

# Australasian College for Emergency Medicine

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## Emergency Medicine Certificate and Diploma

Training Handbook v1

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## Acronyms

ACEM	Australasian College for Emergency Medicine
AMC	Australian Medical Council
ANZCA	Australian and New Zealand College of Anaesthetists
ASGC-RA	Australian Statistical Geography Standard Remoteness Areas
CAPP	Council of Advocacy, Practice and Partnerships
CICM	College of Intensive Care Medicine
COE	Council of Education
CPD	Continuing Professional Development
ED	Emergency Department
EM	Emergency Medicine
EMC	Emergency Medicine Certificate
EMD	Emergency Medicine Diploma
EMAD	Emergency Medicine Advanced Diploma
EMET	Emergency Medicine Education and Training
FACEM	Fellow of the Australasian College for Emergency Medicine
FTE	Full Time Equivalent
GP	General Practitioner
MBA	Medical Board of Australia
MCNZ	Medical Council of New Zealand
MO	Medical Officer
NPSC	National Program Steering Committee
PSO	Program Support Officer

## YOUR TRAINING HANDBOOK

This handbook is designed to help you navigate your way through the ACEM Emergency Medicine Certificate and Diploma programs from the day you enrol to the day you complete all the training and assessment requirements. The information in this handbook outlines the training and assessment requirements for trainees commencing the EMC, EMD or EMAD from 2021.

It outlines your training and assessment requirements, how to complete them, where to find more information and who to contact. The handbook also provides important information about College policies as well as how to access Trainee Support and Wellbeing resources.

This handbook is a 'living' document and will be updated from time to time as regulations, policies and processes change, so it is important that you regularly check you have the latest version particularly if you have a printed copy. We suggest you bookmark the handbook online.

The handbook is divided into various sections providing general information about the College and Program administration before outlining the different training and assessment requirements of the three programs.

- Emergency Medicine Certificate
- Emergency Medicine Diploma
- Emergency Medicine Advanced Diploma

The Training Handbook should not be your only resource to help you through the program.

- Regulation D outlines the rules of each program. It is essential that trainees are familiar with these regulations.
- The Emergency Medicine Certificate and Diploma curricula outlines the learning outcomes and everything a trainee needs to learn, and importantly what a trainee will be assessed and examined on.
- Individual assessment forms, which are accessed via the Online Assessment portal, provide detailed information on how to complete each assessment and the assessment criteria.
- Online learning modules are available via the ACEM Educational Resources website. These resources are mapped directly to the learning outcomes of the curriculum and are supplemented with other learning support resources and recommended texts.
- The EMCD Team are available to assist you should you have any questions or need to discuss your training. Contact details are included in this handbook.

# 1. Introduction

## 1.1 The College

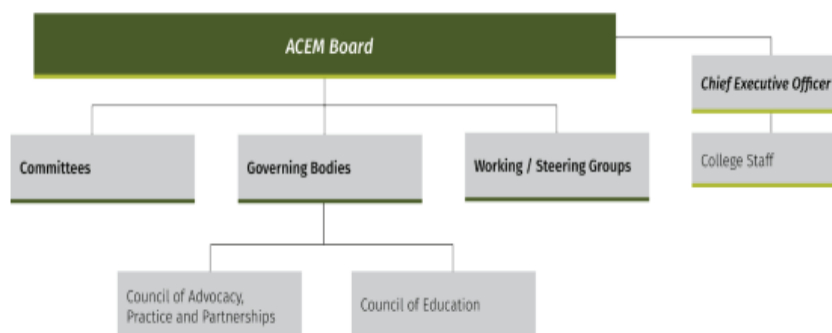
The Australasian College for Emergency Medicine (ACEM; 'the College') is accredited by the Australian Medical Council (AMC) on behalf of the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ) to train and accredit doctors throughout Australia and New Zealand as specialist emergency medicine physicians. The College sets the standards for clinical practice in emergency medicine in Australia and New Zealand. It is responsible for delivering and managing the training, education and professional development programs that serve to ensure the provision of emergency medicine care at the standard and quality expected by the Australian and New Zealand public.



## 1.2 ACEM Governance

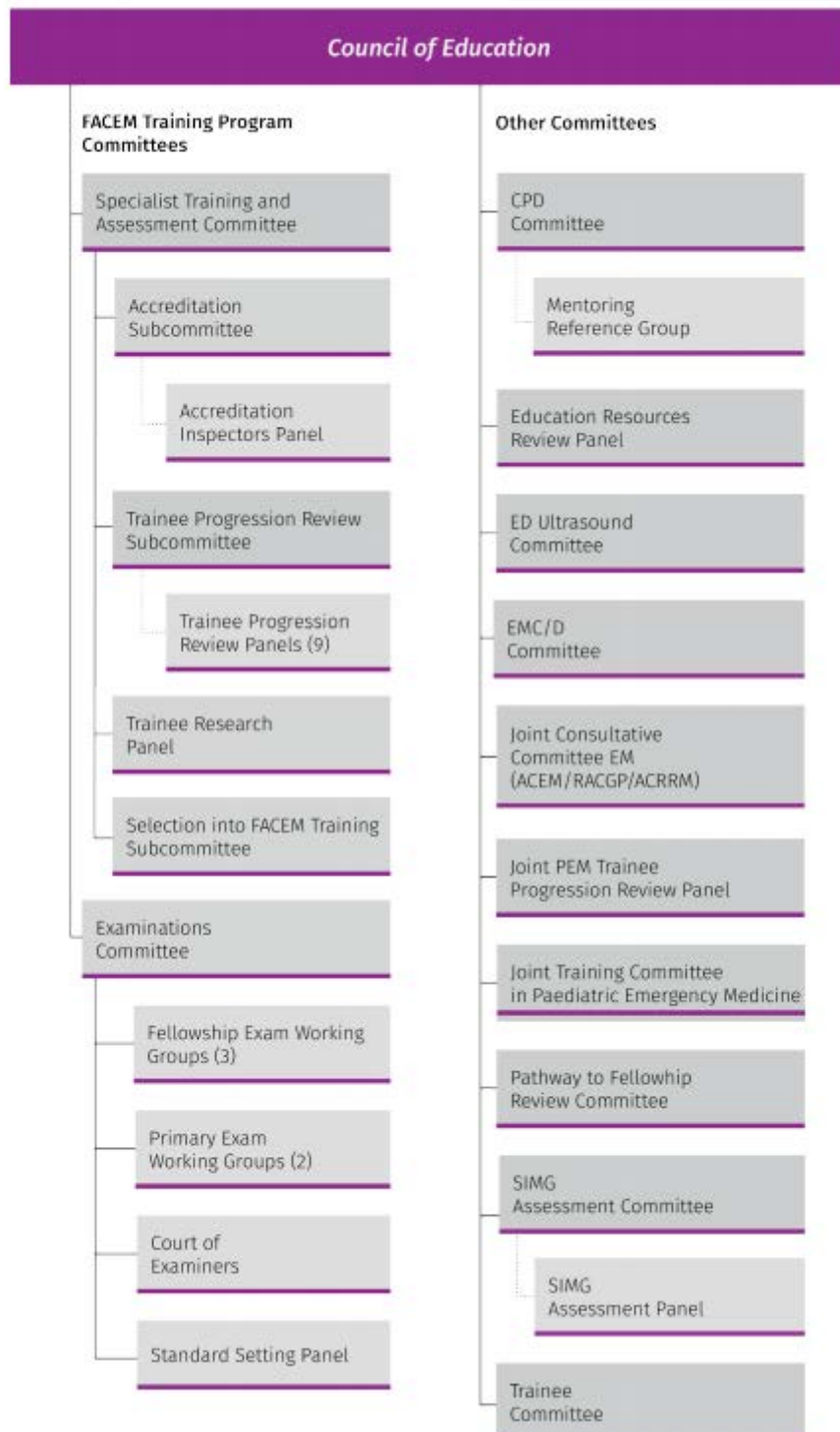
ACEM is governed by a Board, the members of which are the company directors. In addition to standing and ad hoc committees that report directly to it, the Board delegates some powers to its two councils, the Council of Advocacy, Practice and Partnerships (CAPP) and the Council of Education (COE), and their subordinate entities. The general nature of the arrangements is outlined in Figure 1 below.

Figure 1: ACEM Governance Structure



The **Council of Education (COE)** is the educational governing body of the College and has been delegated responsibility for all facets of the College's educational activities by the ACEM Board. This includes the requirements of the training programs, conduct of examinations, election to Membership, accreditation of training sites and placements, and ongoing professional development requirements. The membership of all COE entities (Figure 2) is set out in formal Terms of Reference.

**Figure 2: Council of Education governance structure**





### **1.3 ACEM Training Programs**

ACEM offers five training programs:

- Specialist training in emergency medicine (leading to Fellowship)
- Emergency Medicine Certificate (EMC)
- Emergency Medicine Diploma (EMD)
- Emergency Medicine Advanced Diploma (EMAD)
- Diploma of Pre-Hospital and Retrieval Medicine (DipPHRM)

### **1.4 A brief history of the Emergency Medicine Certificate and Diploma Programs**

The ACEM EMC and EMD programs were developed in 2010 to help achieve the College's strategic goal of improving the quality of emergency medical care across Australasia and to provide skills development opportunities for those providing emergency medical care in rural and remote areas. The EMC started taking enrolments in 2011 and the EMD in 2012.

The ACEM EMC and EMD programs underwent a review in 2019 and 2020 and together with the development of an Emergency Medicine Advanced Diploma program, these new programs were introduced from the start of the 2021 Medical Training Year. ACEM revised and developed the new programs by a working group that also included representatives from RACGP, ACRRM and the DRHM of the RNZCGP with specific scope of practice in mind for each program, helping medical practitioners working in emergency medicine align their stage of professional development with an appropriate qualification.

### **1.5 EMCD Committee**

The Emergency Medicine Certificate and Diploma (EMCD) Committee are a Committee of the College's Council of Education and are responsible for oversight of the training requirements and examination development for the EMC, EMD and EMAD programs.

All matters relating to your training and those of the EM Certificate and Diploma programs are usually considered by this committee. Any changes to program structure, regulations or training program policy are then approved by the Council of Education and ACEM Board.

### **1.6 EMCD Regulations**

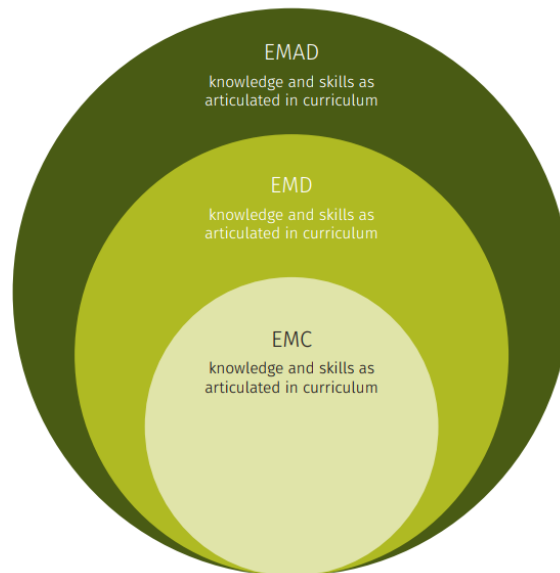
The EMC, EMD and EMAD training programs are governed by Regulation D. These regulations outline the requirements by which trainees must meet to complete the relevant program. It is essential that all trainees of the EMC, EMD and EMAD training programs read and are familiar with Regulation D.

It is important to note that if there are inconsistencies between regulations and other documents, policies, handbooks or communications, Regulation D is the document that will be applied.

## 2. Program Overview

The Emergency Medicine Certificate (EMC), Emergency Medicine Diploma (EMD) and Emergency Medicine Advanced Diploma (EMAD) follows a three-tiered format. The knowledge and skills of the three programs progressively build upon each other from one training program to the next.

Each program has a specific scope of practice in mind and depending on previous qualifications, skills and experience can be undertaken as stand alone qualifications, however the nested structure of the three qualifications is reflective of the progressive increase in knowledge and skills required for decision makers of increasing seniority who fill many important roles within the emergency care system.



### Entry Pathways

There are two entry pathways into the EMD program, three into the EMAD program and only one into the EMC program. See [Section 5](#) of this handbook.

Depending on which entry pathway a trainee is eligible for will determine the training and assessments that are required to be completed to achieve the qualification. This handbook outlines the training and assessment requirements depending on your entry pathway. Your entry pathway will be confirmed on your confirmation letter of enrolment however information on entry pathways and eligibility requirements can be found on the [ACEM website](#).

*For example: a doctor who wants to obtain the EMD with no previous qualifications will enter under EMD Entry Pathway 1 and be required to complete the EMC and EMD training and assessment requirements. These requirements can be completed sequentially (EMC requirements before EMD) or concurrently, with some restrictions. However, the training site, assessor and supervision requirements of the EMD apply to the completion of all training requirements. The trainee will only receive the Emergency Medicine Diploma qualification.*

### **3. Program Administration**

The Emergency Medicine Certificate and Diploma (EMCD) Team manage all the administrative processes of the Training Programs. *See Section 17 of this handbook for contact details.*

#### **3.1 Enrolment**

After you have submitted your online enrolment form, the EMCD Team will review your application and determine if you meet the criteria to enrol in the relevant Training Program. If all information has been received correctly, you will be issued an invoice for the enrolment fee.

Once payment has been received, your enrolment will be finalised. Your confirmation letter of enrolment outlining your training requirements and your username and password will be emailed to you, granting you access to the Training Program Online Assessment Portal and training resources.

#### **3.2 Training Start Date**

Training can commence on any day as the EMD Training Program does not have intakes at specified times of the year, however ACEM does not back date your start date for any ED time completed prior to receiving an application for enrolment.

#### **3.3 Training Program Fees**

All training program fees are payable at the time of application and enrolments are unable to be processed until your fees have been paid.

Trainees experiencing financial hardship may apply to the College for permission to pay the EMD or EMAD fees through an agreed schedule of instalments. All such applications must be made in writing to the EMCD team prior to enrolment.

Trainees that have received approval to pay by instalments are reminded that training time will not be certified and completion and uploading of assessments is not possible, where any instalment has not been paid by the due date.

All training program fees are to be paid to be eligible to sit an examination.

#### **3.4 Online Assessment Portal**

Trainee assessments are managed through ACEM's Online Assessment Portal.

The Online Assessment Portal is where trainees can view a summary and keep track of their assessment requirements. The portal is where Assessors and Primary Supervisors complete assessment forms following an assessment such as a shift report, procedure, or reflection meeting. After an assessment has been satisfactorily completed and submitted, this will be recorded on the Assessment Summary Page. Trainees and Supervisors can then view all the assessments that have been completed and those that are still be completed. Trainees are also able to view completed assessments to reflect on the feedback provided by the assessor or supervisor.

Trainees access the portal via a unique username and password that is provided on the confirmation on enrolment.

#### **3.5 Online Modules and Resources**

The ACEM Educational Resources website provides trainees with readily accessible learning support resources, including bespoke self-contained eLearning modules that are a series of audio, video, graphics, animations and quizzes that provide up to date information, links and resources. These resources are mapped directly to some of the learning objectives articulated in the three curricula and can be accessed at the trainee's own pace according to their individual needs. The resources are designed to support those undertaking the programs and their supervisors and serve as a highly valuable point of reference for knowledge acquisition, consolidation, and appraisal, as well as preparation for assessment.

Access to the Online Modules and Resources is available through the ACEM Educational Resources site.

### **3.6 Withdrawal**

Trainees can formally withdraw from the programs at any time by completing the withdrawal notification form. However, a refund is only possible within the first 28 days of training from your enrolment date as per the [ACEM Refund Policy](#). Once processed, a member of the team will notify the trainee.

Trainees considering withdrawal from the Training Program are encouraged to first contact the EMCD team to discuss their intentions. It is also recommended that trainees review the College's [Policy on Former EMC and EMD Trainees Re-entering the EMC and EMD Training Programs](#) prior to making any decision.

## **4. Emergency Medicine Certificate (EMC) Program**

### **4.1 Overview of the EMC Program**

The EMC is a training program that is beneficial for all doctors. This qualification is suited to and intended for doctors working:

- in an emergency department with access to off-site advice and rapid access to on-site critical care support; or
- as part of the team in an emergency department with senior assistance available on the floor when needed.

