



Policy on CPD Activity Accreditation

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1. PURPOSE AND SCOPE

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

The purpose of this policy is to outline the method by which organisations providing CPD activities may apply to have those activities accredited for the purposes of the ACEM CPD program. As part of this process, the College maintains an online library of accredited CPD activities in order to:

- Recognise and promote the conduct of accredited CPD activities appropriate to Emergency Medicine
- Simplify the recording of accredited activities for Fellows' and members' individual records
- Promote exemplary standards of practice in Emergency Medicine through CPD.

2. REQUIRED ELEMENTS OF AN ACCREDITED ACTIVITY

The following elements are required in order for an activity to be accredited by ACEM for the purposes of the CPD program:

- Activities align to one or more domains of the [ACEM Curriculum Framework](#)
- Educational activities and learning outcomes are clearly stated
- Participants' needs are taken into consideration
- Activities are evidence-based

- Clinical and ethical standards are maintained throughout
- Face-to-face activities include adequate time for interaction and discussion
- Participants evaluate and provide feedback on the accredited activity
- Participants are issued with a certificate of completion/attendance, which clearly states the name of the participant along with the name and date/duration of the activity.

3. APPLICATIONS FOR ACCREDITATION

3.1 Application process

Providers wishing to apply to have an activity or event accredited within the ACEM CPD program must:

- Ensure the application is submitted on the appropriate application form, including payment of the applicable application fee and all information and documentation specified therein provided
- Pay the applicable application fee. The application fee may be waived in certain circumstances including where the provider is a registered charity or not-for-profit organisation.
- Agree to provide the following within 10 working days of the accredited activity taking place:
 - ACEM CPD Activity Accreditation Evaluation
 - List of participating ACEM CPD Participants.

3.2 Application outcome

The CPD Committee will determine whether the application is approved or rejected. The CPD Committee shall approve any application which meets the requirements of this policy. The CPD Committee reserves the right to reject an application which does not meet the requirements of this policy. The CPD Committee may, at its discretion, refer to subject matter experts such as ACEM committees and other entities, in the course of assessing an application.

The provider of an approved activity must advise the College of any significant changes to the program content of the accredited activity and submit an application for re-assessment of the activity. A change to matters such as duration of the activity, date of activity, mode of delivery etc. must also be advised to the College.

3.3 Application assessment

For all approved applications the College will determine:

- The Category and Activity Type of the ACEM CPD Program(s) in which the accredited activity falls; and
- The hours and minutes for which the activity is accredited, excluding registration and any recreational components.

3.4 Duration of the Accreditation

The CPD Committee will determine the duration for which the activity is accredited:

- One-off activities remain valid until the date of completion of the activity
- Ongoing activities remain valid until the end of the applicable CPD cycle

At the end of the relevant CPD cycle, the providers of ongoing activities will be invited to re-apply for accreditation of the activity.

In the case of change to the program or content of an accredited activity, the provider must submit an application for re-assessment of the activity.

4. LOSS OF ACCREDITATION OF AN ACTIVITY FOR CPD

The CPD Committee reserves the right to revoke accreditation of an activity should:

- the provider fails to provide the evaluation and participant list, or
- feedback from participants indicates that the required elements of the activity were not met.

5. DOCUMENT REVIEW

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

5.1 Responsibilities

Document authorisation: Council of Education
Document implementation: CPD Committee / relevant unit manager
Document maintenance: Manager Standards

5.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
V1	Mar 2017	Approved by Council of Education
V2	July 2017	Removal of the exclusion of breaks in the calculation of hours

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