



Position Title	Coordinator, Continuing Professional Development Program & Governance
Department	Education
Date Reviewed	November 2023

Incumbent Name	Vacant	
Signature		Date

## College Overview

The Australasian College for Emergency Medicine (ACEM) is a not-for-profit organisation responsible for the training, assessment and continuing professional development of emergency physicians as well as the advancement of professional standards in emergency medicine in Australia and Aotearoa New Zealand.

Our vision is to be the trusted authority for ensuring clinical professional and training standards in the provision of quality, patient-focused emergency care.

Our mission is to promote excellence in the delivery of quality emergency care to all our communities through our committed and expert members.

The ACEM Core Values which employees and members hold themselves and others accountable are:

- Equity
- Respect
- Integrity
- Collaboration

## Department Overview

The Education Department has several strands of activity arranged into Units, each of which is led by a General Manager or Manager, who reports to the Executive Director, as follows:

### Education Strategy & Development

- Responsible for the development and implementation of strategic education initiatives underpinned by sound evaluation and design principles, including educational standards and content, and facilitated by strong collaborative partnerships with stakeholders.

## **Examination, Assessment Systems & Standards**

- Responsible for the ongoing development and administration of standards underpinning the ACEM Examinations and the digital systems required to support them.

## **Examination Operations**

- Responsible for the ongoing development, administration and logistical delivery of the ACEM Examinations.

## **Specialist International Medical Graduate Assessment**

- Responsible for the development and administration of processes associated with the assessment of the qualifications and experience of specialist doctors trained overseas wishing to be recognised as specialists in emergency medicine in Australia and New Zealand, and the provision of support to those on the pathway to Fellowship of ACEM.

## **Continuing Professional Development (CPD)**

- Responsible for the development and administration of activities and programmes to support Fellows' lifelong learning.

## **Position Purpose**

The Coordinator, CPD Program and Governance, coordinates administrative processes related to the ACEM CPD Program and the activities of the CPD Committee and Mentoring Reference Group.

## **Key Responsibilities**

The key responsibilities of the role shall include, but not be limited to:

- Coordinate administrative processes related to the ACEM CPD Program, including but not limited to:
  - Enrolment and monitoring of CPD participants to meet compliance requirements
  - Provision of advice to CPD participants to support them in meeting requirements
  - CPD activity accreditation, recording and reporting
  - Annual and cycle audit of CPD records
- Coordinate and administer processes for the CPD Committee and the Mentoring Reference Group, including meeting schedules, agendas, meeting minutes, action items and administering CPD outcomes.
- Provide administrative assistance and/or input as requested by the Manager, CPD, and ACEM Executive staff, for other aspects of the CPD program, such as reporting requirements, regulations, policies, procedures, and communications content.
- Plan, draft, review and implement education policies, processes and documentation in close collaboration with the relevant senior and executive College staff and entities.
- Contribute to the development of discussion papers and reports for CPD-related matters to relevant College entities, including, but not limited to, the CPD Committee and the Council of Education.
- Other responsibilities as delegated by Management within the scope of this position.

### *Organisation Responsibilities*

- Demonstrate the ACEM Core Values within the Unit, Department and across the College.
- Ensure any allocated deliverables outlined in the ACEM Business Plan, ACEM Reconciliation Action Plan and Te ACEM Rautaki Manaaki Mana: Excellence in Emergency Care for Māori are met to a high standard.

- Ensure the quality recording of all processes relevant to role and responsibilities.
- Strive to maintain a culturally competent and inclusive workplace and expected to undergo regular cultural competence training.

## Key Skills, Qualifications and Attributes

### Essential

- Demonstrated experience in supporting education programs, preferably in the vocational sector.
- High level of accuracy and attention to detail, with the ability to commit to a high-quality service-oriented workplace culture.
- Excellent planning, time-management and organisation skills.
- Well-developed communication skills, including the ability to interact effectively and respectfully with a range of stakeholders, and provide clear, courteous and accurate information.
- Ability to work both in a small team and unsupervised on tasks in accordance with team objectives, timelines and priorities.
- Ability to use initiative and problem-solving skills.
- Customer service orientated and member-focused approach.
- Ability to work within and across teams to implement administrative systems and processes.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.
- Flexible approach with the ability to deal effectively with change.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion, and industrial democracy.

### Desirable

- Experience in a membership organisation or academic institution.

## Workplace Health and Safety

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

## Organisational Relationships

Reports to	Manager, Continuing Professional Development
Supervision of	Nil
Internal Liaison	All ACEM Employees Members and trainees of the College
Committee Liaison	CPD Committee, Mentoring Reference Group Other ACEM entities (as required)
External Liaison	Consultants, Hospital Employees, Other specialist Medical Colleges

## **Additional Information**

- May involve work outside normal business hours to meet business objectives, e.g., occasional evening teleconferences and work required to meet critical deadlines.
- Interstate and/or overseas travel may be required.