At the completion of training, EMC doctors will have the knowledge and skills to manage and treat patients with common emergency presentations. EMC doctors will also have basic knowledge and skills relating to:

- Prioritisation
- Risk management.
- Detecting red flags of serious illness.
- Carrying out an initial focused assessment of an undifferentiated patient.
- Delivering safe patient care in a modern emergency care system.

### **4.2 EMC Curriculum**

The EMC Curriculum consists of three Units:

#### **Unit 1 – Fundamental Principles of emergency medicine**

The practice of emergency medicine is underpinned by the principles of prioritisation, risk management and the ability to detect red flags of serious illness. On completion of Unit 1, the trainee will have acquired basic knowledge and skills in carrying out an initial focused assessment of an undifferentiated patient.

#### **Unit 2 – Managing Emergency Presentations 1**

Emergency clinicians manage a wide range of patient presentation types in a time-pressured environment. On completion of Unit 2, the trainee will have acquired the knowledge and skills to manage and treat patients with common emergency presentations.

#### **Unit 3 – Understanding the emergency care environment**

The practice of emergency medicine involves collaborating with people and organisations within the hospital and wider community. On completion of Unit 3, the trainee will have acquired basic knowledge and skills to deliver safe patient care in a modern emergency care system.

The EMC Curriculum is available on the ACEM website.

The requirements of the EMC Training Program are:

Training Requirements	Training and Assessment Requirements
Training Time Requirements	6 Full Time Equivalent (FTE) Months ED
Meetings with Primary Supervisor	Start of Placement Meetings Reflection Meetings
Workplace Based Assessment Requirements	5 Mini Clinical Evaluation Exercises (Mini-CEX)
	6 Direct Observation of Procedural Skills (DOPS)
	2 Case Based Discussions (CBD)
	Procedural Checklist
Workshops/Courses	ALS2 or NZ equivalent
Online Modules	Indigenous Health & Cultural Competency
Supervision Requirements	Primary Supervisor 30% of clinical time must be under the supervision of an ACEM Direct Clinical Supervisor
Training Site Requirements	Equivalent of 1 FTE FACEM, one of whom meets the requirements of a Primary Supervisor <u>or</u> 1 FTE ACEM Advanced Diplomate or ACEM Diplomate and 0.5FTE FACEM, who both meet the requirements of a Primary Supervisor
Online Examination	EMC Online Multiple Choice Question Exam
Timeframe	All program components must be completed within two years from your enrolment date.

### 4.3 EMC Program Timeframe

Trainees must complete all requirements of the EMC Training Program and be eligible for election to membership of the College as an ACEM Certificant Member within two (2) years of the date of enrolment as a trainee. This two-year period is inclusive of all leave taken, and any periods of interrupted training

### 4.4 EMC Training Time Requirements

Trainees must complete six (6) FTE months of supervised training in an Emergency Department that meets the minimum staffing requirements of the EMC Training Program with a Primary Supervisor overseeing and guiding your training.

Training can be undertaken full time (38 hours per week) or part time at a minimum of 0.25 FTE hours per week (9.5 hours per week). You can complete training in blocks of a minimum of six (6) FTE weeks at a time, however you must be able to complete the ED training time requirements within the two (2) year timeframe.

See [Section 7](#) of this handbook, Emergency Medicine Placements, for further information

## 4.5 EMC Training Site Requirements

EMC Trainees must complete emergency medicine training at sites that meet the minimum staffing requirements for the EMC Training Program.

The minimum staffing requirements for EMC training sites are:

- Equivalent of 1 FTE FACEM, one of whom meets the requirements to be a Primary Supervisor  
or
- 1 FTE ACEM Advanced Diplomate or ACEM Diplomate and 0.5 FTE FACEM, who both meet the requirements to be a Primary Supervisor

A list of EMC training sites can be found on the ACEM Website.

If the site you would like to work at is not listed on the EMC training sites list, you still may be eligible to complete your training at the site. You will need to show how you will meet the supervision requirements of the EMC Training Program while undertaking training at the site. You may also be required to complete 80 hours of training at an EMC training site that meets the minimum staffing requirements.

*Example – Margaret works at Proserpine Hospital in Queensland. Proserpine does not have any FACEM at the site, however there are several ACEM Diplomates who meet the requirements to be a Primary Supervisor. Margaret can complete most of her training at Proserpine Hospital because the ACEM Diplomates can assess her workplace-based assessments and training requirements. However, she must go to a site with 1 FTE FACEM staffing for 80 hours of direct clinical supervision as part of her training.*

*Margaret contacted the EMCD Training Team to discuss her training requirements before enrolling. She was able to show that she could complete the 80 hours of emergency medicine training time at Mackay Hospital and her enrolment was approved. The 80 hours is included in her overall 6 FTE months of emergency medicine training time.*

Please contact the [EMCD Team](#) to discuss your situation.

## 4.6 EMC Training Program Supervision

### EMC Primary Supervisor

Each Trainee must have a Primary Supervisor who oversees their training throughout the program. A Primary Supervisor is responsible for helping you to meet your training requirements by assisting you to gain access to education and assessments. You will meet with your Primary Supervisor to discuss goals and progress throughout your emergency medicine training time.

An EMC Primary Supervisor is:

- a FACEM, or
- an ACEM Advanced Diplomate with a minimum of two (2) FTE years ED experience post EMAD qualification, or
- an ACEM Diplomate with a minimum of two (2) FTE years ED experience post EMD qualification

AND

- has completed the ACEM EMCD Supervisor Course, and
- works at a minimum of 0.5FTE in the ED in the same health service or site as the trainee

It is the trainee's responsibility to organise a Primary Supervisor prior to commencing the training program.

If you change training sites, and the new site isn't part of the same health service that you were previously training at, you must organise a new Primary Supervisor. Inform the College of the change of supervisor by completing the Change of Supervisor Form.

*Example A – Vijay works at Mount Druitt Hospital in Sydney. His Primary Supervisor, Mark, works at Blacktown and Mount Druitt Hospitals. As Blacktown and Mount Druitt Hospitals are in the same Health service Mark can be Vijay’s Primary Supervisor.*

*Example B - Ashley has moved from Bankstown-Lidcombe hospital to Westmead Hospital and her Primary Supervisor, Dalini still works at Bankstown-Lidcombe Hospital. As Westmead and Bankstown-Lidcombe Hospitals are not in the same health service Ashley must organise a new Primary Supervisor at Westmead hospital and send the Change of Supervisor form to the EMCD Training Team at the College.*

### EMC Direct Clinical Supervision

30% of your emergency medicine training time must be under the supervision of a Direct Clinical Supervisor or your Primary Supervisor.

A Direct Clinical Supervisor for the EMC Training Program can be:

- a FACEM; or
- an ACEM Diplomate who has completed the ACEM EMCD Supervisor Course, or
- an ACEM Advanced Diplomate who has completed the ACEM EMCD Supervisor Course

AND

- they must work in the same health service or site as the trainee

### Other Registered Specialist Medical Practitioners

Registered Specialist Medical Practitioners working at your hospital whose area of specialty relates to the applicable area of clinical practice undertaken by the trainee can assess some EMC assessments.

For example, a Specialist GP Practitioner with their Advanced Skills Training in Anaesthetics can assess an anaesthetics procedure for an EMC trainee.

## 4.7 EMC Assessments

EMC assessments are completed throughout your training. Assessments are completed on the relevant online form accessed through the ACEM Online Assessment Portal. Each form includes instructions on how to complete the assessment. These forms can be printed from the portal and on the ACEM Website and filled out by the relevant assessor at the time of completing the assessment, but the official record of assessment must be submitted on the online form.

### EMC Approved Assessors

EMC assessments have specific requirements regarding who can assess each type of assessment. This information is outlined in the EMC Assessor Matrix below:

EMC Approved Assessor Matrix

Assessment Type	EMC Approved Assessor		
	Primary Supervisor	Direct Clinical Supervisor	Other Specialist Medical Practitioner
Meetings	✓	✗	✗
Mini-CEX	✓	✓	✗
DOPS	✓	✓	✓*
Case-based Discussions	✓	✓	✗
Procedural Checklist	✓	✓	✓*
Workshops	✓	✗	✗

*\*If procedure is in the area of specialty*



## EMC Assessment Entry

At the time of assessment, the trainee may decide to print out the online assessment form and give it to the relevant assessor to complete, or the assessor may access the online form shortly after the assessment has taken place to enter the assessment information.

EMC trainees are unable to upload paper assessments to their Online Assessment Portal. Trainees are however able to enter some information into the online Start of Placement and Reflective meetings assessment forms.

The assessment entry process is completed by your Primary Supervisor, an EMC Direct Clinical Supervisor at your site, or a Program Support Officers (PSO - for sites that have funding through the ACEM EMET Program) who are linked to your online assessment portal. They can transcribe the information from the physical assessment forms onto the trainee's online assessment form.

Keep track of all your assessments by keeping a copy of your physical assessment forms. It is important that all assessments are regularly entered on your Online Assessment Portal so that ACEM staff can determine if you have met the assessment requirements of the EMC Training Program.

Trainees and Primary Supervisors will be able to access an Assessment Summary page to view the trainee's progress.

### 4.8 EMC Workplace-based Assessments (WBA) Requirements

Every shift in an ED provides encounters that offer many rich learning experiences that may contribute to valid assessment opportunities. The purpose of *Workplace-based Assessments* (WBAs) is to assess trainees, whenever possible, at the time of performing tasks, in real patient scenarios during normal daily work. When a trainee is involved in a clinical encounter or performing a procedure that may be assessed, an approved assessor utilises the relevant tool to assess the trainee's performance against each criterion.

WBAs are tools that provide trainees with feedback on their performance when completing activities and procedures that are essential for an emergency medicine clinician.

#### EMC WBA Assessments

EMC trainees are required to satisfactorily complete the following WBAs:

- five (5) Mini-Clinical Evaluation Exercise (Mini-CEX);
- six (6) Direct Observation of Procedural Skills (DOPS);
- two (2) Case-based Discussion (CbD); and
- EMC Procedural Checklist.

All of the EMC WBA Assessments listed above can be completed by telemedicine.

## **EMC Mini-Clinical Evaluation Exercises (Mini-CEX)**

*Mini-Clinical Evaluation Exercise (Mini-CEX)* involves a trainee being directly observed and assessed by an approved assessor whilst performing a focused clinical task during a specific patient encounter, including; History taking, examination, clinical synthesis (in relation to prioritisation, investigations, diagnosis and management plans) communication, professionalism and organisation and efficiency.

Mini-CEX are to be observed by an approved assessor on one of each of the following presentations:

1. Paediatric
2. Trauma with primary survey
3. Chest pain presentation
4. Abdominal pain presentation
5. Mental state examination

Mini-CEX assessments usually take 15-20 minutes per assessment to complete

Trainees follow the instructions on the Mini-CEX Assessment form to complete Mini-CEX assessments. Assessment forms are found on your Online Assessment Portal and on the ACEM website.

### **EMC Mini-CEX Assessors**

Mini-CEX WBAs must be assessed by

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor.

## **EMC Direct Observation of Procedural Skills (DOPS)**

DOPS are integral to the practice of Emergency Medicine. In these tasks a trainee is observed by an approved assessor whilst performing a specific clinical procedure. Trainees are assessed and receive feedback on their performance, from the technical part of performing the procedure to post-procedure management and discharge advice. For all training programs the procedures required for DOPS are specified. For any DOPS where the assessor is a registered medical specialist whose areas of specialty relates to the applicable area of clinical practice, the Primary Supervisor must also approve the completed assessment.

Trainees follow the instructions on the DOPS Assessment form to complete DOPS assessments. Assessment forms are found on the Assessment Summary Page of the Online Assessment Portal and on the ACEM website.

The below six (6) DOPS are to be completed and observed by an assessor who assesses your ability to perform core procedures safely and appropriately. These must be completed on a real patient, except Safe Defibrillation, which is acceptable as a simulation:

1. Suture wound
2. Bag valve mask
3. Safe Defibrillation
4. C-spine manoeuvre, including 3-person log roll
5. Plaster upper limb
6. Plaster lower limb

## **EMC DOPS Assessors**

EMC DOPS must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor, or
- A registered specialist medical practitioner working at your site whose area of specialty relates to the applicable area of clinical practice.

## **EMC Case-based Discussions (CbD)**

A Case-based discussion (CbD) is a structured interview designed to explore professional judgement exercised in a clinical case.

For the EMC two (2) CbDs are required.

A CbD is conducted between the trainee and the approved assessor after the clinical encounter has taken place. The approved assessor selects from three (3) sets of case notes presented by the trainee and provides ratings and feedback based on the trainee's assessment, management, clinical reasoning and decision making, and accuracy of documentation on one of those cases. The trainee is also assessed on their reflection of the selected case during a discussion with the approved assessor.

Each CbD should have a clinical focus which must be indicated by the trainee and should relate to the EMC Curriculum. Each CbD can be of low complexity.

For information on the process of completing a CbD, follow the instructions on the CbD Assessment Form. Assessment forms are found on your Online Assessment Portal and on the ACEM website.

See [Section 19](#) of this guide for information regarding complexity.

## **EMC CbD Assessors**

A CbD must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor.

## EMC Procedural Skill Checklist

Procedural Skills are to be completed by trainees in the emergency department.

The EMC Training Program requires trainees to complete 32 Procedural Skills. The procedures include the following areas of focus (see the procedural checklist on the e-learning site for a complete list):

- Resuscitation
- Analgesia / Pain Relief
- Musculo-Skeletal
- Trauma
- Cardiac
- Burns
- Wounds
- Circulation
- Neurology
- Paediatrics
- Obstetrics and Gynecological
- Gastro-Intestinal
- Toxicology and Toxinology
- Ophthalmological

Trainees follow the instructions on the Procedural Checklist to complete Procedures. The Procedural Checklists are found on your Online Assessment Portal and on the ACEM website. It may be useful for trainees to print this form and carry it around with them for easy reference as you never know when a procedure may present itself.

A number of Procedural Skills are to be completed on real patients (where indicated on the Procedural Checklist – refer to Curriculum document), otherwise the procedure can be completed via simulation. The Procedural skill must be observed by the assessor at the time the procedure took place.

### EMC Procedural Skill Assessors

EMC Procedural Skills can be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor
- A registered specialist medical practitioner working at your site whose area of specialty relates to the applicable area of clinical practice.

## 4.9 EMC Meetings

EMC trainees are required to complete Start of Placement and Reflective Meetings with their Primary Supervisor during their six (6) FTE months of emergency medicine training. These meetings are designed to set goals and actions for each placement and then reflect on them as the placement continues to ensure they are being met and discuss any areas of concern or additional learning required.

See [Section 8](#) of this handbook for more information about the required meetings.

## 4.10 EMC Emergency Skills Workshop

Trainees are required to satisfactorily complete the Advanced Life Support 2 (ALS2) workshop, or equivalent for trainees based in New Zealand or overseas or attain exemption from this requirement.

ALS 2 workshops must be accredited by the [Australian Resuscitation Council](#) (ARC). The [ARC website](#). Includes upcoming course dates and locations. Trainees are required to pay for all costs associated with completing this workshop.

Once you have completed the workshop, show your certificate of completion to your Primary Supervisor or PSO (if applicable) and they will transcribe the certificate details onto your online assessment portal.

### Exemptions

You are eligible to apply for an exemption for the ALS2 course if at the time of enrolment if you can provide evidence of gaining the qualification by providing a current certificate of completion. If your certificate does not indicate a period of currency or if the workshop was completed in the five years prior to your enrolment date an exemption will be granted.

If you are eligible for a certificate exemption, you can provide the certificate at the time of enrolment or show it to your Primary Supervisor or PSO (if applicable) to transcribe the certificate details onto your online assessment portal.

#### **4.11 EMC Online Modules**

See [Section 9](#) of this handbook for more information on the completion of the online modules.

#### **4.12 EMC Examination and Eligibility**

The EMC Online Examination is a 90-minute exam with 80 multiple choice questions based on the content of the EMC Curriculum. The exam is held three times per year in March, June and September. Exact dates will be advertised on the College website.

