skill undertaken by performance, teaching or supervision, from each of the core procedural skill activity types:
 - airway
 - breathing

- circulation.
- a minimum of one (1) goal recorded and associated self-reflection
- for participants registered to practice in New Zealand (in accordance with MCNZ requirements):
 - an Audit of Medical Practice
 - 10 hours peer review
 - 20 hours continuing medical education (CME) (incorporating Group Learning and/or Self-Directed Learning);

and

(b) During each three-year cycle, in addition to all annual requirements:

- a minimum of one (1) procedural skill undertaken by performance, from each of the core procedural skills
- 12 different scope of practice skills (by performance, teaching or supervision). CPD participants who enrolled in the last six months of the CPD cycle are exempt from this requirement
- 30 hours in the category of Quality Enhancement
- 30 hours in at least two (2) of the following categories:
 - Self-directed Learning
 - Group Learning
 - Teaching, Research & Educational Development
- one (1) approved cultural competence activity.

Approved cultural competence activities are listed in the Specialist CPD Approved Cultural Competence Activity list.

5.3 Recording Requirements

All participants are required to maintain an online record of their CPD activity via *My ACEM*. All activities must be recorded and submitted by the close of the relevant CPD year and CPD cycle.

5.4 Participant Support

Throughout the CPD year, the CPD Committee will take steps to support participants to comply with the requirements of the Specialist CPD Program. One such step is the 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.

5.5 Failure to meet CPD Requirements

See also:

- Regulation E1.3 of the Recertification Regulations (Fellowship Recertification – Failure to Comply)
- Clause 6.3 of the *Privacy Policy* (Enquiries re CPD status).

(a) A participant in the Specialist CPD Program will be deemed to be ‘non-compliant’ if:

- they do not satisfy minimum requirements for a CPD year and/or cycle; or
- they fail to comply with or pass a compliance audit.

(b) Where a participant is non-compliant with the requirements of the Specialist CPD Program:

- the participant may be referred to the relevant regulatory Authority;

- this information may be conveyed to prospective or current employer or their agents; and/or
- the member may have their College membership either suspended or terminated by the Board.

6. COMPLIANCE AUDITS

Pursuant to Regulation E1.2, the CPD Committee shall conduct a compliance audit annually to determine whether auditees are compliant with the requirements of the Specialist CPD Program.

7. ACKNOWLEDGEMENT OF COMPLIANCE

Unless the participant is selected for audit, certificates are available via *My ACEM* for participants in the Specialist CPD Program as follows:

- an annual *completion* certificate – at the close of a CPD year, and
- a CPD cycle *completion* certificate – at the close of a CPD cycle.

A CPD *compliance* certificate will be available to participants via *My ACEM* upon successfully passing a compliance audit.

8. GOOD STANDING

Participants who are both financial (i.e. have no financial debts to the College) and are CPD compliant shall be deemed to be in good standing with the College, and may request a Letter of Good Standing at any time throughout a CPD year.

9. DOCUMENT REVIEW

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

9.1 Responsibilities

Document authorisation: Council of Education
 Document implementation: General Manager of Education / relevant unit manager
 Document maintenance: Relevant unit manager

9.2 Revision History

Version	Date of Version	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"> • definition of 'Auditee' • reference to pro-rata • minimum hours component for cycle requirements • exemption of cycle auditees from random selection of following year • effective dates for new mandatory requirements for NZ participants • allowance for non-compliant participants to be audited more than once per CPD cycle Clarification of: <ul style="list-style-type: none"> • cycle requirements include all annual requirements • potential consequences of failure to meet requirements.

Version	Date of Version	Pages revised / Brief Explanation of Revision
v3	Apr-2017	<p>Inclusion of:</p> <ul style="list-style-type: none"> • Update of name from 'CPD Program' to 'Specialist CPD Program' • requirement of evidence retention • requirement of annual goal setting and reflection • increase from 10 to 12 'different procedural skills' <p>Clarification of:</p> <ul style="list-style-type: none"> • 'unique' scope of practice skills refers to 'different' skills
v4	June-2017	<p>Inclusion of:</p> <ul style="list-style-type: none"> • reference to exemption policy • non-FACEM participant enrolment dates • reduction of audit percentage from 10% to 5%.
v5	Jul-2017	<p>Reduction to the requirements for the cycle audit. Clarification of audit cohorts. Extension of cycle audit submission period from two to three months.</p>
v6	Aug-2017	<p>Clarification of audit requirements Inclusion of extenuating circumstances</p>
v7	Dec-2017	Included requirement for CPD activities to be submitted as well as recorded
v8	Jun-2018	<p>Removal of reference to specific compliance audit requirements. Alignment of terminology to ACEM standards.</p>
v9	Aug-2018	Inclusion of an approved cultural competence activity.