



Private Emergency Medicine Network

A Network of the Council of Advocacy, Practice and Partnerships

1. Introduction

The Private Emergency Medicine (PrEM) Network is established pursuant to Regulation A9 and reports through the Health System Reform Committee to 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 Networks ('the Policy'). A good working knowledge of the Regulations and Policy are essential.

These terms of reference include details of the following:

- Membership – pursuant to the Policy, some elements of membership may be varied by CAPP
- responsibility and authority – matters which are specific to the PrEM Network
- operational matters – where these have been varied by CAPP pursuant to the Policy

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

2. Purpose

The PrEM Network is a community of practice that has been formed to promote quality care, training and research in private emergency departments (EDs) in Australia and Aotearoa New Zealand, raise awareness of matters specific to private emergency medicine, and recognition for those working in the sector. The general role and responsibility of Networks (or 'purpose'), as it relates to the Network and its Executive, are set out in College Regulation A9.3.6 and Section 5 of the Policy.

3. Membership

3.1 Network Membership

The PrEM Network shall comprise the following:

(a) Ordinary members:

- a minimum of 30 FACEMs and two trainees with no limit on the maximum number of members or trainees;
- other members of the College, admitted pursuant to the applicable College regulations and policies;
- trainees enrolled in and undertaking the FACEM Training Program, the Emergency Medicine Certificate (EMC), the Emergency Medicine Diploma (EMD), Emergency Medicine Advanced Diploma (EMAD) and Diploma in Pre-Hospital Retrieval Medicine (DipPHRM), and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of attaining 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 general membership of the PrEM Network 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.

3.2 Executive

Composition of Executive

The PrEM Network Executive shall comprise:

-
- (a) Up to ten (10) ordinary members who hold Fellowship of ACEM and ordinarily reside in Australia and/or Aotearoa New Zealand.
 - (b) Up to one (1) trainee enrolled in and currently undertaking the FACEM Training Program.
 - (c) Up to one (1) ACEM members in a category other than that of Fellow.

Of the maximum 12 members appointed to the PrEM Network Executive pursuant to section 3.2(a) to (c) above, at least one (1) member shall be resident in each of Australia and Aotearoa New Zealand. The PrEM Network Executive may co-opt one (1) external member and/or one (1) supernumerary member; co-opted members do not have voting rights.

Office Bearers

During the period where the term of office of a Network Executive is due to cease, but no more than a maximum of three (3) months from the date of the end of that term, CAPP shall accept from the current PrEMN Network Executive a nomination from eligible members of the Network for the positions of Chair and Deputy Chair of the Network for the following term of office. Such nominations shall have been endorsed by at least a 75% majority of the current Network Executive.

Casual Vacancies

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

Revocation of Membership

Pursuant to Regulation A9 and the Policy, the appointment of any member to the Network 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 PrEM Network Executive member at least fourteen (14) days prior to the meeting.

4. Role and Authority

4.1 Role

The role of the PrEM Network 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 Aotearoa New Zealand;
- providing advice and guidance to CAPP, Faculty Boards and other ACEM governing bodies and entities 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 Aotearoa 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, and other members as applicable, regarding matters related to the practice of emergency medicine within the private sector in Australia and Aotearoa New Zealand.

4.2 Extent of Authority

The PrEM Network may provide advice to ACEM Board, CAPP and COE 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 ACEM resources to PrEM Network activities.

4.3 Reporting

The Network shall provide a written report to CAPP following each of its meetings.

5. Meeting Requirements

5.1 Meetings of the Executive

The PrEM Network Executive shall meet at least once per year by electronic means, with the ability to meet more frequently where necessary. At the discretion of the Network Executive, the meeting may be open to all members of the Network to attend.

The College will provide full administrative support for one (1) half-day or one (1) full-day meeting of the Network Executive each year by videoconference or other approved electronic format.

Where circumstances allow, the Network Executive may choose to meet face-to-face or in a hybrid format at craft events. The Executive shall be entirely responsible for arranging any such meeting and no financial or administrative support will be provided by the College in order for meetings of this sort to occur.

5.2 Meetings of the Network

In each calendar year, the Network Executive shall convene at least one meeting of the Network membership. Such meetings shall be held by electronic means and in accordance with the requirements outlined in Regulation A9.5 and the Policy.

5.3 Quorum

The quorum for the transaction of business at a PrEM Network Executive meeting is a majority of Executive members, at least one (1) of who must be either the Chair or Deputy Chair. Non-voting members do not contribute to the determination of a quorum based on those present.

The quorum for the transaction of business at a meeting of the Network is at least 15 members, including at least two (2) members of the PrEM Network Executive.

6. Document Review

Timeframe for review:	Every two (2) years, or earlier if required.
Document authorisation:	ACEM Board
Document implementation:	Executive Director, Policy, Research and Partnerships
Document maintenance:	General Manager, Governance and Standards

7. Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Nov-2019	Approved by CAPP
v2	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
v3	Jun-2022	Revisions to reflect review of Sections and alignment with revised requirements of Networks. Approved by Board.