To be eligible to sit the EMC exam you must have:

- Completed four (4) FTE months of your six (6) FTE months of emergency medicine training time, and
- Have no outstanding debts with ACEM

For information on exams, see [Section 10](#) of this handbook

#### **4.13 Completion of the Emergency Medicine Certificate**

Upon successful completion of all training requirements, a trainee is eligible to receive the Emergency Medicine Certificate. An EMC graduate is eligible to become a Certificant member of ACEM.

More information on becoming a Certificant member is available in [Section 14](#) of this handbook.

Trainees who believe they have completed all training requirements to receive the EMC must notify the college on the Notification of Completion form. It is essential that all assessments have been uploaded to your Online Assessment Portal before this form is submitted as only assessments that are uploaded can be considered as completed.

On receipt of the form, ACEM Staff will check your record and if eligible you will receive a certificate of completion.

EMC graduates are also eligible for entry into the EMD or EMAD. Further information about those programs is outlined in this handbook.

## **5. Emergency Medicine Diploma (EMD) Program**

### **5.1 Overview of the EMD Program**

The EMD is a training program that builds upon the knowledge and skills gained during the Emergency Medicine Certificate. This qualification is suited to and intended for doctors working:

- in an emergency department with access to offsite support, but without rapid access onsite critical care support; or
- as part of the team in an emergency department where they are a senior decision maker (SDM).

At the completion of training EMD doctors will have the knowledge and skills to independently manage and treat a range of higher complexity emergency presentations. In addition to those of the EMC, they will also have the fundamental knowledge and skills necessary to:

- stabilise critically ill and injured patients;
- provide safe sedation for emergency procedures.

EMD doctors will also have the knowledge, skills, and attributes to communicate and collaborate effectively with patients and families from different cultures, members of their local healthcare team, and clinicians from other services.

### **5.2 EMD Curriculum**

The EMD Curriculum consists of three Units:

#### **Unit 1 – Critical Care in emergency medicine**

Critically unwell patients can present to any emergency department at any time. On the completion of Unit 1, the trainee will have acquired the fundamental knowledge and skills to stabilise critically ill and injured patients, as well as provide safe sedation for emergency procedures.

#### **Unit 2 – Managing emergency presentations 2**

As clinicians increase in seniority, they must manage presentations that are less common and more complex. On completion of Unit 2, the trainee will have acquired the knowledge and skills to independently manage and treat a range of higher complexity emergency presentations.

#### **Unit 3 – Professional practice in the emergency care environment**

An emergency medicine professional develops approaches that improve the care their patient receives from the emergency care system. On completion of Unit 3, the trainee will have acquired the knowledge, skills, and attributes to communicate and collaborate effectively with patients and families/whanau from different cultures, members of their local healthcare team, and clinicians from other services

The EMD Curriculum is available on the ACEM website.

### **5.3 Entry Pathways**

There are two pathways that determine different entry points into the EMD. The pathway suitable for you is dependent on your qualification, skills and experience at the time of application. The pathway you are eligible for then determines the training and assessment requirements that need to be completed to achieve the EMD qualification.

Trainees will be notified of the entry pathway they are enrolled under in their confirmation letter of enrolment. Further information on entry pathway is available on the [College website](#).

The table below provides a summary of the training and assessment requirements for each EMD pathway:

	Training & Assessment Requirements	
	EMD Entry Pathway 1	EMD Entry Pathway 2
Training Time	12 FTE Months Emergency Medicine	6 FTE Months Emergency Medicine
Meetings with Primary Supervisor	Start of Placement Meetings Reflection Meetings	Start of Placement Meetings Reflection Meetings
Workplace Based Assessments	10 Mini-CEX	5 Mini-CEX
	11 DOPS	5 DOPS
	4 CbD	2 CbD
	EMC Procedural Checklist	EMD Procedural Checklist
	EMD Procedural Checklist	
Workshops / Courses	ALS2 or NZ Equivalent	APLS
	APLS	
	EMST or ETM	EMST or ETM
Online Modules	Indigenous Health & Cultural Competency	Indigenous Health & Cultural Competency
Supervision Requirements	Primary Supervisor 30% of clinical time under the supervision of an ACEM Direct Clinical Supervisor	Primary Supervisor 30% of clinical time under the supervision of an ACEM Direct Clinical Supervisor
Training Site Requirements	Equivalent of 1 FTE FACEM, one of whom meets the requirements of a Primary Supervisor	Equivalent of 1 FTE FACEM, one of whom meets the requirements of a Primary Supervisor
Online Examination	EMC Online Multiple Choice Question Exam	EMD Online Multiple Choice Question Exam
	EMD Online Multiple Choice Question Exam	
Timeframe	All program components must be completed within <u>four years</u> from your enrolment date.	All program components must be completed within <u>two years</u> from your enrolment date.

## 5.4 EMD Program Timeframe

### EMD Pathway 1

EMD Trainees completing Pathway 1 must complete all requirements of the EMD and EMC Training Programs and be eligible for election to membership of the College as an ACEM Diplomate Member within four (4) years of the date of enrolment as a trainee. This four-year period is inclusive of all leave taken, and any periods of interrupted training.

### EMD Pathway 2

EMD Trainees completing Pathway 2 must complete all requirements of the EMD Training Program and be eligible for election to membership of the College as an ACEM Diplomate Member within two (2) years of the date of enrolment as a trainee. This two-year period is inclusive of all leave taken, and any periods of interrupted training.

## 5.5 EMD Training Time Requirements

**EMD Pathway 1** - EMD Trainees completing Pathway 1 must complete 12 FTE months of emergency medicine training time.

**EMD Pathway 2** - EMD Trainees completing Pathway 2 must complete six (6) FTE months of emergency medicine training time.

The required supervised Emergency Medicine training is undertaken in an ED that meets the staffing requirements of the EMD program, with a Primary Supervisor overseeing and guiding your training.

Training can be undertaken full time (38 hours per week) or part time at a minimum of 0.25 FTE hours per week (9.5 hours per week). You can complete training in blocks of a minimum of six (6) FTE weeks at a time, however you must be able to complete the ED training time requirements within the applicable program time limit.

### Rotation to Theatre, Anaesthetics or ICU

For an EMD placement to be counted towards training time, trainees need to complete at least 80% of their time in that placement in an Emergency Department with the remaining 20% permitted to be spent in theatre, intensive care unit(s) or anaesthetics setting(s). Discussion between the trainee and Primary Supervisor can determine how the trainee may access experience in these departments so that they are able to obtain assessment of critical care procedures with the relevant Specialist Medical Practitioner should these not be accessible in the emergency department.

Trainees can complete terms in ICU or anaesthetics whilst enrolled in the EMD, but this cannot be counted towards the ED training time required. These placements may assist with completing critical care procedures.

See [Section 7](#) of this handbook, Emergency Medicine Placements, for further information

## 5.6 EMD Training Site Requirements

EMD Trainees must complete emergency medicine training at sites that meet the minimum staffing requirements for the EMD Training Program.

The minimum staffing requirements for EMD training sites are:

- Equivalent of 1 FTE FACEM, one of whom meets the requirements to be a Primary Supervisor

A list of EMD training sites can be found on the ACEM Website

If the site you would like to work at is not listed on the EMD training sites list, you may still be eligible to complete your training at the site. You will need to show how you will meet the supervision requirements of the EMD Training Program while undertaking training at the site. You may also be required to complete 160 hours of training at a multi-FACEM site (a site staffed by 2.5 FTE FACEM or more).



*Example – Margaret works at Proserpine Hospital in Queensland. Proserpine does not have the equivalent of a full time FACEM at the site, however there are several part-time FACEMs. Margaret can complete most of her training at Proserpine Hospital because the FACEMs can assess her workplace-based assessments. However, she must go to a site with at least 2.5 FTE FACEMs staffing for 160 hours of direct supervision as part of her training.*

*Margaret contacted the EMCD Training Team to discuss her training requirements before enrolling. She was able to show that she could complete the 160 hours of emergency medicine training time at Mackay Hospital and her enrolment was approved. The 160 hours is included in her overall required months of emergency medicine training time.*

Please contact the [EMCD Team](#) to discuss your situation.

## **5.7 EMD Training Program Supervision**

### **EMD Primary Supervisor**

Each EMD Trainee must have a Primary Supervisor who oversees their training throughout the program. A Primary Supervisor is responsible for helping you to meet your training requirements by assisting you to gain access to education and assessments. You will meet with your Primary Supervisor to discuss goals and progress throughout your emergency medicine training time.

An EMD Primary Supervisor is:

- a FACEM, or
- an ACEM Advanced Diplomate with a minimum of two (2) FTE years ED experience post EMAD qualification, or

AND

- has completed the ACEM EMCD Supervisor Course, and
- works at a minimum of 0.5FTE in the ED in the same health service or site as the trainee

It is the trainee's responsibility to organise a Primary Supervisor prior to commencing the training program.

If you change training sites, and the new site isn't part of the same health service that you were previously training at, you must organise a new Primary Supervisor. Inform the College of the change of supervisor by completing the Change of Supervisor Form.

*Example A – Vijay works at Mount Druitt Hospital in Sydney. His Primary Supervisor, Mark, works at Blacktown and Mount Druitt Hospitals. As Blacktown and Mount Druitt Hospitals are in the same Health service Mark can be Vijay's Primary Supervisor.*

*Example B - Ashley has moved from Bankstown-Lidcombe hospital to Westmead Hospital and her Primary Supervisor, Dalini still works at Bankstown-Lidcombe Hospital. As Westmead and Bankstown-Lidcombe Hospitals are not in the same health service Ashley must organise a new Primary Supervisor at Westmead hospital and send the Change of Supervisor form to the EMCD Training Team at the College.*

## EMD Direct Clinical Supervision

30% of your emergency medicine training time must be under the supervision of a Direct Clinical Supervisor or your Primary Supervisor.

A Direct Clinical Supervisor for the EMD Training Program can be:

- a FACEM; or
- an ACEM Diplomate who has completed the ACEM EMCD Supervisor Course, or
- an ACEM Advanced Diplomate who has completed the ACEM EMCD Supervisor Course

AND

- they must work in the same health service or site as the trainee

## Other Registered Medical Specialists

Registered Specialist Medical Practitioners working at your hospital whose area of specialty relates to the applicable area of clinical practice undertaken by the trainee can assess some EMD assessments.

For example, a Specialist GP Practitioner with their Advanced Skills Training in Anaesthetics can assess an anaesthetics procedure for an EMD trainee.

## 5.8 EMD Assessments

EMC assessments are completed throughout your training. Assessments are completed on the relevant online form accessed through the ACEM Online Assessment Portal. Each form includes instructions on how to complete the assessment. These forms can be printed from the ACEM Online Assessment Portal and on the ACEM website and filled out by the relevant assessor at the time of completing the assessment, but the official record of assessment must be submitted on the online form.

### EMD Approved Assessors

Regardless of the EMD pathway you are completing, your workplace-based assessments must be assessed by an EMD Assessor as outlined in the EMD Approved Assessor Matrix below:

#### EMD Approved Assessor Matrix

Assessment Type	EMD Approved Assessor		
	Primary Supervisor	Direct Clinical Supervisor	Other Specialist Medical Practitioner
Meetings	✓	✗	✗
Mini-CEX	✓	✓	✗
DOPS	✓	✓	✓*
Case-based Discussions	✓	✓	✗
Procedural Checklist(s)	✓	✓	✓*
Workshops	✓	✗	✗

*\*If procedure is in the area of specialty*

## EMD Assessment Entry

At the time of assessment, the Trainee may decide to print out the online assessment form and give it to the relevant assessor to complete, or the Assessor may access the online form shortly after the assessment has taken place to enter the assessment information.

EMD trainees are unable to upload paper assessments to their Online Assessment Portal. Trainees are however able to enter some information into the online Start of Placement and Reflective meetings assessment forms.

The assessment entry process is completed by your Primary Supervisor, an EMD Direct Clinical Supervisor at your site, or a Program Support Officer (PSO - for sites that have funding through the ACEM EMET Program) who are linked to your online assessment portal. They can transcribe the information from the physical assessment forms onto the trainee's online assessment form.

Keep track of all your assessments by keeping a copy of your physical assessment forms. It is important that all assessments are regularly entered on your Online Assessment Portal so that ACEM staff can determine if you have met the assessment requirements of the EMD Training Program.

Trainees and Primary Supervisors will be able to access an Assessment Summary page to view the trainee's progress.

### 5.9 EMD Workplace-based Assessments (WBA) Requirements

Every shift in an ED provides encounters that offer many rich learning experiences that may contribute to valid assessment opportunities. The purpose of *Workplace-based Assessments* (WBAs) is to assess trainees, whenever possible, at the time of performing tasks, in real patient scenarios during normal daily work. When a trainee is involved in a clinical encounter or performing a procedure that may be assessed, an approved assessor utilises the relevant tool to assess the trainee's performance against each criterion.

WBAs are tools that provide the trainee with feedback on their performance when completing activities and procedures that are essential for an emergency medicine clinician.

#### The EMD WBA Assessments

EMD Trainees are required to satisfactorily complete the following WBAs

Entry Pathway 1	Entry Pathway 2
<ul style="list-style-type: none"><li>• Ten (10) Mini-Clinical Evaluation Exercise (Mini-CEX)</li><li>• Eleven (11) Direct Observation of Procedural Skills (DOPS)</li><li>• Four (4) Case-Based Discussion (CbD)</li><li>• EMC Procedural Checklist</li><li>• EMD Procedural Checklist</li></ul>	<ul style="list-style-type: none"><li>• Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)</li><li>• Five (5) Direct Observation of Procedural Skills (DOPS)</li><li>• Two (2) Case-Based Discussion (CbD)</li><li>• EMD Procedural Checklist</li></ul>

#### EMD Mini Clinical Evaluation Exercises (Mini-CEX)

*Mini-Clinical Evaluation Exercise* (Mini-CEX) involves a trainee being directly observed by an assessor whilst performing a focused clinical task during a specific patient encounter, including; History taking, examination, clinical synthesis (in relation to prioritisation, investigations, diagnosis and management plans) communication, professionalism and organisation and efficiency.

Mini-CEX are to be observed by an approved assessor on one of each of the following presentations:

Entry Pathway 1	Entry Pathway 2
<p>Ten (10) Mini-Clinical Evaluation Exercise (Mini-CEX)</p> <ul style="list-style-type: none"><li>○ Paediatric</li><li>○ Trauma with primary survey</li><li>○ Chest pain presentation</li><li>○ Abdominal pain presentation</li><li>○ Mental state examination</li><li>○ Obstetrics &amp; Gynaecological</li><li>○ Multi-trauma</li><li>○ Neurology</li><li>○ Toxicology</li><li>○ Renal/ Endocrine/ metabolic</li></ul>	<p>Five (5) Mini-Clinical Evaluation Exercise (Mini-CEX)</p> <ul style="list-style-type: none"><li>○ Obstetrics &amp; Gynaecological</li><li>○ Multi-trauma</li><li>○ Neurology</li><li>○ Toxicology</li><li>○ Renal/ endocrine/ metabolic</li></ul>

Mini-CEX assessments usually take 15-20 minutes per assessment to complete.

Trainees follow the instructions on the Mini-CEX Assessment form to complete the assessments. Assessment forms are found on the Assessment Summary Page of the Online Assessment Portal and on the ACEM website.

#### **EMD Mini-CEX Assessors**

Mini-CEX WBAs must be assessed by

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor.

#### **EMD Direct Observation of Procedural Skills (DOPS)**

DOPS are integral to the practice of Emergency Medicine. In these tasks a trainee is observed by an approved assessor whilst performing a specific clinical procedure. Trainees are assessed and receive feedback on their performance, from the technical part of performing the procedure to post-procedure management and discharge advice. For all training programs the procedures required for DOPS are specified. For any DOPS where the assessor is a registered medical specialist whose areas of specialty relates to the applicable area of clinical practice, the Primary Supervisor must also approve the completed assessment.

Trainees follow the instructions on the DOPS Assessment form to complete DOPS assessments. Assessment forms are found on the Assessment Summary Page of the Online Assessment Portal and on the ACEM website

DOPS are to be completed and observed by an assessor who assesses your ability to perform core procedures safely and appropriately. These must be completed on a real patient, except Safe Defibrillation, which is acceptable as a simulation.

