



PRIVATE EMERGENCY MEDICINE SECTION

Council of Advocacy, Practice and Partnerships

1. INTRODUCTION

The Private Emergency Medicine (PrEM) Section is a Section of the Council of Advocacy, Practice and Partnerships (CAPP). These Terms of Reference are established under, and are subordinate to, Regulation A9 and the *Policy on Sections* ('the Policy').

These Terms of Reference include the following:

- matters specific to the PrEM Section (i.e. role and responsibility)
- membership specifications (including any variation permitted by CAPP), and
- operational matters where these have been varied by CAPP pursuant to the *Policy on College Entities*.

Otherwise, refer to Regulation A9 and the Policy for details of all matters pertaining to the operation of the Section.

2. MEMBERSHIP

2.1 Section Membership

The PrEM Section shall comprise the following:

- a) Ordinary members:
 - a minimum of 30 FACEMs with no limit on the maximum number of members;
 - other members of the College, admitted pursuant to the applicable College regulations and policies; and
 - trainees enrolled in and undertaking the FACEM Training Program, the Emergency Medicine Certificate, the Emergency Medicine Diploma, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of obtaining eligibility for election to Fellowship of the College.
- b) External members:
 - any specialist/key stakeholder from a private emergency department setting or undertaking research related to this component of emergency medicine.

Applications for membership of the PrEM Section shall be submitted in writing in accordance with the provisions of Regulation A9 and the Policy, in the format approved by the ACEM Board from time to time and must be accompanied by all additional information as requested.

2.2 Executive

The PrEM Section Executive shall comprise a minimum of four (4) and a maximum of (6) ordinary FACEM members, and a maximum of one (1) FACEM Training Program trainee member of the Section.

Members of the PrEM Section Executive shall be appointed by CAPP, on the nomination of the College members of the PrEM Section, for a period of two (2) years pursuant to processes set out in Regulation A9. Nomination to the Executive shall follow the outcome of an election by a process outlined in Regulation A9.

The Chair and Deputy Chair shall be appointed by CAPP following the appointment of the PrEM Section Executive in accordance with the provisions of Regulation A9 and the Policy.

A casual vacancy arising in the PrEM Section Executive shall be filled in accordance with the provisions of Regulation A9.

Pursuant to Regulation A9 and the Policy, the appointment of any member to the Executive and/or any office bearer position may be revoked at any time by resolution of a majority of members present at any meeting of CAPP of which notice had been circulated to all members of CAPP and the Section Executive members at least fourteen (14) days prior to the meeting.

3. ROLE AND AUTHORITY

3.1 Role

The role of the PrEM Section includes, but is not limited to:

- being the liaison group for the ACEM Board, CAPP and Council of Education (COE), and their respective entities, in advising on issues relating to the development and provision of emergency medicine in private EDs in Australia and New Zealand;
- providing advice and guidance to CAPP, Faculty Boards and other ACEM entities and governing bodies as required on matters relating to private practice in emergency medicine;
- fostering and promoting quality clinical care, education, training and research in private EDs throughout Australia and New Zealand;
- building awareness across ACEM and the wider community of matters specific to private EDs, and advocating for issues specific to emergency care in private EDs, including:
 - recognition and support for emergency physicians working in private EDs; and
 - facilitating a process of consultation with College Fellows regarding matters related to the practice of emergency medicine within the private sector in Australia and New Zealand.

3.2 Extent of Authority

The PrEM Section may provide advice to CAPP and through it the ACEM Board regarding matters within its purview, but does not have authority with respect to decisions that are binding on the College or any of its entities, including in regard to the commitment of College resources to PrEM Section activities.

3.3 Reporting

The PrEM Section Executive shall report to CAPP following each of its meetings.

4. MEETING REQUIREMENTS

4.1 Meetings of the Executive

Meetings of the PrEM Section Executive shall be held at least twice a year, and more frequently where necessary and with the prior approval of CAPP. One (1) of these meetings shall be held face-to-face, and the remainder by teleconference.

4.2 Quorum

The required quorum for the transaction of business at an Executive meeting is as follows:

- Where the Executive consists of four (4) or five (5) members – three (3) members.
- Where the Executive consists of six (6) members – four (4) members.

4.3 Voting Rights

These requirements of the Policy are varied to the following extent only:

- Ex-officio members do not have voting rights.
- Staff members in attendance at meetings do not have voting rights.

5. DOCUMENT REVIEW

Every two (2) years, or earlier if required.

5.1 Responsibilities

Document authorisation:	Council of Advocacy, Practice and Partnerships
Document implementation:	Executive Director Policy and Strategic Partnerships
Document maintenance:	General Manager, Governance and Standards

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Nov-2019	Approved by CAPP
v1.1	Jul-2020	Acronym changed to PrEMS, removed requirement for at least one (1) Executive member to reside in Australia and one (1) in New Zealand