Entry Pathway 1	Entry Pathway 2
<p>Eleven (11) DOPS</p> <ul style="list-style-type: none"> <li>○ Suture wound</li> <li>○ Bag valve mask</li> <li>○ Safe Defibrillation</li> <li>○ C-spine maneuver, including 3-person log roll</li> <li>○ Plaster upper limb</li> <li>○ Plaster lower limb</li> <li>○ Non-invasive ventilation</li> <li>○ Procedural Sedation</li> <li>○ Lumbar puncture</li> <li>○ Rapid sequence induction (RSI) – plus ventilator setup</li> <li>○ Joint or Fracture reduction (major/extremity)</li> </ul>	<p>Five (5) DOPS</p> <ul style="list-style-type: none"> <li>○ Non-invasive ventilation</li> <li>○ Procedural Sedation</li> <li>○ Lumbar puncture</li> <li>○ Rapid sequence induction (RSI) – plus ventilator setup</li> <li>○ Joint or Fracture reduction (major/extremity)</li> </ul>

### EMD DOPS Assessors

EMD DOPS must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor, or
- A registered specialist medical practitioner working at your site whose area of specialty relates to the applicable area of clinical practice.

### EMD Case-based Discussions (CbD)

A Case-based discussion (CbD) is a structured interview designed to explore professional judgement exercised in a clinical case.

A CbD is conducted between the trainee and the approved assessor after the clinical encounter has taken place. The approved assessor selects from three (3) sets of case notes presented by the trainee and provides ratings and feedback based on the trainee's assessment, management, clinical reasoning and decision making, and accuracy of documentation on one of those cases. The trainee is also assessed on their reflection of the selected case during a discussion with the approved assessor.

For information on the process of completing a CbD, follow the instructions on the CbD Assessment Form. Assessment forms are found on your Online Assessment Portal and on the ACEM website.

#### Entry Pathway 1

Four (4) CbDs are required:

- Two (2) CbDs should have a clinical focus which must be indicated by the trainee and should relate to the EMC Curriculum both of which can be of low complexity.
- Two (2) CbDs both of which must focus on a case of a minimum of medium complexity and should relate to themes of the EMD curriculum.

#### Entry Pathway 2

Two (2) CbDs are required:

- Both CbDs must focus on a case of a minimum of medium complexity and should relate to themes of the EMD curriculum.

To determine the complexity of a case the trainee can access the Complexity Calculator via the online assessment forms or review [Section 19](#) of this handbook.

### EMD CbD Assessors

A CbD must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor.

### EMD Procedural Checklist

Procedural Skills are to be completed by trainees in the emergency department. However, EMD trainees can complete Procedural Skills in ICU and/or Anaesthetics departments or in theatre if they are able to organise shifts or placements in these departments. Trainees must not spend more than 20% of their emergency department placement time in these departments.

*Example – Jenny is working full time (five days a week) in her emergency department each week for the duration of her emergency medicine training time. As Jenny is working full time, 20% of her emergency medicine training time equates to one day per week that she can spend in Anaesthetics, ICU or theatre.*

*With the help of her Primary Supervisor, she has organised to spend one day per week of her emergency medicine training time in theatre and in the Anaesthetics department. Working in these departments will enable her to complete some critical care procedures on her Procedural Checklist that she may not be able to complete in the emergency department. As Specialist Anaesthetists are approved assessors, they can assess her for the relevant critical care procedures that relate to their area of clinical practice.*

Trainees follow the instructions on the Procedural Checklist to complete Procedures. The Procedural Checklists are accessed on the Assessment Summary Page of the Online Assessment Portal and on the ACEM website. It may be useful for trainees to print this form and carry it around with them for easy reference as you never know when a procedure may present itself.

### Entry Pathway 1

EMD Trainees completing Entry Pathway 1 are required to complete 32 EMC Procedural Skills and 65 EMD Procedural Skills on real patients or via simulation. A total of 97 Procedural Skills are to be completed for EMD Entry Pathway 1 that include the following areas of focus (see the procedural checklist on the Online Assessment Portal and ACEM Website for a complete list):

- Resuscitation
- Analgesia / Pain Relief
- Musculo-Skeletal
- Trauma
- Cardiac
- Burns
- Wounds
- Cardiac
- Circulation
- Neurology
- Psychiatric / Mental Health
- Infectious Disease
- Paediatrics
- Obstetrics and Gynaecological
- Gastrointestinal
- Toxicology and Toxinology
- ENT
- Ophthalmological

## Entry Pathway 2

EMD Trainees completing Entry Pathway 2 are required to complete 65 Procedural Skills on real patients or via simulation. The procedures include the following areas of focus (see the procedural checklist on the Online Assessment Portal and ACEM Website for a complete list):

- Resuscitation
- Analgesia / Pain Relief
- Musculo-Skeletal
- Trauma
- Cardiac
- Circulation
- Neurology
- Psychiatric / Mental Health
- Infectious Disease
- Paediatrics
- Toxicology and Toxinology
- ENT

A number of Procedural Skills are to be completed on real patients (where indicated on the Procedural Checklist – refer to Curriculum document), otherwise the procedure can be completed via simulation. The Procedural skill must be observed by the assessor at the time the procedure took place.

### EMD Procedural Checklist Assessors

EMD Procedural Skills can be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor
- A registered specialist medical practitioner working at your site whose area of specialty relates to the applicable area of clinical practice.

## 5.10 EMD Meetings

EMD trainees are required to complete Start of Placement and Reflective Meetings with their Primary Supervisor during their six (6) or twelve (12) FTE months of emergency medicine training. These meetings are designed to set goals and actions for each placement and then reflect on them as the placement continues to ensure they are being met and discuss any areas of concern or additional learning required.

See [Section 8](#) of this handbook for more information about the required Meetings.

## 5.11 EMD Emergency Skills Workshop

### EMD Entry Pathway 1

EMD Trainees completing Entry Pathway 1 are required to complete three (3) courses:

- Advanced Life Support 2 (ALS2) workshop, or equivalent for trainees based in New Zealand.
- Advanced Paediatric Life Support (APLS) workshop
- Early Management of Severe Trauma (EMST) workshop or Emergency Trauma Management (ETM) workshop.

ALS 2 workshops must be accredited by the [Australian Resuscitation Council](#) (ARC). The [ARC website](#). Includes upcoming course dates and locations.

Review the [APLS Australia](#), [APLS New Zealand](#) and [EMST](#) and [ETM](#) websites for further information on courses.

### EMD Entry Pathway 2

EMD Trainees completing Entry Pathway 2 are required to complete two (2) courses:

- Advanced Paediatric Life Support (APLS) workshop
- Early Management of Severe Trauma (EMST) workshop or Emergency Trauma Management (ETM) workshop.

ALS 2 workshops must be accredited by the [Australian Resuscitation Council](#) (ARC). The [ARC website](#). Includes upcoming course dates and locations.

Review the [APLS Australia](#), [APLS New Zealand](#) and [EMST](#) and [ETM](#) websites for further information on courses.

Trainees are required to pay for all costs associated with completing these workshops.

Once you have completed each workshop, show your certificate of completion to your Primary Supervisor or PSO (if applicable) and they will transcribe the certificate details onto your online assessment portal.

### **Exemptions**

You are eligible to apply for an exemption for the above workshops/courses if at the time of enrolment, you can provide evidence of gaining the qualification by providing a current certificate of completion. If your certificate does not indicate a period of currency or if the workshop was completed in the five years prior to your enrolment date an exemption will be granted.

If you are eligible for a certificate exemption, you can provide the certificate at the time of enrolment or show it to your Primary Supervisor or PSO (if applicable) to transcribe the certificate details onto your Online Assessment Portal.

## **5.12 EMD Online Modules**

EMD Trainees are required to complete the ACEM Indigenous Health and Cultural Competency Modules

See [Section 9](#) of this handbook for more information on the completion of the online modules.

## **5.13 EMD Examination and Eligibility**

The EMD Online Examination is a 90-minute exam with 80 multiple choice questions based on the content of the EMD Curriculum. The exam is held three times per year in April, July and October. Exact dates will be advertised on the [College website](#).

For trainees on EMD entry pathway 1, the EMC Online Examination is a 90-minute exam with 80 multiple choice questions based on the content of the EMC Curriculum. The exam is held three times per year in March, June and September. Exact dates will be advertised on the [College website](#).

### **EMD Entry Pathway 1 Eligibility**

EMD Trainees completing Entry Pathway 1 will be required to sit the EMC and EMD examinations.

To be eligible to sit the EMC exam you must have:

- completed four (4) FTE months of your twelve (12) FTE months of emergency medicine training time, and
- Have no outstanding debts with ACEM.

To be eligible to sit the EMD exam you must have:

- Successfully completed the EMC examination, and
- Completed ten (10) FTE months of your twelve (12) FTE months of emergency medicine training, and
- Have no outstanding debts with ACEM.

### **EMD Entry Pathway 2 Eligibility**

EMD Trainees completing Entry Pathway 2 will be required to sit the EMD examination only.

To be eligible to sit the exam you must have:

- completed four (4) FTE months of your six (6) FTE months of emergency medicine training time, and



- Have no outstanding debts with ACEM

For information on exams, see [Section 10](#) of this handbook.

#### **5.14 Completion of the Emergency Medicine Diploma**

Upon successful completion of all training requirements, a trainee is eligible to receive the Emergency Medicine Diploma. An EMD graduate is eligible to become a Diplomate member of ACEM. More information on becoming a Diplomate member is available in [Section 14](#) of this handbook.

Trainees who believe they have completed all training requirements to receive the EMD must notify the college on the Notification of Completion form. It is essential that all assessments have been uploaded to your Online Assessment Portal before this form is submitted as only assessments that are uploaded can be considered as completed.

On receipt of the form, ACEM Staff will check your record and if eligible you will receive a certificate of completion.

EMD graduates are also eligible for entry into the EMAD. Further information about this program is outlined in this handbook.

## **6. Emergency Medicine Advanced Diploma (EMAD) Program**

### **6.1 Overview of the EMAD Program**

The EMAD is a training program that builds upon the knowledge and skills gained during the Emergency Medicine Diploma (EMD). This qualification is suited to and intended for doctors:

- providing clinical support to Emergency Medicine Certificate (EMC) & Emergency Medicine Diploma (EMD)
- qualified doctors and as a Director of a smaller Emergency Department (not accredited by ACEM for fellowship training); or
- working in an emergency department as a senior decision maker with the ability to be a part of the education and management team.

At the completion of training, EMAD doctors will have the knowledge and skills to independently manage and treat a wider variety of and higher complexity emergency presentations, with telephone support from emergency specialists within the ED network, when required. EMAD doctors will also have the knowledge and skills to:

- use ultrasound as appropriate;
- use a wider variety of resuscitative and other emergency techniques;
- improve their practice, the practice of junior team members, and the practice of emergency medicine in their environment.

The EMAD qualification provides the skills for a medical officer to work as the senior decision maker, provide critical care support and be a director of a smaller Emergency Department. In larger Emergency Departments (accredited by ACEM for fellowship training) the holder of the EMAD qualification will be equipped to work as a senior decision maker at middle grade (registrar) level.

### **6.2 EMAD Curriculum**

The EMAD Curriculum consists of three Units:

#### **Unit 1 – Advanced techniques in emergency medicine**

Emergency medicine is constantly changing as new modalities become available. On completion of Unit 1, the trainee will have the knowledge and skills to use diagnostic ultrasound and a wider variety of resuscitative and other emergency techniques.

#### **Unit 2 – Managing emergency presentations 3**

As clinicians increase in seniority, they must manage presentations that are rarer and increasingly complex. On completion of Unit 2, the trainee will have acquired the knowledge and skills to independently manage and treat a wider variety of higher complexity emergency presentations.

#### **Unit 3 – Professional leadership in the emergency care environment**

A reflective practitioner must maintain clinical abilities and incorporate innovations over a lifetime. On completion of Unit 3, the trainee will have acquired knowledge, skills and attributes to improve their practice, the practice of junior team members, and the practice of emergency medicine in their environment.

The EMAD Curriculum is available on the ACEM website.

### 6.3 Entry Pathways

There are three pathways that determine different entry points into the EMAD. The pathway suitable for you is dependent on your qualification, skills and experience at the time of application. The pathway you are eligible for then determines the training and assessment requirements that need to be completed to achieve the EMAD qualification.

Trainees will be notified of the entry pathway they are enrolled under in their confirmation letter of enrolment. Further information on entry pathway is available on the [College website](#).

The table below provides a summary of the training and assessment requirements each EMAD pathway:

	Training & Assessment Requirements		
	EMAD Entry Pathway 1	EMAD Entry Pathway 2	EMAD Entry Pathway 2
Training Time	18 FTE Months Emergency Medicine	12 FTE Months Emergency Medicine	6 FTE Months Emergency Medicine
Meetings with Primary Supervisor	Start of Placement Meetings Reflection Meetings	Start of Placement Meetings Reflection Meetings	Start of Placement Meetings Reflection Meetings
Workplace Based Assessment	13 Mini-CEX	8 Mini-CEX	3 Mini-CEX
	14 DOPS	8 DOPS	3 DOPS
	4 CBD	2 CBD	
	1 DOCS	1 DOCS	1 DOCS
	EMC Procedural Checklist	EMD Procedural Checklist	EMAD Procedural Checklist
	EMD Procedural Checklist		
	EMAD Procedural Checklist	EMAD Procedural Checklist	
	2 Clinical Lead Shift Reports	2 Clinical Lead Shift Reports	2 Clinical Lead Shift Reports
1 Quality Assurance Improvement Activity	1 Quality Assurance Improvement Activity	1 Quality Assurance Improvement Activity	
Workshops / Courses	ALS2 or NZ equivalent		
	APLS	APLS	
	EMST or ETM	EMST or ETM	
	Ultrasound	Ultrasound	Ultrasound
	ACEM EMCD Supervisor Course	ACEM EMCD Supervisor Course	ACEM EMCD Supervisor Course
Online Modules	Indigenous Health & Cultural Competency	Indigenous Health & Cultural Competency	Indigenous Health & Cultural Competency
Supervision Requirements	<ul style="list-style-type: none"> <li>Primary Supervisor</li> <li>30% of clinical time under the supervision of an ACEM Direct Clinical Supervisor</li> <li>320 hours working in a multi-FACEM site</li> </ul>	<ul style="list-style-type: none"> <li>Primary Supervisor</li> <li>30% of clinical time under the supervision of an ACEM Direct Clinical Supervisor</li> <li>320 hours working in a multi-FACEM site</li> </ul>	<ul style="list-style-type: none"> <li>Primary Supervisor</li> <li>30% of clinical time under the supervision of an ACEM Direct Clinical Supervisor</li> <li>320 hours working in a multi-FACEM site</li> </ul>

Training Site Requirements	Equivalent of 1 FTE FACEM, one of whom meets the requirements of a Primary Supervisor	Equivalent of 1 FTE FACEM, one of whom meets the requirements of a Primary Supervisor	Equivalent of 1 FTE FACEM, one of whom meets the requirements of a Primary Supervisor
Online Examination	EMC Online Multiple Choice Question Exam	EMD Online Multiple Choice Question Exam	EMAD Online Multiple Choice Question Exam
	EMD Online Multiple Choice Question Exam		
	EMAD Online Multiple Choice Question Exam	EMAD Online Multiple Choice Question Exam	
Timeframe	All program components must be completed within <u>six years</u> from your enrolment date.	All program components must be completed within <u>four years</u> from your enrolment date.	All program components must be completed within <u>two years</u> from your enrolment date.

## 6.4 EMAD Program Timeframe

### EMAD Pathway 1

EMAD Trainees completing Pathway 1 must complete all requirements of the EMAD Training Program and be eligible for election to membership of the College as an ACEM Advanced Diplomate Member within six (6) years of the date of enrolment as a trainee. This six-year period is inclusive of all leave taken, and any periods of interrupted training.

### EMAD Pathway 2

EMAD Trainees completing Pathway 2 must complete all requirements of the EMAD Training Program and be eligible for election to membership of the College as an ACEM Advanced Diplomate Member within four (4) years of the date of enrolment as a trainee. This four-year period is inclusive of all leave taken, and any periods of interrupted training.

### EMAD Pathway 3

EMAD Trainees completing Pathway 3 must complete all requirements of the EMAD Training Program and be eligible for election to membership of the College as an ACEM Advanced Diplomate Member within two (2) years of the date of enrolment as a trainee. This two-year period is inclusive of all leave taken, and any periods of interrupted training.

## 6.5 EMAD Training Time Requirements

**EMAD Pathway 1** - EMAD Trainees completing Pathway 1 must complete 18 months of emergency medicine training time.

**EMAD Pathway 2** - EMAD Trainees completing Pathway 2 must complete 12 months of emergency medicine training time.

**EMAD Pathway 3** - EMAD Trainees completing Pathway 3 must complete 6 months of emergency medicine training time.

The required supervised Emergency Medicine training is undertaken in an ED that meets the staffing requirements of the EMAD program, with a Primary Supervisor overseeing and guiding your training.

Training can be undertaken full time (38 hours per week) or part time at a minimum of 0.5 FTE hours per week (19 hours per week). You can complete training in blocks of a minimum of six (6) FTE weeks at a time, however you must be able to complete the ED training time requirements within the applicable program time limit.

## Rotation to Theatre, Anaesthetics or ICU

For an EMAD placement to be counted towards training time, trainees need to complete at least 80% of their time in that placement in an Emergency Department with the remaining 20% permitted to be spent in theatre, intensive care unit(s) or anaesthetics setting(s). Discussion between the Trainee and Primary Supervisor can determine how the Trainee may access experience in these departments so that they are able to obtain assessment of critical care procedures with the relevant Specialist Medical Practitioner should these not be accessible in the emergency department.

Trainees can complete terms in ICU or anaesthetics whilst enrolled in the EMAD, but this cannot be counted towards the ED training time required. These placements may assist with completing critical care procedures.

See [Section 7](#) of this handbook, Emergency Medicine Placements, for further information

### 6.6 EMAD Training Sites Requirements

EMAD Trainees must complete emergency medicine training at sites that meet the minimum staffing requirements for the EMAD Training Program.

The minimum staffing requirements for EMAD training sites are:

- 1 FTE FACEM, one of whom meets the requirements to be a Primary Supervisor

A list of EMAD training sites can be found on the ACEM Website

#### EMAD Multi FACEM Site Requirement

EMAD Trainees must complete 320 hours of direct FACEM supervision working at a Multi-FACEM site (a site that is staffed by 2.5FTE FACEM or more). If your training site is already a multi-FACEM site, then the 320 hours training requirement will be calculated whilst you are working at your site.

However, if your site has less than 2.5 FTE FACEM, you will be required to complete 320 hours at a Multi-FACEM site. The 320 hours of training at the Multi-FACEM site can count toward your overall training time requirements. At least one of the FACEMs must have completed the EMCD Supervisor Course.

*For example - Hamid works at Echuca Regional Health, a site that meets the 1 FTE FACEM staffing requirement required to be an EMAD training site. However, Echuca Regional Health does not meet the Multi-FACEM staffing requirement of 2.5 FTE FACEM at the site. Therefore, Hamid has organised to pick up 320 hours of emergency medicine shifts at Bendigo Health. He's in EMAD Pathway 3 and is required to complete a total of 6 FTE months of emergency medicine training. His 320 hours of emergency medicine training at Bendigo Health can count toward his overall 6 FTE months of training time.*

If you are required to complete 320 hours at a Multi-FACEM site away from your home site, you will need to complete the 320 Hour Training Requirement form and submit it to the EMCD Staff at the College once complete.

Please contact the [EMCD Team](#) should you have any questions about supervision requirements.

## 6.7 EMAD Training Program Supervision

### Primary Supervisor

Each EMAD Trainee must have a Primary Supervisor who oversees their training throughout the program. A Primary Supervisor is responsible for helping you to meet your training requirements by assisting you to gain access to education and assessments. You will meet with your Primary Supervisor to discuss goals and progress throughout your emergency medicine training time.

An EMAD Primary Supervisor is:

- a FACEM
- AND
- has completed the ACEM EMCD Supervisor Course, and
  - works at a minimum of 0.5FTE in the ED in the same health service or site as the trainee

It is the trainee's responsibility to organise a Primary Supervisor prior to commencing the training program.

If you change training sites, and the new site isn't part of the same health service that you were previously training at, you must organise a new EMAD Primary Supervisor. Inform the College of the change of supervisor by completing the Change of Supervisor Form.

*Example A – Vijay works at Mount Druitt Hospital in Sydney. His Primary Supervisor, Mark, works at Blacktown and Mount Druitt Hospitals. As Blacktown and Mount Druitt Hospitals are in the same Health service Mark can be Vijay's Primary Supervisor.*

*Example B - Ashley has moved from Bankstown-Lidcombe hospital to Westmead Hospital and her Primary Supervisor, Dalini still works at Bankstown-Lidcombe Hospital. As Westmead and Bankstown-Lidcombe Hospitals are not in the same health service Ashley must organise a new Primary Supervisor at Westmead hospital and send the Change of Supervisor form to the EMCD Training Team at the College.*

### EMAD Direct Clinical Supervision

30% of your emergency medicine training time must be under the supervision of a Direct Clinical Supervisor or your Primary Supervisor.

A Direct Clinical Supervisor for the EMD Training Program can be:

- a FACEM; or
- an ACEM Advanced Diplomate who has completed the ACEM EMCD Supervisor Course

AND

- they must work in the same health service or site as the trainee

### Other Registered Specialist Medical Practitioners

Registered Specialist Medical Practitioners working at your hospital whose area of specialty relates to the applicable area of clinical practice undertaken by the trainee can assess some EMAD assessments

For example, a Specialist Anaesthetist can assess an anaesthetics procedure for an EMAD trainee.

## 6.8 EMAD Assessments

EMAD assessments are completed throughout your training. Assessments are completed on the relevant online form accessed through the ACEM Online Assessment Portal. Each form includes instructions on how to complete the assessment. These forms can be printed from the ACEM Online Assessment Portal and the ACEM website and filled out by the relevant assessor at the time of completing the assessment, but the official record of assessment must be submitted on the online form.

### EMAD Assessors

Regardless of the EMAD pathway you are completing, your workplace-based assessments must be assessed by an EMAD Assessor as outlined in the EMAD Approved Assessor Matrix below.

### EMAD Approved Assessor Matrix

Assessment Type		EMAD Approved Assessor		
		Primary Supervisor	Direct Clinical Supervisor	Other Specialist Medical Practitioner
Meetings		✓	✗	✗
Mini-CEX		✓	✓	✗
DOPS		✓	✓	✓*
Case-based Discussions		✓	✓	✗
Procedural Checklist(s)		✓	✓	✓*
Quality Assurance Activity	M&M Meetings	✓	✓	✗
	Audit	✓	✗	✗
	Clinical Pathway/ Guideline Policy Update or Development	✓	✗	✗
Direct Observation of Communication Skills (DOCS)		✓	✓	✗
Clinical Lead Shift Report		✓	✓	✗
Workshops		✓	✗	✗

*\*If procedure is in the area of specialty*

### EMAD Assessment Entry

At the time of assessment, the Trainee may decide to print out the online assessment form and give it to the relevant Assessor to complete, or the Assessor may access the online form shortly after the assessment has taken place to enter the assessment information.

EMAD trainees are unable to upload paper assessments to their Online Assessment Portal. Trainees are however able to enter some information into the online Start of Placement and Reflective meetings assessment forms.

The assessment entry process is completed by your Primary Supervisor, an EMAD Direct Clinical Supervisor at your site, or a Program Support Officers (PSO - for sites that have funding through the ACEM EMET Program) who are linked to your online assessment portal. They will transcribe the information from the physical assessment forms onto the trainee's online assessment form.

Keep track of all your assessments by keeping a copy of any physical assessment forms. It is important that all assessments have been entered on your Online Assessment Portal so that ACEM staff can determine if you have met the assessment requirements of the EMAD Training Program.

Trainees and Primary Supervisors will be able to access an Assessment Summary page to view the trainee’s progress.

### 6.9 EMAD Workplace-based Assessments Requirements

Every shift in an ED provides encounters that offer many rich learning experiences that may contribute to valid assessment opportunities. The purpose of *Workplace-based Assessments* (WBAs) is to assess trainees, whenever possible, at the time of performing tasks, in real patient scenarios during normal daily work. When a trainee is involved in a clinical encounter or performing a procedure that may be assessed, an Assessor utilises the relevant tool to assess the trainee’s performance against each criterion.

WBAs are tools that provide the trainee with feedback on their performance when completing activities and procedures that are essential for an emergency medicine clinician.

Entry Pathway 1	Entry Pathway 2	Entry Pathway 3
<ul style="list-style-type: none"> <li>• Thirteen (13) Mini-Clinical Evaluation Exercise (Mini-CEX)</li> <li>• Fourteen (14) Direct Observation of Procedural Skills (DOPS)</li> <li>• Four (4) Case-Based Discussion (CbD)</li> <li>• One (1) Direct Observation of Communication Skills</li> <li>• Two (2) Clinical Lead Shift Reports</li> <li>• One (1) Quality Assurance Improvement Activity</li> <li>• EMC Procedural Checklist</li> <li>• EMD Procedural Checklist</li> <li>• EMAD Procedural Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Eight (8) Mini-Clinical Evaluation Exercise (Mini-CEX)</li> <li>• Eight (8) Direct Observation of Procedural Skills (DOPS)</li> <li>• Two (2) Case-Based Discussion (CbD)</li> <li>• One (1) Direct Observation of Communication Skills</li> <li>• Two (2) Clinical Lead Shift Reports</li> <li>• One (1) Quality Assurance Improvement Activity</li> <li>• EMD Procedural Checklist</li> <li>• EMAD Procedural Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Three (3) Mini-Clinical Evaluation Exercise (Mini-CEX)</li> <li>• Three (3) Direct Observation of Procedural Skills (DOPS)</li> <li>• One (1) Direct Observation of Communication Skills</li> <li>• Two (2) Clinical Lead Shift Reports</li> <li>• One (1) Quality Assurance Improvement Activity</li> <li>• EMAD Procedural Checklist</li> </ul>



## EMAD Mini Clinical Evaluation Exercises (Mini-CEX)

*Mini-Clinical Evaluation Exercise (Mini-CEX)* involves a trainee being directly observed and assessed by an approved assessor whilst performing a focused clinical task during a specific patient encounter, including; history taking, examination, clinical synthesis (in relation to prioritisation, investigations, diagnosis and management plans) communication, professionalism and organisation and efficiency.

Mini-CEX are to be observed by an approved assessor on each one of each of the following presentations:

Entry Pathway 1	Entry Pathway 2	Entry Pathway 3
Thirteen (10) Mini-Clinical Evaluation Exercise (Mini-CEX) <ul style="list-style-type: none"><li>○ Paediatric</li><li>○ Trauma with primary survey</li><li>○ Chest pain presentation</li><li>○ Abdominal pain presentation</li><li>○ Mental state examination</li><li>○ Obstetrics &amp; Gynaecological</li><li>○ Multi-trauma</li><li>○ Neurology</li><li>○ Toxicology</li><li>○ Renal/ endocrine/ metabolic</li><li>○ 3 x high complexity presentations</li></ul>	Eight (8) Mini-Clinical Evaluation Exercise (Mini-CEX) <ul style="list-style-type: none"><li>○ Obstetrics &amp; Gynaecological</li><li>○ Multi-trauma</li><li>○ Neurology</li><li>○ Toxicology</li><li>○ Renal/ endocrine/ metabolic</li><li>○ 3 x high complexity presentations</li></ul>	Three (3) Mini-Clinical Evaluation Exercise (Mini-CEX) <ul style="list-style-type: none"><li>○ 3 x high complexity presentations</li></ul>

To determine the complexity of a case the trainee can access the Complexity Calculator via the online assessment forms or review [Section 19](#) of this handbook.

Mini-CEX assessments usually take 15-20 minutes per assessment to complete.

Trainees follow the instructions on the Mini-CEX Assessment form to complete Mini-CEX assessments. Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website.

### EMD Mini-CEX Assessors

Mini-CEX WBAs must be assessed by

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor.

## EMAD Direct Observation of Procedural Skills (DOPS)

DOPS are integral to the practice of Emergency Medicine. In these tasks a trainee is observed by an approved assessor whilst performing a specific clinical procedure. Trainees are assessed and receive feedback on their performance, from the technical part of performing the procedure to post-procedure management and discharge advice. For all training programs the procedures required for DOPS are specified. For any DOPS where the assessor is a registered medical specialist whose areas of specialty relates to the applicable area of clinical practice, the Primary Supervisor must also approve the completed assessment.

Trainees follow the instructions on the DOPS Assessment form to complete DOPS assessments. Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website.

DOPS are to be completed and observed by an assessor who assesses your ability to perform core procedures safely and appropriately. These must be completed on a real patient except Safe Defibrillation, which is acceptable as a simulation.

Entry Pathway 1	Entry Pathway 2	Entry Pathway 3
<p>Fourteen (14) DOPS</p> <ul style="list-style-type: none"> <li>○ Suture wound</li> <li>○ Bag valve mask</li> <li>○ Safe Defibrillation</li> <li>○ C-spine maneuver, including 3-person log roll</li> <li>○ Plaster upper limb</li> <li>○ Plaster lower limb</li> <li>○ Non-invasive ventilation</li> <li>○ Procedural Sedation</li> <li>○ Lumbar puncture</li> <li>○ Rapid sequence induction (RSI) – plus ventilator setup</li> <li>○ Joint or Fracture reduction (major/extremity)</li> <li>○ Ventilator – assessment, adjustment and troubleshooting (e.g. alarms)</li> <li>○ Ultrasound guided peripheral vascular access</li> <li>○ Central venous access</li> </ul>	<p>Eight (8) DOPS</p> <ul style="list-style-type: none"> <li>○ Non-invasive ventilation</li> <li>○ Procedural Sedation</li> <li>○ Lumbar puncture</li> <li>○ Rapid sequence induction (RSI) – plus ventilator setup</li> <li>○ Joint or Fracture reduction (major/extremity)</li> <li>○ Ventilator – assessment, adjustment and troubleshooting (e.g. alarms)</li> <li>○ Ultrasound guided peripheral vascular access</li> <li>○ Central venous access</li> </ul>	<p>Three (3) DOPS</p> <ul style="list-style-type: none"> <li>○ Ventilator – assessment, adjustment and troubleshooting (e.g. alarms)</li> <li>○ Ultrasound guided peripheral vascular access</li> <li>○ Central venous access</li> </ul>

### EMAD DOPS Assessors

EMAD DOPS must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor, or
- A registered specialist medical practitioner working at your site whose area of specialty relates to the applicable area of clinical practice.

## **EMAD Case-based Discussions (CbD)**

A Case-based discussion (CbD) is a structured interview designed to explore professional judgement exercised in a clinical case.

A CbD is conducted between the trainee and the approved assessor after the clinical encounter has taken place. The approved assessor selects from three (3) sets of case notes presented by the trainee and provides ratings and feedback based on the trainee's assessment, management, clinical reasoning and decision making, and accuracy of documentation on one of those cases. The trainee is also assessed on their reflection of the selected case during a discussion with the approved assessor.

For information on the process of completing a CbD, follow the instructions on the CbD Assessment Form. Assessment forms are found on your Online Assessment Portal and on the ACEM website.

### **Entry Pathway 1**

Four (4) CbDs are required:

- Two (2) CbDs should have a clinical focus which must be indicated by the trainee and should relate to the EMC Curriculum both of which can be of low complexity.
- Two (2) CbDs both of which must focus on a case of a minimum of medium complexity and should relate to themes of the EMD curriculum.

### **Entry Pathway 2**

Two (2) CbDs are required:

- Both CbDs must focus on a case of a minimum of medium complexity and should relate to themes of the EMD curriculum.

### **Entry Pathway 3**

Case-based Discussions are not required for trainees undertaking Entry Pathway 3

To determine the complexity of a case the trainee can access the Complexity Calculator via the online assessment forms or review [Section 19](#) of this handbook.

### **EMAD CbD Assessors**

A CbD must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor.

## EMAD Procedural Checklist

Procedural Skills are to be complete by trainees in the emergency department. However, EMAD trainees can complete Procedural Skills in ICU and/or Anaesthetics departments or in theatre if they are able to organize shifts or placements in these departments. Trainees must not spend more than 20% of their emergency department placement time in these departments.

*Example – Jenny is working full time (five days a week) in her emergency department each week for the duration of her emergency medicine training time. As Jenny is working full time, 20% of her emergency medicine training time equates to one day per week that she can spend in Anaesthetics, ICU or theatre.*

*With the help of her Primary Supervisor, she has organised to spend one day per week of her emergency medicine training time in theatre and in the Anaesthetics department. Working in these department will enable her to complete some critical care procedures on her Procedural Checklist that she may not be able to complete in the emergency department. As Specialist Anaesthetists are approved assessors, they can assess her for the relevant critical care procedures that relate to their area of clinical practice*

Trainees follow the instructions on the Procedural Checklist to complete Procedures. The Procedural Checklists are accessed on the Assessment Summary Page of the Online Assessment Portal and on the ACEM website. It may be useful for trainees to print this form and carry it around with them for easy reference as you never know when a procedure may present itself.

### Entry Pathway 1

EMAD Trainees completing Entry Pathway 1 are required to complete 32 EMC Procedural Skills, 65 EMD Procedural Skills and 49 EMAD Procedural Skills on real patients or via simulation. A total of 146 Procedural Skills are to be completed for EMAD Entry Pathway 1 that include the following areas of focus (see the procedural checklist on the Online Assessment Portal and ACEM website for a complete list):

- Resuscitation
- Analgesia / Pain Relief
- Musculo-Skeletal
- Trauma
- Burns
- Wounds
- Cardiac
- Circulation
- Neurology
- Psychiatric / Mental Health
- Infectious Disease
- Ultrasound
- Paediatrics
- Obstetrics and Gynaecological
- Gastrointestinal
- Toxicology and Toxinology
- ENT
- Ophthalmological

### Entry Pathway 2

EMAD Trainees completing Entry Pathway 2 are required to complete 65 EMD Procedural Skills and 49 EMAD Procedural Skills on real patients or via simulation. A total of 114 Procedural Skills are to be completed for EMAD Entry Pathway 2 that include the following areas of focus (see the procedural checklist on the Online Assessment Portal and ACEM Website for a complete list):

- Resuscitation
- Analgesia / Pain Relief
- Musculo-Skeletal
- Trauma
- Burns
- Wounds
- Cardiac
- Neurology
- Psychiatric / Mental Health
- Infectious Disease
- Ultrasound
- Paediatrics
- Toxicology and Toxinology
- ENT

### **Entry Pathway 3**

EMAD Trainees completing Entry Pathway 3 are required to complete 49 EMAD Procedural Skills by on real patients or via simulation that include the following areas of focus (see the procedural checklist on the Online Assessment Portal and ACEM Website for a complete list):

- Resuscitation
- Trauma
- Burns
- Wounds
- Circulation
- Ultrasound
- Paediatrics

A number of Procedural Skills are to be completed on real patients (where indicated on the Procedural Checklist – refer to Curriculum document), otherwise the procedure can be completed via simulation. The Procedural skill must be observed by the assessor at the time the procedure took place.

#### **EMAD Procedural Checklist Assessors**

EMAD Procedural Skills can be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor
- A registered specialist medical practitioner working at your site whose area of specialty relates to the applicable area of clinical practice.

#### **EMAD Direct Observation of Communication Skills (DOCS)**

A Direct Observation of Communication Skills (DOCS) is an assessment designed to provide feedback to the trainee on essential communication skills pertaining to the clinical handover and/or referral of a patient. Trainees carry out a patient referral and are assessed by the supervisor who observes the process. Trainees are assessed on criteria, which include outlining identifying details, details of the situation, providing background of the presentation, assessment of the current clinical state of the patient, recommendations and readback and communication and consultation with staff.

EMAD Trainees are required to complete one (1) DOCS assessment.

Trainees follow the instructions on the DOCS Assessment form to complete the DOCS assessment. Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website

#### **EMAD DOCS Assessors**

DOCS Assessments must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor

## Clinical Lead Shift Reports (CLSR)

A *Clinical Lead Shift Report* (CLSR) involves an approved assessor for the task assessing the trainee and providing structured feedback on a trainee's performance during a specific shift where the trainee is the clinical lead, based on direct observations. In order to ensure a complete assessment, the assessor also seeks feedback about the trainee's performance from other ED and non-ED staff (doctors, nurses, administration and support staff) with whom the trainee has interacted with during the shift. Trainees are assessed on criteria including leadership, prioritisation and safe decision making, communication and, where applicable, on emergency health care in a rural and remote setting, patient care including transfer and retrieval, and teaching on the run.

EMAD Trainees are required to complete two (2) Clinical Lead Shift Reports and it is recommended that these are completed towards the end of the required emergency medicine training time.

Trainees follow the instructions on the Clinical Shift Report Assessment form to complete the assessment. Clinical Lead Shift Report Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website

### EMAD Clinical Lead Shift Report Approved Assessors

The Clinical Lead Shift Report must be assessed by:

- A Direct Clinical Supervisor at your site, or
- Your Primary Supervisor

## Quality Improvement Activity

EMAD trainees need to complete one (1) Quality Improvement Activity. This can be either;

- a Morbidity and Mortality Meeting Presentation, or
- a Clinical Pathway/Guideline/ Policy Update or Development, or
- an Audit.

### Morbidity and Mortality (M&M) Meeting Presentations

*Morbidity and Mortality* (M&M) Meeting Presentations provide an opportunity for discussion about adverse outcomes. As well as being an important education process, they are also designed to lead to improvements in patient care and safety and improved patient outcomes. The M&M meeting presentation requires the trainee to prepare and present at the meeting, including providing a case summary, outcomes, contributing factors, recommendations, and the integration of evidenced-based literature.

Trainees follow the instructions on the M&M Meeting Presentation Assessment form to complete the assessment. M&M Meeting Presentation Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website

### EMAD M&M Meeting Presentation Approved Assessors

The M&M Meeting Presentation must be assessed by:

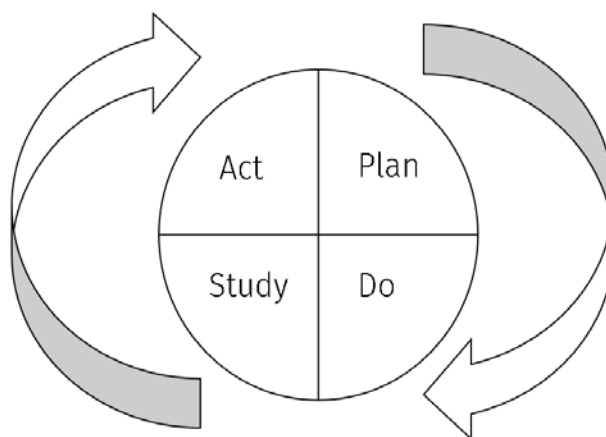
- A Direct Clinical Supervisor at your site or
- Your Primary Supervisor

## Clinical Pathway / Guideline / Policy Update or Development

A Clinical pathway, guideline or policy update or development (Clinical Pathways) task provides the trainee with an opportunity to demonstrate their capacity for reviewing evidence and adapting this to their organisation/ department.

Clinical Pathways map out the sequence, options, timing and expected outcomes of care for patients who either have a similar diagnosis or who are undergoing a similar procedure. Clinical Pathways allow for standardised care so that all patients receive the same care that is evidence based, high-quality, safe, timely and cost-effective. The clinical pathways also allow for documentation of changes in care as a result of the patient's health status.

One example of an approach to develop a clinical pathway is the Plan-Do-Study-Act (PDSA) approach for learning and improving.



## Resources

The following links provide some resources and information that may assist trainees in completing the Clinical Pathway activity:

- [Australian Clinical Practice Guidelines \(NHMRC\)](#)
- [Resources for guideline developers \(NHMRC\)](#)
- [Guide to the development, evaluation and implementation of clinical practice guidelines \(NHMRC\)](#)
- [Guidelines for Guidelines \(NHMRC\)](#)
- [Model for Improvement & PDSA cycles \(NSW Health\)](#)

The above is not an exclusive list of resources. Each site and jurisdiction will have their own information on clinical pathway and guideline development. The online modules refer to the LEAN approach for example. Trainees are encouraged to discuss the various approaches with their supervisor and decide which will work best to address the assessment criteria.

Trainees follow the instructions on the Clinical Pathway Assessment form to complete the assessment. Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website.

## EMAD Clinical Pathway / Guideline / Policy Update or Development Approved Assessors

The Clinical Pathway / Guideline / Policy Update or Development must be assessed by:

- Your Primary Supervisor

### Audit

An Audit assessment task allows the trainee to learn the process of conducting a clinical audit and to analyse a relevant issue as part of an audit of the Emergency Department. Trainees are assessed on their performance in relation to elements of the audit cycle, including preparation, selection of audit criteria, measurement of performance, plan for improvements and sustainability of improvements.

An outline of the audit cycle is shown in the diagram below:



Source: <http://www.hse.ie/eng/>

Each hospital has a process for conducting audits – talk to your Primary Supervisor about the process before you begin.

Trainees are required to discuss with their Primary Supervisor a suitable focus for the audit on an issue within the emergency department. The trainee undertakes the audit and develops an audit report of up to 1200 words to submit to their Primary Supervisor for review.

Trainees follow the instructions on the Audit Assessment form to complete the assessment. The Audit Assessment form is found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website.

### EMAD Audit Approved Assessors

The Audit must be assessed by:

- Your Primary Supervisor



## 6.10 EMAD Meetings

EMAD Trainees are required to complete Start of Placement and Reflective Meetings with their Primary Supervisor during their six (6), twelve or eighteen FTE months of emergency medicine training. These meetings are designed to set goals and actions for each placement and then reflect on them as the placement continues to ensure they are being met and discuss any areas of concern or additional learning required.

See [Section 8](#) of this handbook for more information about the required Meetings.

## 6.11 EMAD Emergency Skills Workshops

### EMAD Entry Pathway 1

EMAD trainees completing Entry Pathway 1 are required to complete five (5) workshops:

- Advanced Life Support 2 (ALS2) workshop, or equivalent for trainees based in New Zealand.
- Advanced Paediatric Life Support (APLS) workshop
- Early Management of Severe Trauma (EMST) workshop or Emergency Trauma Management (ETM) workshop.
- Ultrasound Course
- ACEM EMCD Supervisor Course

### EMAD Entry Pathway 2

EMAD trainees completing Entry Pathway 2 are required to complete four (4) workshops:

- Advanced Paediatric Life Support (APLS) workshop
- Early Management of Severe Trauma (EMST) workshop or Emergency Trauma Management (ETM) workshop.
- Ultrasound Course
- ACEM EMCD Supervisor Course

### EMAD Entry Pathway 3

EMAD trainees completing Entry Pathway 2 are required to complete two (2) workshops:

- Ultrasound Course
- ACEM EMCD Supervisor Course

Once you have completed each workshop, show your certificate of completion to your Primary Supervisor or PSO (if applicable) and they will transcribe the certificate details onto your Online Assessment Portal.

ALS 2 workshops must be accredited by the [Australian Resuscitation Council](#) (ARC). The [ARC website](#). Includes upcoming course dates and locations.

Review the [APLS Australia](#), [APLS New Zealand](#) and [EMST](#) and [ETM](#) websites for further information on courses.

Trainees are required to pay for all costs associated with completing these workshops.

#### Ultrasound Course

Ultrasound courses that are undertaken as part of the EMAD training DO NOT result in the trainee being “credentialed” in ultrasound procedures (or POCUS).

For guidance about the credentialing process please refer to [ACEM's Policy on Credentialing for Emergency Medicine Ultrasonography](#).

The purpose of the ultrasound courses in the EMAD is to allow the trainee to develop knowledge and skills as specified in the EMAD curriculum.

For an ultrasound course to address the curricula of the EMAD the course **must** meet all the following requirements:

1. Align with [ACEM's guidelines for Ultrasound Education programs](#)
2. Be a minimum length of a one full day (8 hour) course that is face-to-face and practical and addresses the following (as outlined in the ACEM guidelines for Ultrasound programs):
  - Demonstration of correct application protocol for emergency indication.
  - Maximum student: instructor ratio – 5:1
  - Live ultrasound models for scanning sessions, preferably including both normal subjects and patients with demonstrable pathology (e.g. peritoneal dialysis patients, patients with known abdominal aortic aneurysm). Patients or professional-grade simulators are preferable for abnormal anatomy. However, they may not always be readily available. In such cases, ultrasound cineloops showing the same pathology may be substituted. Education programs covering Focused Echo in Life Support (FELS) must fulfil the criteria outlined in the ACEM policy document.
3. Include a minimum of two (2) hours practical experience with each of the following ultrasound procedures:
  - eFAST
  - AAA
  - Ultrasound guided needle procedures:

Trainees are required to pay for all costs associated with completing an Ultrasound workshop.

#### ACEM EMCD Supervisor Course

EMAD Trainees are required to complete the EMCD Supervisor Course to prepare them for training staff, and to supervise EMC and EMD trainees in their workplace. The course is made up of two elements:

- **Clinical Supervision Online Modules** – a set of eLearning modules, quizzes, videos and collected research articles, organised into five topics to support supervisors and assessors preparing to supervise trainees in the Emergency Medicine Certificate or Emergency Medicine Diploma training programs.
- **EMCD Supervisor Workshop** – a full day workshop aimed at orientating the supervisor to the EMC and EMD training programs.

There is no fee for EMAD trainees to complete the EMCD Supervisor Course, however trainees must fund their own travel if required to attend the workshop. Dates for the EMCD Supervisor workshop are advertised on the ACEM Website and in the ACEM Bulletin.

#### **Exemptions**

You are eligible to apply for an exemption for the above workshops/courses if at the time of enrolment if you can provide evidence of gaining the qualification by providing a current certificate of completion. If your certificate does not indicate a period of currency or if the workshop was completed in the five years prior to your enrolment date an exemption will be granted.

If you are eligible for a certificate exemption, you can provide the certificate at the time of enrolment or show it to your Primary Supervisor or PSO (if applicable) to transcribe the certificate details onto your Online Assessment Portal.

No exemption is available for the EMCD Supervisor Course.

## 6.12 EMAD Online Modules

EMAD Trainees are required to complete the ACEM Indigenous Health and Cultural Competency Modules

See [Section 9](#) of this handbook for more information on the completion of the online modules.

## 6.13 EMAD Examination and Eligibility

The EMAD Online Examination is a 60-minute exam with 50 multiple choice questions based on the content of the EMAD Curriculum. The exam is held three times per year in May, August and November. Exact dates will be advertised on the College website.

For trainees on EMAD Entry Pathway 1 or 2, the EMD Online Examination is a 90-minute exam with 80 multiple choice questions based on the content of the EMD Curriculum. The exam is held three times per year in April, July and October. Exact dates will be advertised on the College website.

For trainees on EMAD Entry Pathway 1, the EMC Online Examination is a 90-minute exam with 80 multiple choice questions based on the content of the EMC Curriculum. The exam is held three times per year in March, June and September. Exact dates will be advertised on the College website.

For information on exams, see [Section 10](#) of this handbook.

### EMAD Entry Pathway 1 Examination Eligibility

EMAD trainees completing Entry Pathway 1 will be required to sit the EMC, EMD and EMAD examinations.

To be eligible to sit the EMC exam you must have:

- completed four (4) FTE months of your eighteen (18) FTE months of emergency medicine training time, and
- Have no outstanding debts with ACEM.

To be eligible to sit the EMD exam you must have:

- Successfully completed the EMC examination, and
- Completed ten (10) FTE months of your eighteen (18) FTE months of emergency medicine training, and
- Have no outstanding debts with ACEM.

To be eligible to sit the EMAD exam you must have:

- Successfully completed the EMD examination, and
- Completed sixteen (16) FTE months of your eighteen (18) FTE months of emergency medicine training, and
- Have no outstanding debts with ACEM

### **EMAD Entry Pathway 2 Examination Eligibility**

EMAD trainees completing Entry Pathway 2 will be required to sit the EMD and EMAD examinations.

To be eligible to sit the EMD exam you must have:

- completed four (4) FTE months of your twelve (12) FTE months of emergency medicine training time, and
- Have no outstanding debts with ACEM

To be eligible to sit the EMAD exam you must have:

- Successfully completed the EMD examination, and
- Completed ten (10) FTE months of your twelve (12) FTE months of emergency medicine training, and
- Have no outstanding debts with ACEM

### **EMAD Entry Pathway 3 Examination Eligibility**

EMAD Trainees completing Entry Pathway 3 will be required to sit the EMAD examination only.

To be eligible to sit the EMAD exam you must have:

- Completed four (4) FTE months of your six (6) FTE months of emergency medicine training, and
- Have no outstanding debts with ACEM

## **6.14 Completion of the Emergency Medicine Advanced Diploma**

Upon successful completion of all training requirements, a trainee is eligible to receive the Emergency Medicine Advanced Diploma. An Advanced Diploma graduate is eligible to become an Advanced Diplomate member of ACEM. More information on becoming an Advanced Diplomate member is available in [Section 14](#) of this handbook.

Trainees who believe they have completed all training requirements to receive the EMAD must notify the college on the Notification of Completion form. It is essential that all assessments have been uploaded to your Online Assessment Portal before this form is submitted as only assessments that are uploaded can be considered as completed.

On receipt of the form, ACEM Staff will check your record and if eligible you will receive a certificate of completion.

## 7. Emergency Medicine Placements

As part of the Training Program requirements, trainees are required to organise employment in an emergency department that will enable them to meet the training time and assessment requirements of the program they are enrolled in. The emergency department must meet the site requirements for the relevant program you are enrolled in.

Trainees must provide this information to the College at the time of enrolment. However, if a trainee can't confirm all their training placements when they enrol, they must inform the EMCD Team as soon as they have organised other placements, until they have completed the required training time. If the trainee commences the placement without informing the EMCD Team first, the placement time will not be certified toward the training time requirements.

Emergency medicine experience completed prior to enrolling in the training program will not be recognised and cannot be counted toward the training time requirements of the Training Programs.

Training can commence on any day of the year as the Training Programs do not have intakes at specified times of the year.

### 7.1 Minimum Placement Duration

Training can be completed at a minimum of six (6) FTE weeks at a time and must be undertaken at a single training site. If your emergency medicine placement is less than six (6) FTE weeks in duration it will not be counted toward your emergency medicine training time.

Trainees who complete training in blocks of time must still complete all their training time and assessment requirements within the maximum limits allowed for completion of the Training Program they are enrolled in.

### 7.2 Full Time and Part Time Emergency Medicine Training

Trainees can work full time (1 FTE)\* or part time at the following minimum ratios per Training Program:

- EMC - a minimum of 0.25FTE (9.5 hours per week)
- EMD – a minimum of 0.25FTE (9.5 hours per week)
- EMAD – a minimum of 0.5FTE (19 hours per week)

Trainees who work part-time must complete all their training time and assessment requirements within the maximum limits allowed for completion of the Training Program they are enrolled in.

For health and safety reasons, the College will not count excess work hours above 38 hours per week toward the trainee's emergency medicine training time.

*\* For the purposes of determining full time hours, ACEM considers 1 FTE to be 38 hours per week.*

### 7.3 Leave during a placement

Trainees training full-time (1FTE) are permitted up to three (3) weeks' leave for every six (6) FTE months of training time they are required to complete. If a trainee is working part-time, they are eligible for pro-rata leave entitlements.

Leave is inclusive of, but not limited to, annual, personal, compassionate, parental, study, examination, conference, strike and carers leave.

*For example – Tim is working part-time at 0.5FTE (19 hours) per week for six (6) months. This equates to three (3) months of full-time training. He can take one and a half weeks of leave during his placement without impacting his overall training time.*

If you have a question about leave within your training time please contact the [EMCD Team](#).

Trainees who need to take Parental Leave should contact the [EMCD Team](#) for advice.

## 8. Meetings

### 8.1 Start of Placement Meetings

When trainees commence an emergency medicine placement, they are required to complete a Start of Placement Meeting with their Primary Supervisor. **Start of Placement Meetings must occur within the first two weeks of training.** Trainees that complete more than one (1) emergency medicine placement will need to complete a Start of Placement Meeting for every new placement they commence.

If all emergency medicine placement information is provided to the EMCD Team at the time of enrolment, trainees will be provided with a Start of Placement Meeting due date(s).

However, if the trainee does not have an emergency medicine placement organised for the full period of their required training time when they enrol, they must advise the EMCD Team at the College as soon as possible once they have organised another training placement so that their Start of Placement Meeting due date can be calculated. If a trainee doesn't provide this information to ACEM prior to commencing the training placement, and a Start of Placement Meeting assessment has not been submitted to the assessment area of the Online Assessment Portal within two weeks of commencing the placement, their training time for that placement will be forfeited.

#### Start of Placement Meetings Process

At the Start of Placement Meeting the trainee and their Primary Supervisor discuss the learning needs, potential challenges and strategies for training, and outline goals for the trainee to work towards throughout the placement.

Trainees follow the instructions on the Start of Placement Meeting assessment form to complete the assessment. Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and on the ACEM website.

- The trainee organises a time to meet with their Primary Supervisor within the first two weeks of commencing their emergency medicine placement.
- Trainees complete the first stage (Component 1) of the assessment form prior to meeting with their Primary Supervisor, entering the information on the assessment area of the Online Assessment Portal. This step enables the trainee to set out goals and learning needs that they anticipate over the duration of their placement. It's also an opportunity for the trainee to reflect on their strengths and weaknesses relating to emergency medicine, and possible challenges that they may face during their placement.
- The trainee and the Primary Supervisor meet and discuss the trainee's goals and learning needs, adjusting the goals where necessary. The Primary Supervisor may suggest other goals or learning needs that they recommend the trainee aim for. The trainee and Primary Supervisor agree to the goals and learning needs for the duration of the placement.
- The Primary Supervisor records the details of the meeting and completes the assessment form submitting it via the assessment area of the Online Assessment Portal by the due date.
- The trainee can add post meeting comments to the form prior to the Primary Supervisor submitting the form.

As Start of Placement Meetings are a requirement of the Training Programs, failure to submit the assessment on time may result in the trainee's emergency medicine placement not being counted toward their training time requirement.

## 8.2 Reflection Meetings

A Reflection Meeting is an opportunity for trainees to reflect on their training, learning and performance, gain formative feedback from their Primary Supervisor and establish further learning goals.

**Reflection Meetings are required every three calendar months from the start date of the trainee's emergency medicine placement.** The minimum number of Reflection Meetings required will depend on the length of the emergency medicine placement and whether they are being completed full time or part time

*For a trainee completing their six (6) month required training at 1.0 FTE in a single block of training, a minimum of two reflection meetings would be required, once each 3 calendar months.*

*For a trainee completing their six (6) month required training at 0.5 FTE, they are completing 12 calendar months of training and therefore would be required to complete a minimum of four reflection meetings, one each 3 calendar months.*

If all emergency medicine placement information is provided to the EMCD Team at the time of enrolment, trainees will be provided with a list of estimated Reflection Meeting due dates.

However, if the trainee does not have an emergency medicine placement organised for the full period of their required training time when they enrol, they must advise the EMCD Team at the College as soon as possible once they have organised another training placement so that their Reflection Meeting due dates can be calculated. If a trainee doesn't provide this information to ACEM prior to commencing the training placement, and Reflection Meeting assessments have not been submitted to the assessment area of the Online Assessment Portal by the required dates, their training time for that placement will be forfeited.

### Reflection Meetings Process

Trainees follow the instructions on the Reflection Meeting Assessment form to complete the assessments. Assessment forms are found on the Assessment Summary Page on the Online Assessment Portal and the ACEM website.

The trainee's Primary Supervisor must upload the Reflection Meeting Assessments to the trainee's Assessment Summary Page by the due date.

- The trainee organises a time to meet with their Primary Supervisor within two weeks of the Reflection Meeting due date.
- Trainees complete the first stage (Component 1) of the assessment form prior to meeting with their Primary Supervisor, entering the information on the assessment area of the Online Assessment Portal. Trainees are asked to reflect on the progress toward their goals and learning needs as initially set out and agreed to in the Start of Placement Meeting. They should also identify any challenges encountered and strategies to overcome them. For trainees completing the EMAD qualification, they will also be asked to reflect on their skills in leadership, management and professionalism during their placement.
- The trainee and the Primary Supervisor meet and discuss the trainee's reflection on their progress, identifying any new goals and learning needs. If the trainee and their Primary Supervisor are meeting for their last scheduled Reflection Meeting for a particular placement, they do not need to add any new goals.
- The Primary Supervisor records the details of the meeting and completes the assessment form submitting it via the assessment area of the Online Assessment Portal by the due date.
- The trainee can add post meeting comments to the form prior to the Primary Supervisor submitting the form.

As Reflection Meetings are a requirement of the Training Programs, failure to submit the assessment on time may result in the trainee's emergency medicine placement not being counted toward their training time requirement.

## Resources

The following [Reflective Practice Toolkit](#) may be of value in helping you to gain an understanding of reflective practice

## 9. Indigenous Health and Cultural Competency Module

The ACEM Indigenous Health and Cultural Competency Module is a comprehensive course exploring key knowledge and skills in providing high quality care to Aboriginal, Torres Strait Islander and other culturally diverse patients in the emergency department context. The course contains video interviews with FACEMs and other doctors, allied health staff, and Indigenous and other cultural experts. It uses case studies that reflect the real-life challenges of emergency medicine practice and encourage reflection and extrapolation of the core principles of cultural competency to all your patients.

All EMC, EMD and EMAD Trainees are required to complete these modules.

The Indigenous Health and Cultural Competency Modules are as follows:

1. Introduction to Culturally Competent Care in the ED
2. Culturally Competent Communication in the ED
3. Understanding Health Literacy and Diversity of Health Beliefs
4. Understanding Language Diversity and Working with Interpreters
5. Improving ED Access and Experiences for Aboriginal and Torres Strait Islander Patients
6. Collaborative Practice: Understanding the Role of Aboriginal Liaison Officers and Families in ED care
7. Culturally Competent Discharge Planning
8. Culturally Competent End of Life Care
9. A Culturally Competent Approach to Challenging Presentations: Aboriginal and Torres Strait Islander Patients
10. A Culturally Competent Approach to Challenging Presentations: Refugee and Migrant Patient

Trainees can access the modules on the relevant Training Program section of the ACEM Educational Resources site.



## 10. Examinations

For each Training Program there is an online multiple-choice question (MCQ) examination.

### Format

- The EMC examination is a 90 minute online exam with 80 MCQ questions
- The EMD examination is a 90 minute online exam with 80 MCQ questions
- The EMAD examination is a 60 minute online exam with 50 MCQ questions

All questions in the exams have been developed to align with the relevant course curriculum.

### Online Examinations Schedule

EMC, EMD and EMAD exams are held three times per year. Each exam has approximately one month between them, so that a trainee in a training program who wants to complete more than one exam will have time to prepare for the next exam should they be eligible to do so.

- The EMC exams are usually held in March, June and September each year
- The EMD exams are usually held in April, July and October each year
- The EMAD exams are usually held in May, August and November each year

Examination dates can be found on the College website.

### Eligibility

Eligibility for each individual exam will be assessed at the time of the examination application closing date, not the examination date. Trainees can apply for an exam before completing their required training time or an exam as long as they meet the training time requirement or successfully complete any required exams at the time of the application closing date.

View the Examination and Eligibility section of the relevant program to determine your eligibility to sit:

[EMC Eligibility](#)

[EMD Eligibility](#)

[EMAD Eligibility](#)

### Exam location

Each exam is held at the trainee's hospital, and in conjunction with their Primary Supervisor, the trainee organises an appropriate space with a computer where the exam is to be held. The exam space must be in a quiet location where the trainee will not be interrupted during the exam.

Trainees that have left their emergency department can arrange to sit the exam in another location provided they can organise an appropriate exam space and an invigilator. Please contact the [EMCD Team](#) to discuss your situation.

### Organising an Invigilator

Trainees must organise an appropriate invigilator to supervise them during their exam. An invigilator must be appointed by the trainee's Primary Supervisor and be available for the full duration of the exam being undertaken. An invigilator cannot supervise a trainee remotely using technology – they must physically be in the same room as the trainee while the exam is being undertaken. If there is more than one trainee at a site, the site may require an additional invigilator depending on the room configuration. No more than five trainees per one invigilator is recommended.

If the trainee is organising an alternative location other than the emergency department where they completed their emergency medicine training, then they must contact the [EMCD Team](#) to discuss their invigilator requirements.

An invigilator can be:

- A trainee's Primary Supervisor
- A FACEM
- An ACEM Advanced Diplomate
- A Program Support Officer (PSO) (where applicable)
- A Specialist Medical Practitioner

The EMCD Team at the College will determine if the invigilator is an appropriate person to supervise you for the exam.

Exam instructions will be sent to the invigilator and trainee one week prior to the exam. These instructions will outline the exam preparation and procedure on the day of the exam for the invigilator to follow.

### **How to Register for an exam**

Exam registration will open six weeks prior to the date of exam and close three weeks before the exam (application closing date). Once you have confirmed that you will be eligible you can register for the exam by completing the Online Exam Registration form. Applications will not be accepted after the closing date under any circumstances. You must include the following information on your application form:

- Your name and ACEM ID
- Which exam you would like to sit
- Where your exam will be held
- Who your invigilator will be.

The EMCD Team will confirm your eligibility to sit the exam after the application closing date. This confirmation will also include details on the conduct of the examination.

### **Preparing for the exam**

The examinations questions for each examination are formulated from the relevant curriculum based on the learning objectives.

ACEM provides some learning support resources on the Education Resources website which are mapped to the learning outcomes in the curricula. However, this should not be the only resource trainees should utilise to prepare for the examination.

All of the supervised training and feedback you have received during your placements, including your assessment tools are valuable in building your skills and knowledge. This is also the case with the required workshops.

Self-directed learning is also important. In line with principles of adult learning, self-directed learning encompasses the undertaking of independent learning activities. It requires you to first identify your learning needs through a combination of both self-reflection and discussion with Supervisors, mentors, peers and others with whom you've worked and who can provide you with informed feedback. Once your specific needs are identified, you may then read recommended texts and journal articles, research specific topics online, complete the recommended online modules on the ACEM Educational Resources site, and participate in targeted simulation-based training. Self-directed learning is carried out to further develop and enhance your understanding of the concepts covered in the curricula and to consolidate the required knowledge and skills as they relate to the learning objectives, particularly as part of your exam preparation.

**Number of attempts**

Trainees in all Training Programs can attempt each exam three (3) times. For instance, if a trainee is required to complete the EMC, EMD and EMAD exams, they can attempt each exam three times (subject to meeting the eligibility requirements of each exam).

There is no cost to sit the exam on the first attempt. If a trainee is unsuccessful at an examination each subsequent attempt will require payment of the examination re-sit fee. To re-sit an exam, the trainee must organise an appropriate location to sit the exam and an invigilator and apply on the Online Exam Registration. The re-sit fee must be paid prior to sitting the exam.

After three (3) failed attempts at an exam, the trainee will be considered for removal from the Training Program for failure to meet the requirements of the Training Program.

## 11. Removal from the Training Program

Trainees who fail to meet the requirements of the Certificate and Diploma programs or who otherwise fail to comply with College regulations, policies and procedures may be removed from the training program.

Trainee will be considered for removal in the following circumstances:

- Failure to complete the requirements of the relevant training program within the timeframe
- Failure to pass examinations within the maximum three attempts
- Failure to pay all applicable fees by the date on which they are due
- Failure to maintain medical registration
- Engage in conduct contrary or derogatory to or inconsistent with the principles, ethics, dignity, standards and purposes of the College.

The EMCD committee considers trainees for removal under the first four grounds described above. Where the grounds for removal relate to professional conduct, a trainee's status in the training program will be considered by the ACEM Board.

Trainees who are to be considered for removal will be advised in writing of the ground(s) and the date on which they are to be considered for possible removal from the Training Program.

Trainees are entitled to provide a written submission to the EMCD Committee to remain in the program should there be grounds under the College's Exceptional Circumstances and Special Consideration Policy (TA79). Any information a Trainee wishes the EMCD Committee to consider must be provided in writing to the College at least 14 days prior to the date at which they are to be considered by the EMCD committee for possible dismissal.

Where the EMCD Committee accepts that there are exceptional circumstances that warrant a granting of special consideration for a trainee, the EMCD Committee will determine the revised training and assessment requirement(s), due dates and other requirements that are applicable to that trainee.

Where the EMCD Committee does not accept there are exceptional circumstances to warrant special consideration, the trainee will be removed from the training program.

Trainees removed from the training program should review the *Policy on Former EMC, EMD and EMAD trainees re-entering the EMC, EMD and EMAD Training Programs* to determine if they are eligible to apply again following a sit out period.

## 12. Suspension from Training

If a trainee's medical registration is suspended for any reason, or has conditions applied that restricts their ability to undertake fully the requirements of the Training Program, or if a trainee fails, for whatever reason, to maintain registration with the MBA, MCNZ or other relevant regulatory body as applicable they shall automatically be suspended from the Training Program.

During a period of suspension, a trainee is unable to:

- undertake any assessments;
- accrue or be credited with any training undertaken;
- hold themselves to be a trainee of the Training Program; or
- access any benefits or entitlements under the Training Program.

The Board or Council of Education will make the decision to lift a trainee's suspension from the Training Program, this is decided upon application by the trainee. If a trainee is suspended, the timeframe for completion of the training program is not altered.

## 13. Termination of Training

A trainee who has their medical registration terminated or cancelled by a regulatory body shall automatically be removed from the Training Program. If a trainee is terminated this decision is not able to be reconsidered under the College's reconsideration, review or appeal policy or other College processes.

## 14. ACEM Membership

### 14.1 Certificant Membership

Once an EMC trainee has successfully completed all the requirements of the EMC Training Program and been awarded the qualification, they are eligible to apply for ACEM Certificant Membership of the College. Graduates complete the [ACEM Certificant Membership Application form](#) and submit it via email to the EMCD Team at the College.

To become an ACEM Certificant Member, graduates must:

- Have successfully completed and been awarded the EMC qualification
- Be currently registered with AHPRA or the MCNZ
- Declare any restrictions or conditions relating to their medical registration
- Have no financial debts outstanding with ACEM

Applicants that meet the requirements will have their membership approved by the Council of Education as a Certificant Member of ACEM. This process takes between two to three weeks following application and applicants will be notified via email.

**Benefits of ACEM Certificant Membership include:**

- Use of the Postnominal Cert EM (ACEM)
- Enrolment in the ACEM Continuing Professional Development (CPD) Program
- Ability to contribute to Committees of the College
- Access to a range of [Member Benefits](#)

### 14.2 Diplomate Membership

Once an EMD trainee has successfully completed all the requirements of the EMD Training Program and been awarded the qualification, they are eligible to apply for ACEM Diplomate Membership of the College. Graduates complete the [ACEM Diplomate Membership Application form](#) and submit it via email to the EMCD Team at the College.

To become an ACEM Diplomate Member, graduates must:

- Have successfully completed and been awarded the EMD qualification
- Be currently registered with AHPRA or the MCNZ
- Declare any restrictions or conditions relating to their medical registration
- Have no financial debts outstanding with ACEM

Applicants that meet the requirements will have their membership approved by the Council of Education as a Diplomate Member of ACEM. This process takes between two to three weeks following application and applicants will be notified via email.

**Benefits of ACEM Diplomate Membership include:**

- Use of the Postnominal Dip EM (ACEM)
- Enrolment in the ACEM Continuing Professional Development (CPD) Program
- Ability to become a Supervisor for trainees in the EMC Training Program
- Ability to contribute to Committees of the College
- Access to a range of [Member Benefits](#)

### 14.3 Advanced Diplomat Membership

Once an EMAD trainee has successfully completed all the requirements of the EMAD Training Program and been awarded the qualification, they are eligible to apply for ACEM Advanced Diplomat Membership of the College. Graduates complete the ACEM Advanced Diplomat Membership Application form and submit it via email to the EMCD Team at the College.

To become an ACEM Advanced Diplomat Member, graduates must:

- Have successfully completed and been awarded the EMAD qualification
- Be currently registered with AHPRA or the MCNZ
- Declare any restrictions or conditions relating to their medical registration
- Have no financial debts outstanding with ACEM

Applicants that meet the requirements will have their membership approved by the Council of Education as an Advanced Diplomat Member of ACEM. This process takes between two to three weeks following application and applicants will be notified via email.

**Benefits of ACEM Advanced Diplomat Membership include:**

- Use of the Postnominal Adv Dip EM (ACEM)
- Enrolment in the ACEM Continuing Professional Development (CPD) Program
- Ability to become a Supervisor for trainees in the EMC and EMD Training Programs
- Ability to contribute to Committees of the College
- Access to a range of [Member Benefits](#)

## 15. Support

### Wellbeing and Support Resources

Emergency Medicine is a rewarding yet challenging career. It is important to know when and where to go and what to do if issues arise. For training and supervision issues, trainees should contact their Primary Supervisor in the first instance. If an issue remains unresolved or if a trainee feels uncomfortable in approaching their Primary Supervisor, they can contact the ACEM EMCD team who are available to provide advice and escalate matters as appropriate.

Trainees and members can also contact the ACEM Membership and Wellbeing Unit ([wellbeing@acem.org.au](mailto:wellbeing@acem.org.au)) to be connected with an appropriate support service or the ACEM Trainee Support team ([trainee.support@acem.org.au](mailto:trainee.support@acem.org.au)).

The [My Wellbeing](#) page on the ACEM website also offers several resources, advice links and contacts to help address issues such as stress, burn out, conflict, mental and physical ill health, dependency issues, coping with mistakes and/or unexpected events. It is important to recognise, acknowledge and seek advice as early as possible to obtain any support needed.

### ACEM Assist

ACEM Assist is a free and confidential service for all members and trainees.

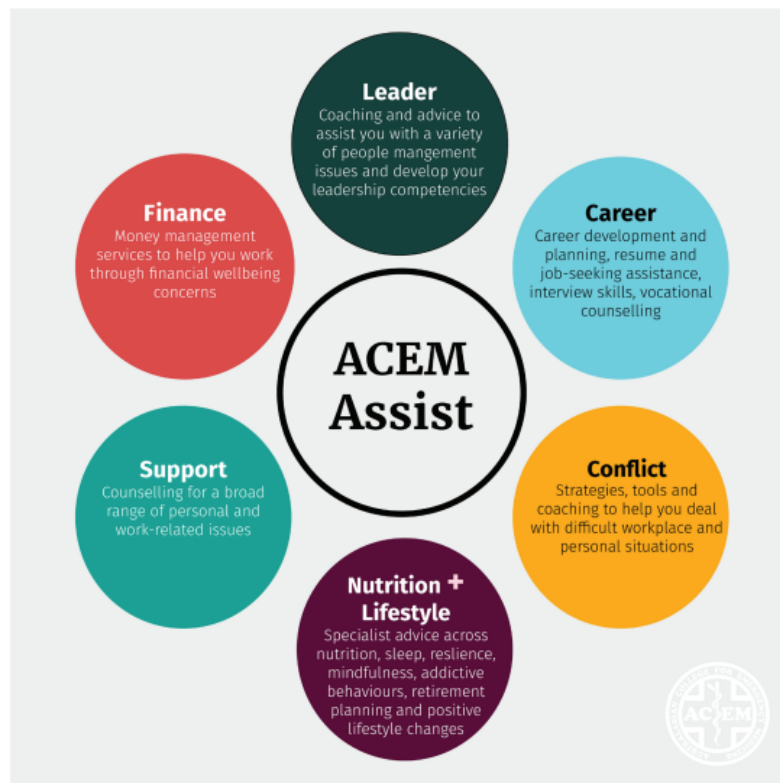
Professional coaching and advice on matters such as **nutrition, sleep, career advancement, difficult conversations, leadership development, money management, lifestyle** complements traditional counselling for personal and work-related issues and the holistic approach aims to support all aspects of your wellbeing.

You can access **up to four sessions** per issue in any 12-month period.

The ACEM Assist program is a confidential service provided by Converge International. Your details will not be disclosed to the College.

For further information, please contact the ACEM Membership and Culture team via [wellbeing@acem.org.au](mailto:wellbeing@acem.org.au).

All members and trainees can access ACEM Assist [here](#).



## 16. College Policies and Guidelines

In addition to the support resources outlined in the previous section, and policies and guidelines specific to individual components and/or requirements of the EM Certificate and Diploma Training Programs, ACEM has a number of policies and guidelines that are or may be applicable to trainees in the course of their training and assessment.

### 16.1 Code of Conduct

The ACEM Code of conduct establishes a common understanding of the standards of behaviour expected of all members and trainees of ACEM, and represents a broad framework against which the actions, professional conduct and behaviour of trainees and members can be assessed.

The Code of conduct is available on the [College website](#).

### 16.2 Exceptional Circumstances and Special Consideration

From time to time, trainees may experience situations that are beyond their control that impact their training progression, completion of assessments or ability to meet training regulations.

The Exceptional Circumstances and Special consideration Policy applies to a range of individuals, and outlines the criteria and processes by which those subject to ACEM regulations and/or policies may apply for special consideration on the grounds of exceptional circumstances, and the grounds on which such applications may be made.

Applications for special consideration, supported by relevant documentation, must be made on the appropriate College form, and submitted within the specified timeframe. An application fee applies. It is important that all appropriate and relevant supporting documentation is provided with the application so that the relevant decision making entity has all the information available to them to be able to make a decision on the application. Information on what supporting documentation should be submitted is outlined in the policy.

The Exceptional Circumstances and Special consideration Policy is available on the [College website](#).

### 16.3 Reconsideration, Review and Appeal of Decisions

The Reconsideration, Review and Appeals Policy enables three layers of redress for individuals who are dissatisfied with a College decision and who are able to demonstrate one or more of the specified grounds of appeal.

- At the first level the policy offers reconsideration by the original decision maker.
- The second level involves consideration by a panel of three individuals who are approved by the governing body of the original decision maker and who had no involvement in the original decision or otherwise have a conflict of interest.
- The third level of the policy offers the avenue of formal appeal, with an Appeals committee chaired by a non-College member, with equal numbers of College members and non-College members forming the remainder of the committee.

There are strict timeframes within which applications for reconsideration, review and appeal must be lodged with the College. These are set out in the policy.

Applications for reconsideration or review should be made using the appropriate College form and include all information on which a trainee intends to rely. If a payment fee is required, this should be provided at the time of application. An application under this policy should be lodged in writing directly with the College Chief Executive Officer.

The Reconsideration, Review and Appeals Policy is publicly available on the [College website](#).

### 16.4 Conflict of Interest Policy

The College is committed to high standards of ethical conduct and to providing a governance structure that is transparent and robust. In this context, the Conflict of Interest Policy provides guidance in identifying and managing conflicts of interest involving the College and its activities.

Acknowledging that conflicts of interest may be actual, potential or perceived, members and staff of the College are obligated to avoid and disclose ethical, legal, financial or other conflicts of interests involving the College and remove themselves from a position of decision-making authority with respect to any conflict situation involving the College.



All College entities are expected to maintain a current register of the interests declared by its members and for conflicts of interest to be appropriately recorded in meetings and the making of decisions.

Failure to disclose a conflict of interest is taken seriously by the College and may constitute a breach of duties, including duties under the Corporations Act (CTH 2001).

The conflict of Interest Policy is available on the [College website](#).

### **16.5 Discrimination, Bullying and Sexual Harassment (DBSH)**

The Discrimination, Bullying and Sexual Harassment Policy affirms the College's commitment to equality of opportunity and ensuring that the working and training environment is free from discrimination, bullying and sexual harassment. It sets out the behaviour expected of all persons involved in College activities within the various workplaces and training environments in which they are located.

Issue resolution for discrimination, bullying and sexual harassment should occur in the local workplace as an employment issue. A trainee's employer's human resources department can provide advice on the complaints and resolution process in addition to counselling and support, and this should be a trainee's first port of call.

The College does have a formal complaints mechanism that can be activated. However, this has limited investigative power for issues in the primary place of employment due to jurisdictional considerations. Complaints arising out of conduct at official College activities (e.g. Meetings of the College Board, council(s) and other entities) may be lodged with the College.

The Discrimination, Bullying and Sexual Harassment Policy is publicly available on the [College website](#).

### **16.6 Complaints Policy**

Separate to matters involving DBSH, the College's Complaints Policy provides a process to address and resolve complaints against members of the College where the complaint relates to professional or ethical standards of conduct or conduct affecting the reputation or work of the College.

The [Complaints Policy](#) should be read alongside the College's [Procedures for Submission and Resolution of Complaints](#) both available publicly on the College website.

### **16.7 Reporting of Patient Safety Concerns Arising from Trainee Assessment Policy**

The College has responsibilities to its trainees and also a responsibility to act in the public interest where concerns during training arise that may compromise the provision of safe, high-quality patient care.

The Reporting of Patient Safety concerns Arising from Trainee Assessment Policy describes a process to address matters of significant concern arising from assessments of trainees and which may be sufficient to warrant those concerns being communicated to a regulatory authority (e.g. MBA MCNZ) or other statutory authority, whether the concerns relate to an aspect of professional performance or relate more to the effective domains of professional practice, such as communication, relationships and ethics.

The Reporting of Patient Safety concerns Arising from Trainee Assessment Policy is available on the [College website](#).

## 17. Contacts

EMCD Team  
+61 3 8679 8872  
[emcd@acem.org.au](mailto:emcd@acem.org.au)

Membership and Wellbeing Unit  
+61 3 9320 0444  
[wellbeing@acem.org.au](mailto:wellbeing@acem.org.au)

Trainee Support Unit  
+61 3 8679 8874  
[trainee.support@acem.org.au](mailto:trainee.support@acem.org.au)

CPD Unit  
+61 3 9320 0404  
[cpd@acem.org.au](mailto:cpd@acem.org.au)

General ACEM enquiries  
+61 3 9320 0444  
[admin@acem.org.au](mailto:admin@acem.org.au)

## 18. Terminology

### Approved Site

Used in relation to specific training placements that meet the training supervision requirements of the relevant certificate and diploma programs.

### ACEM Board

The governing body of the College; the members of which are the company directors. The Board has delegated some of its decision-making authority to the Council of Advocacy, Practice and Partnerships and the Council of Education.

### Certified

Used in relation to training (at an approved site or placement), which results in time being accrued towards completion of training time requirements.

### Council of Education

The educational governing body of the College, which is responsible for educational governance, direction, delivery and promotion of improvements in education and has oversight of all facets of the College's educational activities, including examination and election to Fellowship, accreditation and continuing Professional Development programs.

### EMCD Committee

An entity of the Council of Education responsible for monitoring and reviewing the operation of the EMC, EMD and EMAD training programs.

### Full-Time Equivalent

Full-time Equivalent (1.0 FTE) is determined by reference to the hours and conditions applicable in the relevant jurisdiction; '0.5 FTE' refers to half those full-time hours.

### Leave within training

Any leave taken during a training period within a placement; the maximum amount of leave that may be taken in a placement is prescribed in the College regulations.

### Paediatric Patient

Means a patient who has not yet reached their 16th birthday (e.g. aged up to 15 years and 364 days)

### Paediatric Patient Encounter

For the purposes of the WBA Assessments an 'encounter' includes attending a patient for all of the following purposes: taking a history; physical examination; participation in management and disposition decisions and documenting the encounter in the patient's medical record by the trainee.

### Placement

A placement is a period of training undertaken at a designated site.

### Primary Supervisor

A Primary Supervisor has oversight of a trainee's progression through the program and is responsible for helping trainees meet training requirements by assisting with access to education and assessments.

### Relevant site

A relevant site is the site at which a trainee is training and not another site or host emergency department within an ED network or linked ED.

## 19. Levels of Complexity

The levels of complexity applicable to specified WBAs are:

**Low complexity** – includes those best described as:

- a patient with a single-system presentation, with minimal complications (medical and/or social) and responsive to first line treatment
- a patient with a self-evident diagnosis where management is straightforward
- a stable patient with a common presentation or a clear diagnosis

**Medium complexity** – includes those best described as:

- a patient with a multi-system problem and minimal complications (medical and/or social)
- a patient with a single-system problem and multiple/significant complications (medical and/or social) or who does not respond to first line treatment
- a stable patient with an uncommon presentation or without a clear diagnosis
- a critically ill or injured patient who responds to first line treatment

**High complexity** – includes those best described as:

- a patient with multi-system problems and multiple/significant complications (medical and/or social)
- an unstable or deteriorating patient with an uncommon presentation or without a clear diagnosis
- a critically ill or injured patient who is unresponsive to first line treatment
- a patient presenting with a life/limb/sight-threatening condition